

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

**AGENDA**  
May 28, 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. 2025 Neal Kwong Award Recipient Rane Roste
- E. APPROVAL OF MINUTES:
  - 1. April 23, 2025 City Council Regular Meeting Minutes
  - 2. May 7, 2025 City Council Workshop Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
  - 1. General Disbursements through 5/20/25: \$53,928.23  
Payroll through 5/20/25: \$25,104.64  
Wire Payments through 5/20/25: \$16,230.61
  - 2. Approval of City Licenses
  - 3. Approval of Resolution 25-51 Accepting Resignation of Karen Cooley-Kistler from the Community Engagement Commission
  - 4. Approval of Resolution 25-52 Accepting Resignation of Pedro De Filippo Vannucci from the Environment Commission
  - 5. Approval of Resolution 25-53 Accepting Donation from AARP Tax-Aide
  - 6. Approval of Resolution 25-54 Accepting Resignation of Curt Stockford from the Community Engagement Commission
  - 7. Approval of Resolution 25-55 Supporting MWF Properties' Application for the 2025 Ramsey County Housing Development Solicitation
  - 8. Approval of Resolution 25-56 Supporting the Integration of the SolarApp+ Program to the Permitting Process
  - 9. Approval of Resolution 25-57 Declaring the Intent to Reimburse Expenditures from Bond Proceeds for 2025 Pavement Management Project
  - 10. Approval of Additional Funding to Repair Streelights in University Grove
  - 11. Approval of Resolution 25-58 Appointing Sarah Caflisch to the Community Engagement Commission
  - 12. Approval of Resolution 25-59 Authorizing a Usage Agreement with Verizon Wireless for a Temporary Asset Usage Agreement

H: POLICY ITEMS:

1. Approval of Resolution 25-60 Park Project Bid Award
2. Approval of Ordinance 25-03 Updating Chapter 14 of City Code for Pedicab Licensing

I. INFORMATION/ ANNOUNCEMENTS:

J. COMMUNITY FORUM:

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

K. ADJOURNMENT:

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## REQUEST FOR COUNCIL ACTION (RCA)

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                                     |
| <b>Agenda Item</b>  | Presentation D1                                                  |
| <b>Attachment</b>   | Resolution 25-50                                                 |
| <b>Submitted By</b> | Kelly Nelson, Administrative Services<br>Director / Deputy Clerk |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>          | Neal Kwong Youth Citizen Award – Rane Roste                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Description</b>   | <p>The Neal Kwong Youth Citizenship Award was established September 2000 in memory of Neal Kwong. Neal Kwong, a youth leader and Eagle Scout, died suddenly early in August while at Boy Scout camp. Neal was an active coach, volunteer, and great young citizen. In his memory, the Neal Kwong Youth Citizenship Award was established to recognize outstanding youth leaders, volunteers, and citizens in their work here in Falcon Heights.</p> <p>The award is granted annually to one person between the ages of 12 and 19, who displays outstanding leadership, volunteerism, or citizenship while making contributions to the Falcon Heights community. The recipient is to be recognized by the City Council, receive acknowledgement on a plaque at City Hall, and be highlighted in the city newsletter. Nominations may be done through the schools, a nomination process, or by individual citizens of Falcon Heights.</p> <p>Mr. Gary Kwong would recommend awarding the 2025 Neal Kwong Citizenship Award to Rane Roste.</p> <p>Rane has shown exemplary qualities in several capacities, from being known as a leader to teammates and lettering five times across three sports, to excelling academically. Rane also volunteers regularly, whether it is at My Starving Children, at a local food shelf, through church, assisting in cleanup efforts with the Falcon Heights – Lauderdale Lions Club, or on mission trips. It is from volunteerism and mission trips that have helped shape Rane’s future plans to attend college and major in nursing. Rane’s empathy for others and wanting to help those in need, along with their volunteerism efforts, are just several of the ways in which Rane Roste is a deserving recipient of this year’s Neal Kwong Youth Citizen Award.</p> |
| <b>Budget Impact</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



|                                |                                                                                                                                                                                     |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attachment(s)</b>           | <ul style="list-style-type: none"> <li>• Nomination Form and Recommendation Letter</li> <li>• Resolution 25-50 Awarding the Neal Kwong Youth Citizen Award to Rane Roste</li> </ul> |
| <b>Action(s)<br/>Requested</b> | Motion to approve the attached resolution and award the 2025 Neal Kwong Youth Citizen Award to Rane Roste.                                                                          |

*“I will love life more than anybody I will ever know.”* Neal Kwong, 1998

**Neal Kwong Youth Citizenship Award Nomination Form**

Please nominate a person between the ages of 12 and 19 who either lives in Falcon Heights or has volunteered within Falcon Heights. Nominators are encouraged to attach extra pages if required.

Name of Nominee \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Your Name \_\_\_\_\_

Your Phone \_\_\_\_\_ Your E-Mail Address \_\_\_\_\_

Your Relationship to the Nominee \_\_\_\_\_

How has the nominee demonstrated outstanding leadership, volunteerism, or citizenship?

Is there anything you would like us to know about the nominee that will help us understand why you are nominating him or her (e.g. personal qualities, challenges, or interests)?

Nominations are due by Friday, April 25, 2025 at 4:30 p.m.

You can e-mail this information to [mail@falconheights.org](mailto:mail@falconheights.org), fax it to 651-792-7610 or mail it to us at:

Falcon Heights City Hall

Attn: **Neal Kwong** Award

2077 W. Larpenteur Avenue

Falcon Heights, MN 55113

## **Neal Kwong Award – Nominee Rane Roste**

### **How has the nominee demonstrated outstanding leadership, volunteerism, or citizenship?**

To cap her high school career, I thought it was appropriate to nominate my daughter (Rane Roste) based on her leadership and growth as a Falcon Heights resident over that time. Rane has shown leadership in several capacities. Athletically, she has lettered 5 times across 3 different sports (volleyball, basketball and badminton) and has been named All-Conference in 2 of those sports at St. Paul Central High School. She is especially known as a leader on the floor for the team and is able to get the team amped up for big moments in the game. Academically, she has been on the honor roll multiple times, is in the National Honor Society, is part of the Central Senior Leaders Club, has been part of the Yearbook Club, and has taken multiple post-secondary classes and Advance Placement (AP) exams to earn college credits prior to graduation. In fact, her high class rank and near straight-A GPA has enabled her to get a Presidential Scholarship at the university she will be attending this fall as a freshman.

Outside of school, Rane has been a frequent volunteer. She has participated in several sessions of Feed My Starving Children (and even recruited her friends to participate), she has been a frequent volunteer at a local food shelf with her grandmother, she has volunteered with church activities (such as dresser builds, homeless care packs, and summer of service) at Roseville Lutheran Church, she has participated in clean up events with the Falcon Heights – Lauderdale Lions Club, and has participated in multiple mission trips with Hamline United Methodist Church. In fact, this last January she spent a week at Manos Juntas in Mexico (just over the southern Texas border) with a mission trip to build a playground and a house for a family in need. This reaffirmed her commitment to her planned college pathway of majoring in nursing because she wishes to participate in medical missions as a professional and to have the ability to give back to people who are in need and in less fortunate circumstances. It was an eye-opening experience, but one that brought humility and compassion that she can use in her nursing future.

Rane has also displayed leadership and citizenship in other ways. She has worked in the food industry since she was 15, first at a fast casual location, then at a state fair dining hall, and now as an assistant server at a restaurant. Each time, she has helped to take charge in problem solving customer issues, giving direction to coworkers, and being willing to get the job done. Recently Rane also served as an election judge for Ramsey County for an underserved area because she was interested in the political process. Rane has also been participating in a bible study group with other teens in her friend group to see how those lessons can be applied to modern day and be used for compassion and understanding for others. Finally, we typically take a driving trip each summer and visit various national parks, museums and other locations throughout the country (including many presidential museums and historical sites). And on these trips, Rane is always surprising me with her willingness to learn and understand how US history or key places from our past may impact how the world works today.

So for these reasons, I believe Rane is ready to use her maturity and experience to really help others and will continue to be an active leader within the community. That is why I am nominating her as a great representative for the Neal Kwong Award.

### **Is there anything you would like us to know about the nominee that will help understand why you are nominating her (e.g. personal qualities, challenges, or interests)?**

In addition to the above remarks, there is one characteristic which is a defining trait for Rane, and that is empathy for others. Rane has a knack for seeing a situation not only from the perspective of how the

situation will impact her, but also looking at how the situation will impact others. And then Rane is keenly aware of how to help others feel included or to ensure they have a chance to speak. This likely stems from having some difficulties growing up where some peer groups decided not to include Rane and purposefully excluded her from some activities. Those events were very painful and took much time to heal, but they did give Rane a different perspective on friend groups than most teens her age. Rane is committed to not treating peers in that way and seeks a career path in nursing where she will be able to let those who are disabled, or sick, or quiet to have a voice and be heard. Rane's compassion in this manner, tempered by her real-life experience, is another reason why I believe she is a great representative for the Neal Kwong Award.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-50

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**RESOLUTION AWARDING THE 2025 NEAL KWONG YOUTH CITIZENSHIP AWARD TO  
RANE ROSTE**

**WHEREAS**, the Neal Kwong Citizenship Award was established in September 2000 in memory of Neal Kwong, who passed away suddenly at a Boy Scout Camp; and

**WHEREAS**, the award will be granted annually to one person between the age of 12 and 19, who displays outstanding leadership, volunteerism, or citizenship while making contributions to Falcon Heights; and

**WHEREAS**, the recipient would be recognized by the City Council, receive acknowledgement on a plaque at City Hall, and be highlighted in the city newsletter; and

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota award Rane Roste the Neal Kwong Youth Citizenship Award.

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Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON       \_\_\_ In Favor  
MEYER  
LEEHY           \_\_\_ Against  
MIELKE  
WASSENBERG

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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

**MINUTES**  
April 23, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:04 PM
- B. ROLL CALL: GUSTAFSON\_X\_ LEEHY\_X\_ MEYER\_X\_  
MIELKE\_X\_ WASSENBERG\_X\_

STAFF PRESENT: LINEHAN\_X\_\_

- C. APPROVAL OF AGENDA

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

- D. PRESENTATION

1. Presentation from Ramsey County Commissioner Garrison McMurtrey and County Manager Ling Becker

Garrison McMurtrey introduces himself; he represents District 3 on the Ramsey County board. He provides an overview of the Ramsey County Board, its role, responsibilities, and who they all represent. Next, McMurtrey points out some of the Ramsey County committee and commission assignments he has, as well as which other boards and associations he serves to represent Ramsey County. His priorities as a County Commissioner specifically are:

- Creating more deeply affordable housing
- Investing in economic development
- Ensuring county services are responsive to the needs of residents.

County Manager Ling Becker introduces herself and provides a background overview of herself and her career. She is passionate about providing pathways for young people to work in government as well as creating partnerships between cities and counties. She transitions into the vision, mission, and goals for Ramsey County. All the work is surrounded by residents and making sure their needs are met. Next, she provides an overview of the services the county provides. The departments are organized into four service teams and a strategic team. The strategic plan advances the organization's mission, vision, and goals, and Becker highlights some of the current strategic priorities of the county. She also provides updates related to transitions in county leadership, some of the budget uncertainties we face, and what they have been working on post-COVID. A lot of services are pushed to counties, creating large shifts in their budget. The county will be starting with their 2026-27 biannual budget. Becker highlights the new Environmental Center that opened on April 1 in Roseville. Lastly, she provides more information about redevelopment projects. The Rice Creek Commons project will start construction soon, which will increase the tax base. The County is also looking for

funding to create a park at RiversEdge along the Mississippi River. Ramsey County is also working on an initiative called Appropriate Response, which looks at sending other resources other than traditional law enforcement. Becker also touches on the Ramsey County Community Economic Development; they are working on legislation to expand its HRA authority to EDA.

McMurtrey further explains some of the priorities he will be working on in his new role, in relation to housing, economic development, and construction projects in his district.

Mielke would like to see pedestrian lights on Larpenteur.

Meyer is interested in learning more about the ripple effect on suburbs when downtown St. Paul gets revitalized. McMurtrey explains that St. Paul does not have a large tax base, as it houses a lot of government, non-profits, and religious institutions, which are tax-exempt. Spurring economic development in this area helps expand the tax base and can alleviate the stress on property taxes in the remainder of the county.

Leehy is thankful for the presentation and would like to learn more about the specifics of the pathways to homeownership. McMurtrey explains it is related to first-generation homeownership.

Meyer wonders how the county interacts with the State Fair and funding. The county will do more research to see what their involvement is.

Council thanks the County Commissioner and Manager for the presentation.

E. APPROVAL OF MINUTES:

1. March 5, 2025 City Council Workshop Minutes
2. March 12, 2025 City Council Regular Meeting Minutes
3. March 12, 2025 City Council Special Workshop Minutes

Councilmember Wassenberg motions to approve the meeting minutes;  
Approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 4/17/25: \$70,899.84  
Payroll through 4/8/25: \$25,095.98  
Wire Payments through 4/8/25: \$16,835.65
2. Approval of City Licenses
3. Approval of Charge Order with American Environmental and Budget Amendment for Sewer System Maintenance
4. Approval of Transfer of \$100,000 from Fund 426 to Fund 313
5. Approval to Award Contract to GoodPointe Technology for Pavement Condition Assessment

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

Linehan explains the transfer is happening from the project funds to debt services. The project from 2021 is completed but has leftover funds and those were dedicated to the debt service. The city has been extending contracts in 3-year increments with American



Environmental for sewer maintenance. This year they completed maintenance on the entire sewer system. They had to do more extensive cleaning of tree roots, as well as maintenance of the lift station at Coffman St. and this is not included in the contract, hence the change order. Maintenance helps prevent backups.

H: POLICY ITEMS:

1. Approval of Resolution 25-36 Approving the Final Site Plans and Authorizing Release of Bids for the Community Park Renovation Project

Linehan explains staff has been working with WSB on finalizing plans for the Community Park Project and is ready to release bids for a contractor to assist with demolition and site work, such as the parking lot, and stormwater improvements. This bid will be open from April 24 to May 21 and managed by WSB through bidding software. Bids have already been awarded to vendors for the playground and the park shelter. Staff applied for the DNR grant and the award will be in mid-July; once that is known, the playground will be constructed. The project is on schedule, the final step is the construction of the playground. WSB completed another budget estimate, as plans are being finalized. Walking access will be improved, and gathering places, as well as a splash pad will be added. The splash pad will be a flexible space. There is an itemized list of the budget. To accommodate the grant timeline, all work relating to the playground is being bid as bid alternates, with the goal that we can award these after we know the status of the DNR grant. Staff continue to find ways to cut costs. The total project cost is \$2.47 million. Contingencies are built in to allow for unexpected price increases. The site prep work is very costly.

Mielke wonders about the timing of demolishing the old playground. Linehan explains the old playground will be open until the new one is ready. Once the new playground is up, the old playground area will create green space. Other amenities could use improvements in the future.

Leehy wonders about the installation of an EV charger. Linehan explains a lot of the electric wiring needs to be moved and updated. Once completed, the site is EV-ready. Linehan would prefer to apply for grant funding to install an EV charger, as to alleviate the cost for the city.

Wassenberg wonders about construction coordination. Linehan explains that the general contractor will coordinate the project with sub-contractors on timing. He is seeking clarification on the bid alternates. Linehan explains they will go out to bid but will not get awarded until more is known about the DNR grant. If the city does not receive the grant, they will have estimates to determine if they want to move forward with the items and fund them, or find cheaper alternatives for the rubberized surface, shade canopies, and ornamental fencing. Linehan also explains how the sewer will be upgraded.

Meyer wonders about how the splash pad will be a flexible space. Linehan explains the activator will be moved to the side. The features are the lowest water use and are inground. There is also an opportunity to upgrade the outdoor fitness equipment in the future.

Councilmember Mielke motions to approve Resolution 25-36 Approving the Final Site Plans and Authorizing Release of Bids for the Community Park Renovation Project;  
Approved 5-0

I. INFORMATION/ ANNOUNCEMENTS:

Mielke notes the Environment Commission met and finalized planning for the Sustainability Fair on March 26, and Olivia, the GreenCorps Member has been working on mapping the city's tree canopy in GIS. The State Fair Task Force also met.

Meyer explains he attended the State Fair Task Force meeting. They continue to discuss how to make it more convenient for residents. The Planning Commission met and looked at City Code updates, to ensure some of the language gets updated.

Leehy mentions the Community Engagement Commission met and the next event will be Spring Together on May 17 at Curtiss Field from 3:30 – 5:00 PM.

Gustafson attended the Metro Mayor Association meeting.

Linehan had a pre-construction meeting with all organizations involved in the pavement management project for Falcon Woods and the Northome neighborhood. They are big projects but are scheduled to be completed prior to the start of summer. St. Paul Regional Water Services has replaced 6 lead lines. The contractor has been out repairing street lighting in the Grove neighborhood. The State Fair Taskforce finalized recommendations for the council related to the pay-by-mobile parking program. Staff are working with Goff Public on communications.

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.*

Kathy Weidler – 1755 Simpson St.

Kathy and some neighbors had questions related to the pay-by-mobile parking program

1. How will the system know parking is at capacity?
2. How were fair administrators involved?
3. When did ParkMobile get involved?
4. Who will be available to help with technical difficulties?

K. ADJOURNMENT: 8:58 PM

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

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Randall C. Gustafson, Mayor

Dated this 28<sup>th</sup> day of May, 2025

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Jack Linehan, City Administrator

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

**MINUTES**

Wednesday, May 7, 2025  
6:30 P.M.

A. CALL TO ORDER: 6:37 PM

B. ROLL CALL: GUSTAFSON\_X\_\_ LEEHY\_X\_\_  
MEYER \_Arrived 6:44PM\_\_ MIELKE\_X\_ WASSENBERG\_X\_

STAFF PRESENT: LINEHAN\_X\_\_ LYNCH\_X\_ JOHNSON\_X\_\_

C. POLICY ITEMS:

Council moved agenda items around. Item 3 became item 1, item 1 became item 2, item 2, became item 3, and so forth.

1. City Hall Summer Hours

Linehan explains that summer hours have historically been done at City Hall. Business hours would change from 7:30 AM – 5:00 PM Monday-Thursday, and from 8:00 AM – Noon on Fridays. This creates some flexibility for staff during the summer. This year, it is requested to change the date summer hours go into effect. Instead of Memorial Day to Labor Day, summer hours would begin 2 weeks earlier and end 2 weeks earlier; this way, summer hours would end the week before the fair. Linehan provides the council with 2 options:

1. Start summer hours next week, and end 2 weeks earlier.
2. Start summer hours the week following the next council meeting, and end 2 weeks earlier.

The council agrees with option 1. They also discuss making it permanent, instead of requesting approval each year. Linehan notes these will be City Hall's business hours, but staffing hours can be flexible to meet their own needs.

2. Falcon Heights Climate Action Plan – Final Draft

Lynch introduces Ted Redmond from paleBLUEdot. The climate action team met several times and created an initial draft. After taking in feedback from the council and residents, a final draft was created.

Redmond notes residents provided feedback during the Sustainability Fair on April 26. The final draft plan is available for review on the climate action plan's website. It also went through a review process with the climate action team, as well as with city staff. Redmond goes over some of the larger edits made to the document. An action was

added surrounding the creation of a dark sky resolution. Redmond also further researched bees but is not seeing it as an action item right now. The action items are linked to each other and have negative or positive effects on each other.

The council discusses the success of the sustainability fair. They hope to continue the leadership in being green with the climate action plan. The Climate Action Plan helps provide guidance similar to a comprehensive plan. Lynch adds this will align well with future Met Council goals and their comprehensive plan.

Redmond thanks Falcon Heights for their participation.

### 3. Pay-by-Mobile Parking Program / ParkMobile Program Recommendations

Linehan provides a recap of the process thus far. The State Fair Task Force met in April and made three recommendations to the City Council:

- For resident passes:
  - Use hang tag passes with one pass mailed to all eligible residential properties abutting designated Pay-by-Mobile parking streets; a second pass can be mailed to residents who request one via an online form, and third and fourth passes may be provided upon completion of a hardship waiver form and staff approval.
- Price the program to be \$25 for all parking zones – Hoyt to Roselawn, Snelling to Hamline.
- Making Albert, Pascal, and Arona in the Northome neighborhood Parking by State Fair Resident Permit Only.

Last year, Public Works put in markings around alleys in the Northome neighborhood. While it helped alleviate some of the concerns, it was still hard for people to see left and right around vehicles parked close to the alleys.

Linehan recommends to the council to make a final recommendation on May 14, in order to approve a contract with ParkMobile and to allow enough lead time for staff to implement the program. Residents will be allowed to provide additional feedback at the May 14 meeting before a final decision is made.

Meyer wants to ensure residents have the most information available prior to the meeting, to make an informed comment. Wassenberg suggests providing an FAQ beforehand. Mielke points out that the State Fair Task Force put in a lot of time researching the program and providing recommendations that align with neighbors' input. The council continues to discuss the format of discussing the item at the next council meeting, to ensure residents feel heard. They note the changes to the initial concept that have been made as part of the feedback provided, and it has made the proposal better. Meyer adds that the perception remains that residents are not being fully heard.

Gustafson notes adaptations to improve the program as it rolls out can still be made. It

can also be changed the following year, based on feedback from the first pilot year. Meyer believes changes in pricing further from the fair might get more approval from residents. Wassenberg notes uniform pricing is the best for a number of reasons, especially in the first year. Leehy agrees that a lot of adjustments have been made based on residents' opinions for this year. Wassenberg cautioned that variable pricing could lead to confusion. However, Meyer opposed a flat rate pricing model, arguing that a \$25 fee is too high for parking in the northern parts of the city, which are far from the fairgrounds. He suggests a tiered pricing system based on zones, noting that fairgoers are more motivated to find a parking spot than to compare prices. Wassenberg states that data collected during the first year will help inform adjustments in subsequent years. The overall goal is to encourage fairgoers to use park-and-ride options, a sentiment shared and supported by the Council.

The Council expresses support for the hang pass system. Meyer requests clarification, noting that the hardship application process appears overly burdensome for residents seeking additional passes. Linehan explains that the process mirrors the existing system for State Fair residential permit passes, where pass distribution is determined on a street-by-street basis due to the limited availability of parking spots. He emphasizes the importance of understanding applicants' reasoning, as it helps build useful data. Very few requests for additional passes have been denied. Granting passes for the third or fourth vehicle is likely but serves as an added safeguard.

Wassenberg proposes that alleyways be marked at 10 feet rather than 5 feet. Linehan agrees and notes that previous marking efforts were effective. He adds that similar to State Fair resident-only parking areas, hang passes would be valid in all designated resident parking zones during the fair. Wassenberg expresses appreciation for the added measures to support residents living near the affected streets.

Linehan states that the ParkMobile contract will begin with a one-year term, followed by a two-year extension unless canceled. He assures the Council that the contract will protect the city from liability. He also outlines the necessary steps and approvals that will be required at the upcoming Council meeting to move forward with implementation. Hiring parking ambassadors should begin as soon as possible.

The Council thanks the State Fair Task Force for their time and contributions.

#### 4. Goal-Setting Final Draft Plan

Linehan shows the final draft based on feedback received from the council during the first workshop. The council points out some final items that should be updated. They appreciate the work that went into it. Linehan explains it's a more cost-effective way to set goals compared to doing a full strategic plan and is also helpful for staff.

#### 5. Early Retirement Incentive Program

Linehan explains there are some concerns about the financial future of the state and federal government and how that can potentially impact the city in the future. Currently, Falcon Heights is in a financially stable position and has looked at offering an Early Retirement Incentive Program. A sample program and policy are provided by the League of Minnesota Cities.

Linehan provides additional details about the program. Eligible employees may volunteer to retire and have a three-month window to accept the offer. The program includes three years of coverage for a single-person health insurance premium. Currently, employees receive a 50% payout of their unused sick time upon separation or retirement; the proposal aims to increase this to 100%, which may serve as an added incentive.

The program will end on August 15 and is not expected to be offered again. Linehan emphasizes that the program should be viewed as a financial strategy, noting that it represents a significant payout for participating employees. Those with family health insurance plans would need to cover the additional cost themselves. Support will be provided to help employees find the most favorable tax solutions.

#### 6. Councilmember Out-of-State Travel Request

Linehan explains councilmember Mielke requested to attend an out-of-state conference instead of the annual conference by League of Minnesota Cities in Duluth. He provides background on why out-of-state travel for council business will need to be approved by the city council. Mielke is keeping costs similar to the LMC conference in Duluth.

The council is in favor of Mielke attending the Strong Towns Conference.

#### D. ADJOURNMENT: 8:36 PM

Mayor Gustafson motions to adjourn the meeting;  
Approved 5-0

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

Dated this 28<sup>th</sup> day of May, 2025

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Randall C. Gustafson, Mayor

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Jack Linehan, City Administrator

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5/20/2025 2:52 PM

A/P Regular Open Item Register

PAGE: 1

PACKET: 03384 May 20 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                          |                                | GROSS    | P.O. #             |                        |  |  |              |
|-----------------------|--------------------------|--------------------------------|----------|--------------------|------------------------|--|--|--------------|
| POST DATE             | BANK CODE                | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME----- |  |  | DISTRIBUTION |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| J284                  | AWARDS BY HAMMOND        |                                |          |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| I-19343               |                          | Name Plate for Award           | 20.00    |                    |                        |  |  |              |
| 5/20/2025             | APBNK                    | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                        |  |  |              |
|                       |                          | Name Plate for Award           |          | 101 4131-70110-000 | SUPPLIES               |  |  | 20.00        |
| === VENDOR TOTALS === |                          |                                | 20.00    |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| 01-05380              | BERGANKDV                |                                |          |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| I-1256827             |                          | 2024 Audit Progress Billing    | 5,000.00 |                    |                        |  |  |              |
| 5/20/2025             | APBNK                    | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                        |  |  |              |
|                       |                          | 2024 Audit Progress Billing    |          | 101 4113-80310-000 | AUDIT                  |  |  | 5,000.00     |
| === VENDOR TOTALS === |                          |                                | 5,000.00 |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| 01-03103              | CANON FINANCIAL SERVICES |                                |          |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| I-40516569            |                          | Copier Charges May             | 163.59   |                    |                        |  |  |              |
| 5/20/2025             | APBNK                    | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                        |  |  |              |
|                       |                          | Copier Charges May             |          | 101 4131-87010-000 | CITY HALL MAINTENANCE  |  |  | 163.59       |
| === VENDOR TOTALS === |                          |                                | 163.59   |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| 01-03110              | CENTURY LINK             |                                |          |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| I-202505209192        |                          | Landline Service May           | 71.42    |                    |                        |  |  |              |
| 5/20/2025             | APBNK                    | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                        |  |  |              |
|                       |                          | Landline Service May           |          | 101 4141-85011-000 | TELEPHONE - LANDLINE   |  |  | 71.42        |
| === VENDOR TOTALS === |                          |                                | 71.42    |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| 01-05008              | HUMANA INSURANCE CO      |                                |          |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| -673999200            |                          | Vision Insurance June          | 78.21    |                    |                        |  |  |              |
| 5/20/2025             | APBNK                    | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                        |  |  |              |
|                       |                          | Vision Insurance June          |          | 101 4112-89000-000 | MISCELLANEOUS          |  |  | 78.21        |
| === VENDOR TOTALS === |                          |                                | 78.21    |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| 01-05853              | ALYSSA LANDBERG          |                                |          |                    |                        |  |  |              |
| =====                 |                          |                                |          |                    |                        |  |  |              |
| I-202505209191        |                          | Mileage Reimb                  | 13.30    |                    |                        |  |  |              |
| 5/20/2025             | APBNK                    | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                        |  |  |              |
|                       |                          | Mileage Reimb ACFR             |          | 101 4113-86010-000 | MILEAGE                |  |  | 3.08         |
|                       |                          | Mileage Reimb Spring Together  |          | 101 4116-89010-000 | SPECIAL EVENTS         |  |  | 10.22        |
| === VENDOR TOTALS === |                          |                                | 13.30    |                    |                        |  |  |              |

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|----------------|--------------------------------|--------------------------------|----------|--------------------|--------------------------|--------------|
| POST DATE      | BANK CODE                      | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| 05884          | HANNAH LYNCH                   |                                |          |                    |                          |              |
| I-202505209188 |                                | Mileage Reimbursement          | 56.84    |                    |                          |              |
| 5/20/2025      | APBNK                          | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                          |              |
|                |                                | Spring Together Mileage Reimbu |          | 101 4116-89010-000 | SPECIAL EVENTS           | 28.70        |
|                |                                | Code Enforcement Mileage       |          | 101 4117-86100-000 | CONFERENCES/EDUCATION/AS | 3.50         |
|                |                                | Recycling Center Mileage       |          | 101 4137-86010-000 | MILEAGE                  | 24.64        |
|                |                                | === VENDOR TOTALS ===          | 56.84    |                    |                          |              |
| 01-05585       | METROPOLITAN AREA MANAGEMENT A |                                |          |                    |                          |              |
| I-2234         |                                | JACK - FEB MEETING             | 35.00    |                    |                          |              |
| 5/20/2025      | APBNK                          | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                          |              |
|                |                                | JACK - FEB MEETING             |          | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 35.00        |
|                |                                | === VENDOR TOTALS ===          | 35.00    |                    |                          |              |
| 01-06024       | ON SITE SANITATION             |                                |          |                    |                          |              |
| I-1887845      |                                | Hand Washing Station           | 77.00    |                    |                          |              |
| 5/20/2025      | APBNK                          | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                          |              |
|                |                                | Hand Washing Station           |          | 601 4601-85080-000 | PORTABLE TOILET PARKS    | 77.00        |
|                |                                | === VENDOR TOTALS ===          | 77.00    |                    |                          |              |
| 01-06301       | SAMS CLUB MC/SYNCEB            |                                |          |                    |                          |              |
| I-202505209193 |                                | Supplies                       | 1,326.02 |                    |                          |              |
| 5/20/2025      | APBNK                          | DUE: 5/20/2025 DISC: 5/20/2025 |          | 1099: N            |                          |              |
|                |                                | Filters                        |          | 101 4132-70120-000 | SUPPLIES                 | 55.16        |
|                |                                | WEN Annual Event               |          | 101 4137-86100-000 | CONFERENCES/EDUCATION/AS | 17.85        |
|                |                                | Ice Cream for Spring Together  |          | 101 4116-89010-000 | SPECIAL EVENTS           | 112.50       |
|                |                                | Zoom                           |          | 101 4116-70100-000 | SUPPLIES                 | 34.66        |
|                |                                | Stickers/Banners               |          | 101 4116-89010-000 | SPECIAL EVENTS           | 85.22        |
|                |                                | ChatGPT                        |          | 101 4116-70100-000 | SUPPLIES                 | 20.00        |
|                |                                | Sustainability Event Supplies  |          | 101 4116-89010-000 | SPECIAL EVENTS           | 238.92       |
|                |                                | Battery Backup Audio Control   |          | 401 4401-90100-000 | FURNITURE & EQUIPMENT    | 656.00       |
|                |                                | Supplies/Toner Cartridge       |          | 101 4112-70100-000 | SUPPLIES                 | 68.75        |
|                |                                | Pioneer Press                  |          | 101 4116-70100-000 | SUPPLIES                 | 36.96        |
|                |                                | === VENDOR TOTALS ===          | 1,326.02 |                    |                          |              |

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| POST DATE             | BANK CODE | -----DESCRIPTION-----          |  | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| 01-0925               |           | SECURIAN LIFE INSURANCE COMPAN |  |          |                    |                        |              |
| I-95570361-00         |           | June Life Insurance            |  | 338.76   |                    |                        |              |
| 5/20/2025             | APBNK     | DUE: 5/20/2025 DISC: 5/20/2025 |  |          | 1099: N            |                        |              |
|                       |           | June Life Insurance            |  |          | 101 4112-89000-000 | MISCELLANEOUS          | 338.76       |
| === VENDOR TOTALS === |           |                                |  | 338.76   |                    |                        |              |
| 01-07432              |           | TOFT'S OUTDOOR SUPPLY          |  |          |                    |                        |              |
| I-6757                |           | Brush Log Disposal             |  | 330.00   |                    |                        |              |
| 5/20/2025             | APBNK     | DUE: 5/20/2025 DISC: 5/20/2025 |  |          | 1099: N            |                        |              |
|                       |           | Brush Log Disposal             |  |          | 101 4134-84010-000 | TREE TRIMMING          | 330.00       |
| === VENDOR TOTALS === |           |                                |  | 330.00   |                    |                        |              |
| 01-06548              |           | TOLL - GAS & WELDING SUPPLY    |  |          |                    |                        |              |
| I-10616729            |           | Aluminum Spool                 |  | 38.02    |                    |                        |              |
| 5/20/2025             | APBNK     | DUE: 5/20/2025 DISC: 5/20/2025 |  |          | 1099: N            |                        |              |
|                       |           | Aluminum Spool                 |  |          | 403 4403-91000-000 | MACHINERY & EQUIPMENT  | 38.02        |
| === VENDOR TOTALS === |           |                                |  | 38.02    |                    |                        |              |
| 01-07250              |           | DAVE TRETSVEN                  |  |          |                    |                        |              |
| I-202505209189        |           | Supplies Reimbursement         |  | 85.45    |                    |                        |              |
| 5/20/2025             | APBNK     | DUE: 5/20/2025 DISC: 5/20/2025 |  |          | 1099: N            |                        |              |
|                       |           | Spring Together Supplies       |  |          | 101 4116-89010-000 | SPECIAL EVENTS         | 59.67        |
|                       |           | Kitchen Supplies               |  |          | 101 4131-70110-000 | SUPPLIES               | 25.78        |
| === VENDOR TOTALS === |           |                                |  | 85.45    |                    |                        |              |
| 01-0784               |           | UPPER CUT TREE SERVICES        |  |          |                    |                        |              |
| I-6372                |           | Storm Damage Removal           |  | 425.00   |                    |                        |              |
| 5/20/2025             | APBNK     | DUE: 5/20/2025 DISC: 5/20/2025 |  |          | 1099: N            |                        |              |
|                       |           | Storm Damage Removal           |  |          | 101 4134-84040-000 | STORM DAMAGE           | 425.00       |
| === VENDOR TOTALS === |           |                                |  | 425.00   |                    |                        |              |
| 01-05870              |           | XCEL ENERGY                    |  |          |                    |                        |              |
| I-202505209190        |           | Elect                          |  | 14.97    |                    |                        |              |
| 5/20/2025             | APBNK     | DUE: 5/20/2025 DISC: 5/20/2025 |  |          | 1099: N            |                        |              |
|                       |           | Elect                          |  |          | 209 4209-85020-000 | STREET LIGHTING POWER  | 14.97        |
| === VENDOR TOTALS === |           |                                |  | 14.97    |                    |                        |              |
| === PACKET TOTALS === |           |                                |  | 8,073.58 |                    |                        |              |

5/13/2025 11:35 AM  
 PACKET: 03381 MAY 13 PAYABLES  
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| POST DATE             | BANK CODE | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| 0255                  |           | AMERICAN OFFICE PRODUCTS       |          |                    |                        |              |
| I-7334                |           | Business Cards and Envelopes   | 928.00   |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |          | 1099: N            |                        |              |
|                       |           | Business Cards and Envelopes   |          | 101 4112-70100-000 | SUPPLIES               | 928.00       |
| === VENDOR TOTALS === |           |                                | 928.00   |                    |                        |              |
| 01-03110              |           | CENTURY LINK                   |          |                    |                        |              |
| I-202505139186        |           | Lift Station Auto Dialer Apri  | 77.61    |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |          | 1099: N            |                        |              |
|                       |           | Lift Station Auto Dialer April |          | 601 4601-85011-000 | TELEPHONE - LANDLINE   | 77.61        |
| === VENDOR TOTALS === |           |                                | 77.61    |                    |                        |              |
| 01-03123              |           | CINTAS CORPORATION             |          |                    |                        |              |
| I-4226737944          |           | Floor Mats Svc 4/9             | 104.40   |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |          | 1099: N            |                        |              |
|                       |           | Floor Mats Svc 4/9             |          | 101 4131-87010-000 | CITY HALL MAINTENANCE  | 104.40       |
| I-4228198883          |           | Floor Mats Svc 4/23            | 104.40   |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |          | 1099: N            |                        |              |
|                       |           | Floor Mats Svc 4/23            |          | 101 4131-87010-000 | CITY HALL MAINTENANCE  | 104.40       |
| === VENDOR TOTALS === |           |                                | 208.80   |                    |                        |              |
| 01-06290              |           | CITY OF ROSEVILLE              |          |                    |                        |              |
| I-242352              |           | Engineering March              | 2,666.79 |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |          | 1099: N            |                        |              |
|                       |           | Engineering March              |          | 101 4133-80100-000 | ENGINEERING SERVICES   | 36.43        |
|                       |           | Engineering March              |          | 424 4424-80100-000 | ENGINEERING            | 2,630.36     |
| === VENDOR TOTALS === |           |                                | 2,666.79 |                    |                        |              |
| 01-05930              |           | GOFF PUBLIC                    |          |                    |                        |              |
| I-20434               |           | Public Relations Consult Apri  | 3,318.75 |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |          | 1099: N            |                        |              |
|                       |           | Public Relations Consult April |          | 101 4112-80330-000 | CONSULTANT             | 3,318.75     |
| === VENDOR TOTALS === |           |                                | 3,318.75 |                    |                        |              |

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| POST DATE             | BANK CODE | -----DESCRIPTION-----          | DISCOUNT  | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| 05235                 |           | JAN-PRO CLEANING SYSTEMS       |           |                    |                        |              |
| I-135281              |           | Janitorial Service May         | 550.00    |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |           | 1099: N            |                        |              |
|                       |           | Janitorial Service May         |           | 101 4131-87010-000 | CITY HALL MAINTENANCE  | 550.00       |
| === VENDOR TOTALS === |           |                                | 550.00    |                    |                        |              |
| 01-05451              |           | MADISON NATIONAL LIFE INS CO I |           |                    |                        |              |
| I-1692324             |           | LTD and STD Insurance May      | 170.53    |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |           | 1099: N            |                        |              |
|                       |           | LTD and STD Insurance May      |           | 101 4112-89000-000 | MISCELLANEOUS          | 170.53       |
| === VENDOR TOTALS === |           |                                | 170.53    |                    |                        |              |
| 01-05908              |           | METRO-INET                     |           |                    |                        |              |
| I-2706                |           | April IT                       | 4,441.00  |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |           | 1099: N            |                        |              |
|                       |           | April IT                       |           | 101 4116-85070-000 | TECHNICAL SUPPORT      | 4,441.00     |
| I-2709                |           | Wireless Substation for SAPD   | 759.81    |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |           | 1099: N            |                        |              |
|                       |           | Wireless Substation for SAPD   |           | 402 4402-91000-000 | MACHINERY & EQUIPMENT  | 759.81       |
| === VENDOR TOTALS === |           |                                | 5,200.81  |                    |                        |              |
| 01-05843              |           | MN NCPERS LIFE INSURANCE       |           |                    |                        |              |
| I-458800062025        |           | 2025 LIFE INS JUNE             | 112.00    |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |           | 1099: N            |                        |              |
|                       |           | 2025 LIFE INS JUNE             |           | 101 21709-000      | OTHER PAYABLE          | 77.12        |
|                       |           | 2025 LIFE INS JUNE             |           | 204 21709-000      | OTHER PAYABLE          | 1.60         |
|                       |           | 2025 LIFE INS JUNE             |           | 601 21709-000      | OTHER PAYABLE          | 24.96        |
|                       |           | 2025 LIFE INS JUNE             |           | 602 21709-000      | OTHER PAYABLE          | 8.32         |
| === VENDOR TOTALS === |           |                                | 112.00    |                    |                        |              |
| 01-05273              |           | MN PUBLIC EMPLOYEES INSURANCE  |           |                    |                        |              |
| I-1517664             |           | JUNE HEALTH DENTAL INS         | 12,883.72 |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |           | 1099: N            |                        |              |
|                       |           | JUNE HEALTH DENTAL INS         |           | 101 4112-89000-000 | MISCELLANEOUS          | 12,883.72    |
| === VENDOR TOTALS === |           |                                | 12,883.72 |                    |                        |              |

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| POST DATE             | BANK CODE                      | -----DESCRIPTION-----          |  | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| 06030                 | ROLAND OLSON                   |                                |  |          |                    |                          |              |
| I-202505139185        |                                | FLEX REIMB                     |  | 102.00   |                    |                          |              |
| 5/13/2025             | APBNK                          | DUE: 5/13/2025 DISC: 5/13/2025 |  |          | 1099: N            |                          |              |
|                       |                                | FLEX REIMB                     |  |          | 101 21712-000      | MEDICAL FLEX SAVINGS PAY | 84.66        |
|                       |                                | FLEX REIMB                     |  |          | 601 21712-000      | MEDICAL FLEX SAVINGS PAY | 15.30        |
|                       |                                | FLEX REIMB                     |  |          | 602 21712-000      | MEDICAL FLEX SAVINGS PAY | 2.04         |
| === VENDOR TOTALS === |                                |                                |  | 102.00   |                    |                          |              |
| 01-06024              | ON SITE SANITATION             |                                |  |          |                    |                          |              |
| I-1880635             |                                | Portable Toilet Community Par  |  | 260.00   |                    |                          |              |
| 5/13/2025             | APBNK                          | DUE: 5/13/2025 DISC: 5/13/2025 |  |          | 1099: N            |                          |              |
|                       |                                | Portable Toilet Community Park |  |          | 601 4601-85080-000 | PORTABLE TOILET PARKS    | 260.00       |
| I-1880636             |                                | Portable Toilet Curtiss Field  |  | 260.00   |                    |                          |              |
| 5/13/2025             | APBNK                          | DUE: 5/13/2025 DISC: 5/13/2025 |  |          | 1099: N            |                          |              |
|                       |                                | Portable Toilet Curtiss Field  |  |          | 601 4601-85080-000 | PORTABLE TOILET PARKS    | 260.00       |
| === VENDOR TOTALS === |                                |                                |  | 520.00   |                    |                          |              |
| 01-06112              | PIONEER PRESS                  |                                |  |          |                    |                          |              |
| I-0425572540          |                                | Legals April                   |  | 121.00   |                    |                          |              |
| 5/13/2025             | APBNK                          | DUE: 5/13/2025 DISC: 5/13/2025 |  |          | 1099: N            |                          |              |
|                       |                                | Legals April                   |  |          | 101 4111-70410-000 | LEGAL NOTICES            | 121.00       |
| === VENDOR TOTALS === |                                |                                |  | 121.00   |                    |                          |              |
| 01-06184              | RAMSEY COUNTY - POLICE AND 911 |                                |  |          |                    |                          |              |
| I-EMCOM-012474        |                                | 911 Dispatch Services April    |  | 3,265.83 |                    |                          |              |
| 5/13/2025             | APBNK                          | DUE: 5/13/2025 DISC: 5/13/2025 |  |          | 1099: N            |                          |              |
|                       |                                | 911 Dispatch Services April    |  |          | 101 4122-81200-000 | 911 DISPATCH FEES        | 3,265.83     |
| I-EMCOM-012491        |                                | CAD Services April             |  | 490.75   |                    |                          |              |
| 5/13/2025             | APBNK                          | DUE: 5/13/2025 DISC: 5/13/2025 |  |          | 1099: N            |                          |              |
|                       |                                | CAD Services April             |  |          | 101 4122-81200-000 | 911 DISPATCH FEES        | 490.75       |
| === VENDOR TOTALS === |                                |                                |  | 3,756.58 |                    |                          |              |
| 01-06303              | REPUBLIC SERVICES #923         |                                |  |          |                    |                          |              |
| I-0923-005972359      |                                | Street Sweeping Waste Disposa  |  | 1,549.03 |                    |                          |              |
| 5/13/2025             | APBNK                          | DUE: 5/13/2025 DISC: 5/13/2025 |  |          | 1099: N            |                          |              |
|                       |                                | Street Sweeping Waste Disposal |  |          | 602 4602-84000-000 | STREET SWEEPINGS         | 1,549.03     |
| === VENDOR TOTALS === |                                |                                |  | 1,549.03 |                    |                          |              |

PACKET: 03381 MAY 13 PAYABLES

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|-----------------------|-----------|--------------------------------|--|-----------|--------------------|------------------------|--------------|
| POST DATE             | BANK CODE | -----DESCRIPTION-----          |  | DISCOUNT  | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| 5374                  |           | TENNIS SANITATION LLC          |  |           |                    |                        |              |
| I-4297189             |           | Recycling April                |  | 10,442.25 |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |  |           | 1099: N            |                        |              |
|                       |           | Recycling April                |  |           | 206 4206-82030-000 | RECYCLING CONTRACTS    | 10,442.25    |
| I-4297190             |           | SWMT & CEC April               |  | 73.16     |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |  |           | 1099: N            |                        |              |
|                       |           | SWMT & CEC April               |  |           | 101 4131-87010-000 | CITY HALL MAINTENANCE  | 73.16        |
| === VENDOR TOTALS === |           |                                |  | 10,515.41 |                    |                        |              |
| 01-05752              |           | UNIVERSAL TRUCK SERVICE LLC    |  |           |                    |                        |              |
| I-110259              |           | TRUCK TIRE REPAIR              |  | 63.54     |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |  |           | 1099: N            |                        |              |
|                       |           | TRUCK TIRE REPAIR              |  |           | 101 4132-87000-000 | REPAIR EQUIPMENT       | 63.54        |
| === VENDOR TOTALS === |           |                                |  | 63.54     |                    |                        |              |
| 01-05870              |           | XCEL ENERGY                    |  |           |                    |                        |              |
| I-202505139184        |           | ELECT                          |  | 3,110.08  |                    |                        |              |
| 5/13/2025             | APBNK     | DUE: 5/13/2025 DISC: 5/13/2025 |  |           | 1099: N            |                        |              |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 12.19        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 51.98        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 57.21        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 56.53        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 53.99        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 2,352.58     |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 13.45        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 30.14        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 50.53        |
|                       |           | ELECT                          |  |           | 209 4209-85020-000 | STREET LIGHTING POWER  | 0.15         |
|                       |           | ELECT                          |  |           | 101 4131-85020-000 | ELECTRIC               | 187.82       |
|                       |           | GAS                            |  |           | 101 4131-85030-000 | NATURAL GAS            | 213.53       |
|                       |           | ELECT                          |  |           | 101 4141-85020-000 | ELECTRIC/GAS           | 29.98        |
| === VENDOR TOTALS === |           |                                |  | 3,110.08  |                    |                        |              |
| === PACKET TOTALS === |           |                                |  | 45,854.65 |                    |                        |              |



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

PAY PERIOD ENDING

5/20/2025

DIRECT DEPOSIT EFFECTIVE DATE

5/20/2025

| EMP #   | NAME                | AMOUNT   |
|---------|---------------------|----------|
| -0022   | RANDALL C GUSTAFSON | 293.07   |
| 01-0023 | MELANIE M LEEHY     | 262.05   |
| 01-0027 | ERIC G MEYER        | 262.05   |
| 01-0028 | JAMES J WASSENBERG  | 262.05   |
| 01-0029 | PAULA MIELKE        | 262.05   |
| 01-1006 | JACK LINEHAN        | 2,842.02 |
| 01-1027 | KELLY A NELSON      | 2,323.11 |
| 01-1029 | ELKE JOHNSON        | 1,771.60 |
| 01-1136 | ROLAND O OLSON      | 3,143.63 |
| 01-1162 | ALYSSA LANDBERG     | 2,480.14 |
| 01-1028 | HANNAH B LYNCH      | 2,836.21 |
| 01-1168 | DEAN T POPE         | 1,649.60 |
| 01-1033 | DAVE TRETSVEN       | 1,970.93 |
| 01-1143 | COLIN B CALLAHAN    | 2,895.02 |

TOTAL PRINTED: 14 23,253.53

5-20-2025 8:23 AM

PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL DATE: 5/20/2025

| EMP NO | EMPLOYEE NAME   | TYPE | CHECK<br>DATE | CHECK<br>AMOUNT | CHECK<br>NO. |
|--------|-----------------|------|---------------|-----------------|--------------|
| 1-07   | SIMONS, DAVID S | R    | 5/20/2025     | 1,851.11        | 094205       |

5-20-2025 8:23 AM

PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL DATE: 5/20/2025

\*\*\* REGISTER TOTALS \*\*\*

|                                |    |           |
|--------------------------------|----|-----------|
| REGULAR CHECKS:                | 1  | 1,851.11  |
| DIRECT DEPOSIT REGULAR CHECKS: | 14 | 23,253.53 |
| MANUAL CHECKS:                 |    |           |
| PRINTED MANUAL CHECKS:         |    |           |
| DIRECT DEPOSIT MANUAL CHECKS:  |    |           |
| VOIDED CHECKS:                 |    |           |
| NON CHECKS:                    |    |           |
| TOTAL CHECKS:                  | 15 | 25,104.64 |

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*



May 20 payroll

|          |           |
|----------|-----------|
| Fed With | 9,153.40  |
| St With  | 1,784.05  |
| Pera     | 5,093.16  |
| ICMA     | 200.00    |
|          | <hr/>     |
|          | 16,230.61 |

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## REQUEST FOR COUNCIL ACTION

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                                       |
| <b>Agenda Item</b>  | Consent G2                                                         |
| <b>Attachment</b>   | N/A                                                                |
| <b>Submitted By</b> | Kelly Nelson<br>Administrative Services Director /<br>Deputy Clerk |

|                            |                                                                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Approval of City License(s)                                                                                                                                                                  |
| <b>Description</b>         | The following individuals/entities have applied for a <u>Massage Therapy</u> for 2025. Staff have received the necessary documents for licensure.<br>1. Hair Designs Unlimited; Ruth Atherly |
|                            | N/A                                                                                                                                                                                          |
| <b>Attachment(s)</b>       | N/A                                                                                                                                                                                          |
| <b>Action(s) Requested</b> | Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.                                                                 |

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## REQUEST FOR COUNCIL ACTION

|                     |                                                             |
|---------------------|-------------------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                                |
| <b>Agenda Item</b>  | Consent G3                                                  |
| <b>Attachment</b>   | Resolution 25-51                                            |
| <b>Submitted By</b> | Elke Johnson, Administrative and Communications Coordinator |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Resignation of Karen Cooley-Kistler from the Community Engagement Commission                                                                                                                                                                                                                                                                                                                                                |
| <b>Description</b>         | <p>Karen was appointed to the Community Engagement Commission in January of 2020 and has been a great addition. Karen spends most of her time volunteering at organizations within the community and has informed us that she is ready for a change and wants to take a step back from the commission.</p> <p>Staff wants to thank Karen for her time and efforts and wishes her well with future volunteering efforts.</p> |
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>Resignation of Karen Cooley-Kistler from Community Engagement Commission</li> <li>Resolution 25-51</li> </ul>                                                                                                                                                                                                                                                                        |
| <b>Action(s) Requested</b> | Staff recommends approval of attached resolution, accepting the resignation of Karen Cooley-Kistler from the Community Engagement Commission.                                                                                                                                                                                                                                                                               |

**From:** [Karen Cooley-Kistler](#)  
**To:** [Elke Johnson](#); [Curt Stockford](#)  
**Subject:** Overlooking Estes Park, CO last week  
**Date:** Monday, April 7, 2025 9:56:02 PM  
**Importance:** High

---

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

Hi guys, and sorry that you missed the mtg tonite, Curt. A lot of conversation occurred between the two groups.

So, I have sent out the info about applying to be on the CEC committee to 16 personal friends, and the announcement also went out in the Grove Newsletter. Hopefully, there will be a nice response, as there are many qualified persons in the Grove. I will stay involved with CEC until the Spring Together, and then call it quits. That aft of May 17, we also have a wedding (of course), but it is here in the St Anthony Pk neighborhood, so we can help set up early on at Curtiss Field and then take off.

I can also help with planning the Grove Picnic-Fall Festival on Oct 11, but not as a CEC Commissioner. Call me a "Grove Volunteer". I can offer my wood burner (marshmallows, anyone?), wood for the burner, 11 plastic chairs, 3 plastic tables for the raw veggie exchange and smor fixings if you go with them as treats, a 10 x 10 feet tent, and my photographer husband for a Pet Parade. The wood burner must be 25 feet from any trees, brush or buildings, so we will have to plan the site carefully.

I can encourage Grove-ites to bring games / chairs as well, like we do for the May Grove Picnic. Games are weather-dependent, of course.

I know the Prez and the Communications Manager at Coffman Estates personally, so should we arrange a talk with them to see what they have going for Oct 11? I offer my house for that talk.

Have a great week! kck

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-51

-----

**RESOLUTION ACCEPTING THE RESIGNATION OF KAREN COOLEY-KISTLER  
FROM THE FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION**

**WHEREAS**, the City appointed Karen Cooley-Kistler as a member of the City of Falcon Heights Community Engagement Commission in January of 2020; and

**WHEREAS**, Karen Cooley-Kistler communicated her intent to resign her duties from the Community Engagement Commission effective immediately;

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

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

-----

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON  
MEYER  
LEEHY  
WASSENBERG  
MIELKE

\_\_\_\_\_ In Favor

\_\_\_\_\_ Against

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                    |
| <b>Agenda Item</b>  | Consent G4                                      |
| <b>Attachment</b>   | See below                                       |
| <b>Submitted By</b> | Hannah Lynch, Community Development Coordinator |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Resignation of Pedro De Filippo Vannucci from the Environment Commission                                                                                                                                                                                                                                                                                                                          |
| <b>Description</b>         | <p>Pedro De Filippo Vannucci was appointed to the Environment Commission in 2020. He has been a valuable member of the Commission and has brought a wealth of knowledge and expertise to the efforts of the Environment Commission.</p> <p>Staff appreciates Pedro's contributions and for the time he spent on the Environment Commission. Staff sincerely thanks Pedro and wishes him well.</p> |
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>• Resignation of Pedro De Filippo Vannucci</li> <li>• Resolution 25-52 Accepting Resignation of Pedro De Filippo Vannucci from the Environment Commission</li> </ul>                                                                                                                                                                                       |
| <b>Action(s) Requested</b> | Staff recommends approval of attached resolution, accepting the resignation of Pedro De Filippo Vannucci from the Environment Commission.                                                                                                                                                                                                                                                         |

Dear City Council,

I am writing to formally resign from my position in the Falcon Heights Environment Commission. Please note that my resignation will be effective after the May 12th, 2025, meeting.

It has been a privilege to serve alongside the Commission and contribute to our various initiatives in pollinator gardens, climate action planning, and partners in energy. Thank you for the opportunity to help create a more resilient and sustainable Falcon Heights! I am confident that the city will continue to soar, and I look forward to hearing about its future successes!

Sincerely,

Pedro De Filippo Vannucci

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-52

-----

**RESOLUTION ACCEPTING THE RESIGNATION OF PEDRO DE FILIPPO  
VANNUCCI FROM THE FALCON HEIGHTS ENVIRONMENT COMMISSION**

**WHEREAS**, the City appointed Pedro De Filippo Vannucci as a member of the City of Falcon Heights Environment Commission in 2020; and

**WHEREAS**, Pedro De Filippo Vannucci communicated his intent to resign his duties from the Environment Commission effective immediately.

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

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

-----

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON  
MEYER  
LEEHY  
WASSENBERG  
MIELKE

\_\_\_\_\_ In Favor  
\_\_\_\_\_ Against

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                                     |
| <b>Agenda Item</b>  | Consent G5                                                       |
| <b>Attachment</b>   | Letter; Resolution 25-53                                         |
| <b>Submitted By</b> | Kelly Nelson, Administrative Services<br>Director / Deputy Clerk |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Accepting Donation from AARP Tax-Aide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Description</b>         | <p>AARP-Taxaide utilized City facilities to offer free tax preparation services to those in the community that are retired and/or to individuals with low to moderate income. On May 13, 2025, the City received a letter from Maggie Batten, along with a donation in the amount of \$300 to be applied to the general upkeep of the Council Chambers.</p> <p>The Minnesota Statutes Section 465.03 requires that all gifts and donations be accepted by resolution of the governing body:<br/>         “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”</p> |
| <b>Budget Impact</b>       | The donation will be applied to the general upkeep of the Council Chambers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Attachment(s)</b>       | Letter; Resolution 25-53                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Action(s) Requested</b> | Accept the generous donation from AARP Tax-Aide in the amount of \$300.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

May 12, 2025

Kelly Nelson  
Falcon Heights City Hall  
2770 Larpenleur Ave W  
Saint Paul, MN 55113

Hello Kelly,

On behalf of the TaxAide volunteers from District Ramsey West, please accept this donation to Falcon Heights City Hall as a small token of our appreciation for your wonderful support of AARP Foundation TaxAide. I am grateful for your partnership, and the assistance from you and your staff, allowing our group to make meaningful impact in the community.

During this past filing season, Tax Year 2024, we serviced 313 clients, and prepared 626 Federal and State income tax returns. As a comparison, last year we serviced 265 clients and prepared 595 total returns. From our view, and I hope you'll agree - it is very rewarding to see the Falcon Heights community benefit from our collective efforts.

Sincerely,



Maggie Batten, District Coordinator  
Ramsey West, MN-1  
AARP Foundation Tax-Aide  
mbtaxes77@gmail.com

Enclosures (check)

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-53

-----  
**RESOLUTION TO ACCEPT A DONATION FROM AARP TAX-AIDE**

**WHEREAS**, AARP Tax-Aide has donated \$300 to Falcon Heights for the general upkeep of the Council Chambers; and

**WHEREAS**, the Minnesota Statutes Section 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution of the governing body.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota, that the donation of the \$300 is hereby accepted; and

**BE IT FURTHER RESOLVED** that the City of Falcon Heights sincerely thanks AARP Tax-Aide for the donation.

-----  
**ADOPTED** by the Falcon Heights City Council on May 28, 2025.

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_\_\_    In Favor  
LEEHY  
MEYER  
WASSENBERG       \_\_\_\_\_    Against  
MIELKE

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

|                     |                                                             |
|---------------------|-------------------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                                |
| <b>Agenda Item</b>  | Consent G6                                                  |
| <b>Attachment</b>   | Resolution 25-54                                            |
| <b>Submitted By</b> | Elke Johnson, Administrative and Communications Coordinator |

|                            |                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Resignation of Curt Stockford from the Community Engagement Commission                                                                                                                                                                                                                                                                              |
| <b>Description</b>         | <p>Curt Stockford was appointed to the Community Engagement Commission in August of 2022 and has been a great addition. Curt has informed us he needs to take a step back from his volunteer activities and wishes to resign his position.</p> <p>Staff wants to thank Curt for his time and efforts and wishes him well with future endeavors.</p> |
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                                                                                                                                                                 |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>• Resignation of Curt Stockford from Community Engagement Commission</li> <li>• Resolution 25-54</li> </ul>                                                                                                                                                                                                  |
| <b>Action(s) Requested</b> | Staff recommends approval of attached resolution, accepting the resignation of Curt Stockford from the Community Engagement Commission.                                                                                                                                                                                                             |

**From:** [Curt Stockford](#)  
**To:** [Julie Ebbesen](#); [Karen Cooley-Kistler](#); [Denise King](#); [Melanie Leehy](#); [Elke Johnson](#)  
**Subject:** CEC Membership  
**Date:** Monday, May 12, 2025 1:27:10 PM

---

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

Greetings, All,

I am writing to let you know that the City of Falcon Heights has informed me that the state of maintenance of the exterior of my home is unacceptable and violates city codes. The city is not incorrect, and I am in the process of remedying those deficiencies. Unfortunately, I do not have the time, energy, or financial resources to hire all of this work out to service contractors . Therefore, I must maximize my efforts in this personal pursuit and dramatically reduce my volunteer activities. This necessitates my immediate resignation from the Community Engagement Commission. I had hoped to continue both efforts, but that simply will not work given the City's deadline for this work. The City's priorities must now become mine as well.

I wish you well,  
Curt Stockford

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-54

-----

**RESOLUTION ACCEPTING THE RESIGNATION OF CURT STOCKFORD FROM  
THE FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION**

**WHEREAS**, the City appointed Curt Stockford as a member of the City of Falcon Heights Community Engagement Commission in August of 2022; and

**WHEREAS**, Curt Stockford communicated his intent to resign his duties from the Community Engagement Commission effective immediately;

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

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

-----

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON  
MEYER  
LEEHY  
WASSENBERG  
MIELKE

\_\_\_\_\_ In Favor

\_\_\_\_\_ Against

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION

|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                    |
| <b>Agenda Item</b>  | Consent G7                                      |
| <b>Attachment</b>   | Resolution 25-55                                |
| <b>Submitted By</b> | Hannah Lynch, Community Development Coordinator |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>        | Support of MWF Properties' Application for the 2025 Ramsey County Housing Development Solicitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description</b> | <p>The Ramsey County Board of Commissioners is currently accepting applications for the 2025 Ramsey County Housing Development Solicitation.</p> <p>The Solicitation is offered once per year and consolidates and coordinates multiple housing resources into one application process. Applicants request funding for a specific housing project that meets a specific housing need, but do not apply for specific funding sources. Ramsey County Community and Economic Development staff evaluate the proposals and match eligible, scored and recommended applicants with the most appropriate available funding source.</p> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>• Reduce the number of cost-burdened households.</li> <li>• Increase access to affordable housing in racially and ethnically diverse communities.</li> <li>• Enhance resources and outcomes to support communities in achieving a wide variety of housing affordability.</li> </ul> <p>MWF Properties is seeking funding under this solicitation for a new affordable age-restricted (55+) development that is proposed to be located directly to the west of the existing Amber Union Apartments.</p> <p>As part of the application, a resolution or letter of support is helpful from the local municipality. This resolution would show the City's full support of the application to seek funding by MWF Properties for the potential affordable age-restricted housing project, which would be a required step in the funding of the project.</p> <p>Should this project move forward, it is likely it will need to go through the Planning Commission and City Council for an amendment to the existing Amber Flats PUD. More information on that will be forthcoming as MWF Properties begins to move forward with securing financing for the project.</p> |

|                            |                                                                                                                                                                                                        |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                    |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>• Project Narrative</li> <li>• Resolution 25-55 – Supporting MWF Properties’ Application for the 2025 Ramsey County Housing Development Solicitation</li> </ul> |
| <b>Action(s) Requested</b> | Staff recommends adoption of the following motion: Motion to approve Resolution 25-55 Supporting MWF Properties’ Application for the 2025 Ramsey County Housing Development Solicitation               |

## **1644 Larpenteur Ave Senior Housing**

### **Municipal Support Letter**

#### **Project Summary**

**May 21, 2025**

#### **DEVELOPMENT OVERVIEW**

MWF Properties (“MWF”) is proposing to develop a 110-unit age-restricted (55+) apartment building at 1644 Larpenteur Avenue West. The building will include a mix of studio, one-, and two-bedroom floorplans across four stories of apartments and one level of enclosed parking. The apartments will be affordable and income-restricted to households making, on average, 60% of the Area Median Income (“AMI”).

MWF will be applying for soft financing through Ramsey County’s Affordable Housing Infrastructure Investments program. MWF is seeking a municipal letter of support to include with our application to the County. Further details on the development team and proposed project are below.

#### **DEVELOPER EXPERIENCE**

MWF Properties is an affordable housing developer based in Richfield, MN. Our mission is to provide quality housing that is aesthetically pleasing, environmentally conscious, and built to last. Our group has developed 50+ properties encompassing 3,500+ residential units, mostly in the Twin Cities and Rochester, MN areas. We operate and long-term own all our affordable housing developments, which solidifies our commitment to providing the highest quality of living for our residents.

Velair Property Management (“VPM”) is our in-house property management group. They oversee the day-to-day operations of our entire MN-based portfolio. VPM is deeply engrained with housing, actively managing over 3,000 housing units. They are a critical asset in our team’s ability to deliver high quality housing.

#### **SITE & BUILDING PLAN**

Please reference Attachment A “Site & Floor Plans”. The building is oriented to provide buffering from the neighboring single-family homes along Hollywood Court. Vehicular access will be provided via the existing curb cut along Larpenteur Ave and the existing drive lane that connects to the neighboring Amber Union property. The 110-unit building is proposed as a mix of 16 studios, 76 1BR, and 18 2BR units. The building will contain the following amenities: community room, fitness center, outdoor patio, dog run, package room, and common area WIFI. Units will include quartz countertops, stainless steel appliances, in-unit washers and dryers, and balconies. Attachment B “Similar Projects” includes pictures of similar buildings in MWF’s portfolio.

The building will have one level of climate controlled underground parking containing 72 spaces with an additional 44 at-grade surface spaces for a total of 116 parking spaces (1.05:1 parking ratio). We are confident that our site plan will accommodate the full parking needs of the property and would like to note the following:

- Our proposal meets the R-5M minimum parking requirement of 1 stall/unit.

- Our proposal is at 0.91 stalls per bedroom. The previous group was proposing 0.90 stalls per bedroom.
- Our proposal is age-restricted (55+) housing. Age-restricted housing typically has reduced parking demand due to smaller household sizes.
- The A Line BRT station is located less than 1,000 ft from the subject property.

### **OCCUPANCY RESTRICTIONS**

This development will be age-restricted to individuals who are 55 years or older and will be independent living. Units will be affordable and income-restricted to households making, on average, 60% of the Area Median Income. In 2025, the 60% AMI limit in the Minneapolis-St. Paul Metropolitan Area for a one-person household is \$55,620 and a two-person household is \$63,600.

MWF looks forward to working with the City of Falcon Heights to deliver a high-quality housing development where people can live at an affordable price. Please reach out with any questions or comments.

Thank You,



**MARTY O'CONNELL**  
Senior Development Associate

### **MWF Properties**

612.243.4623

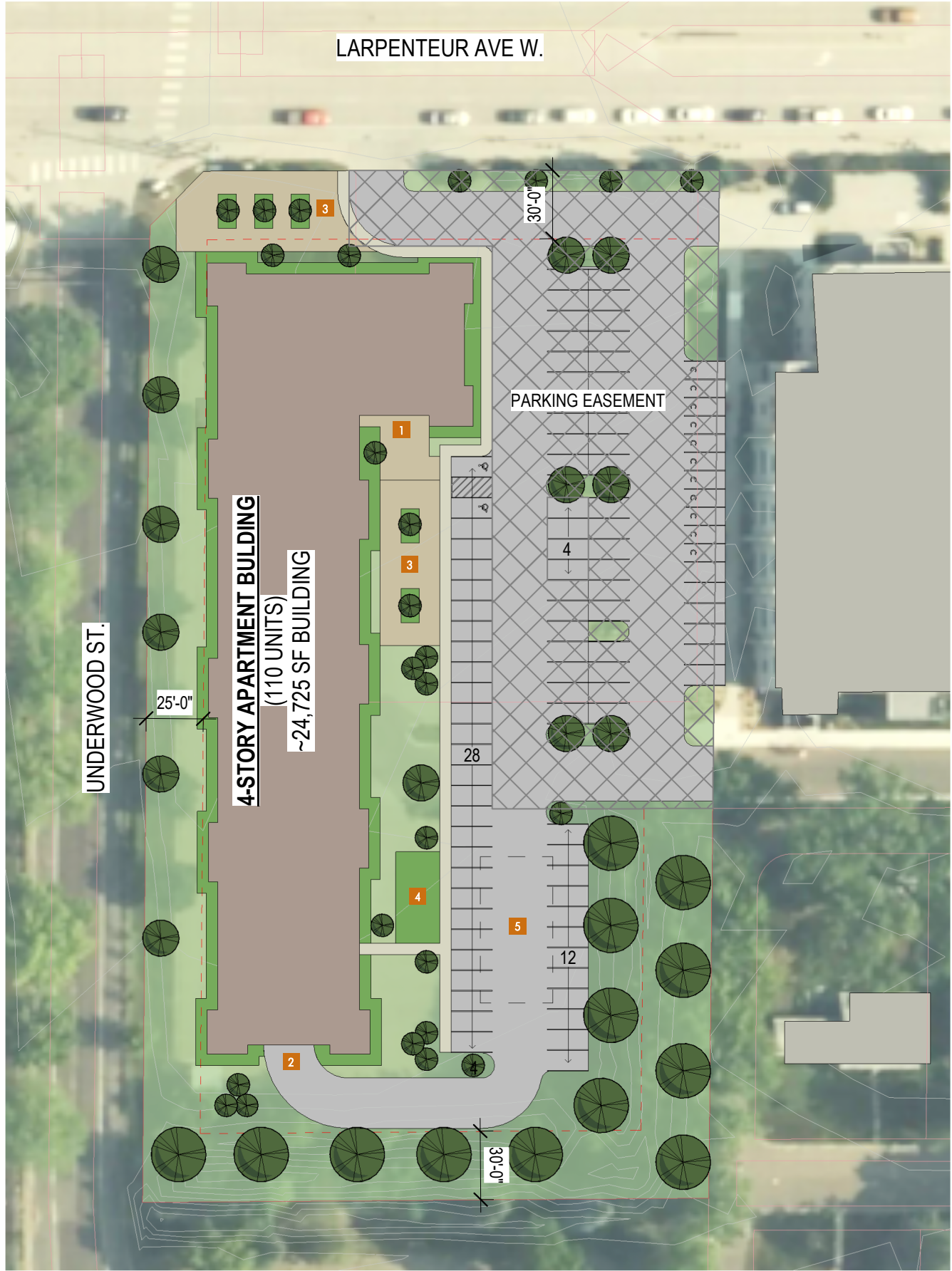
[martyoconnell@mwfproperties.com](mailto:martyoconnell@mwfproperties.com)

7645 Lyndale Ave. S

Minneapolis, MN 55423







SITE PLAN KEY

- 1 BUILDING ENTRANCE
- 2 GARAGE ENTRANCE
- 3 COMMUNITY PATIO
- 4 DOG RUN
- 5 UNDERGROUND STORMWATER RETENTION

UNIT MIX - GROSS AREA

| Name | Count | Unit Gross Area | Total Area | % |
|------|-------|-----------------|------------|---|
|      |       | Main Floor      |            |   |

0 BR (Studio)

|         |    |          |           |     |
|---------|----|----------|-----------|-----|
| Unit S1 | 16 | <varies> | 8,826 ft² | 15% |
|---------|----|----------|-----------|-----|

1 BR

|         |    |         |            |     |
|---------|----|---------|------------|-----|
| Unit A1 | 28 | 663 ft² | 18,557 ft² | 25% |
| Unit A2 | 48 | 713 ft² | 34,234 ft² | 44% |

2BR

|             |     |           |            |      |
|-------------|-----|-----------|------------|------|
| Unit C1     | 14  | 1,192 ft² | 16,688 ft² | 13%  |
| Unit C2     | 4   | 1,255 ft² | 5,022 ft²  | 4%   |
| Grand total | 110 |           | 83,327 ft² | 100% |

PARKING EASEMENT

| Level   | Type             | Count |
|---------|------------------|-------|
| Level 1 | Easement Parking | 54    |
|         |                  | 54    |

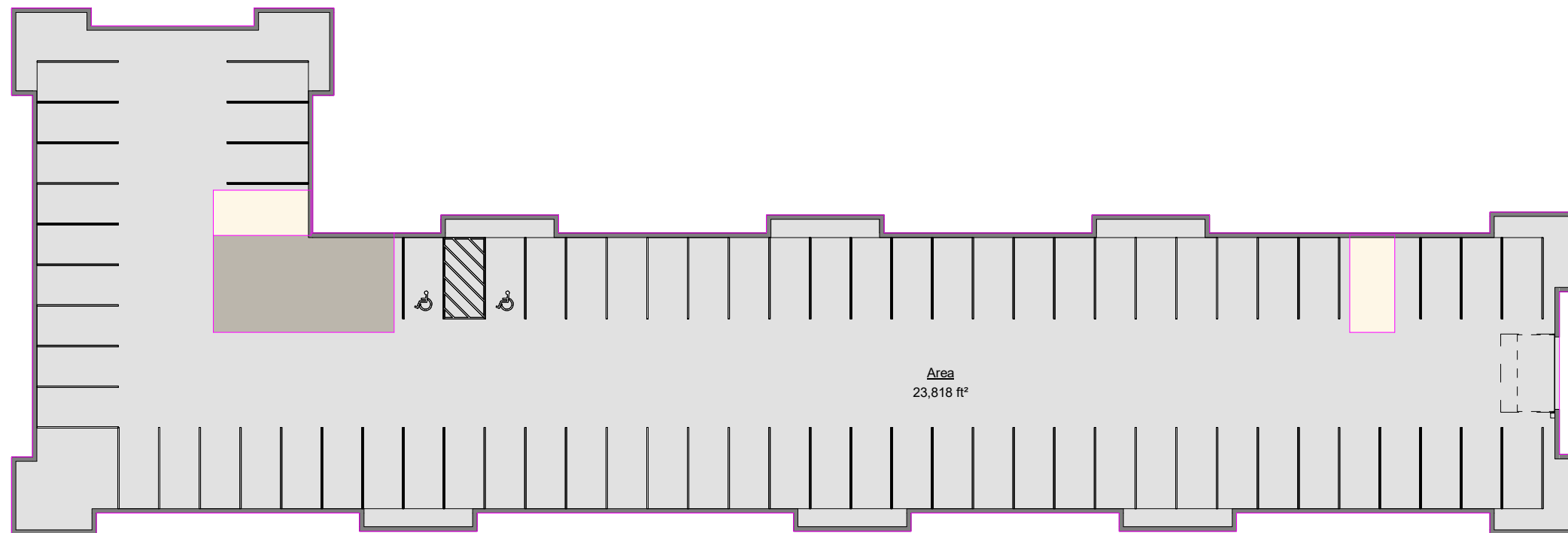
PARKING

| Level    | Type           | Count |
|----------|----------------|-------|
| Level -1 | Garage Stalls  | 72    |
| Level 1  | Surface Stalls | 44    |
|          |                | 116   |

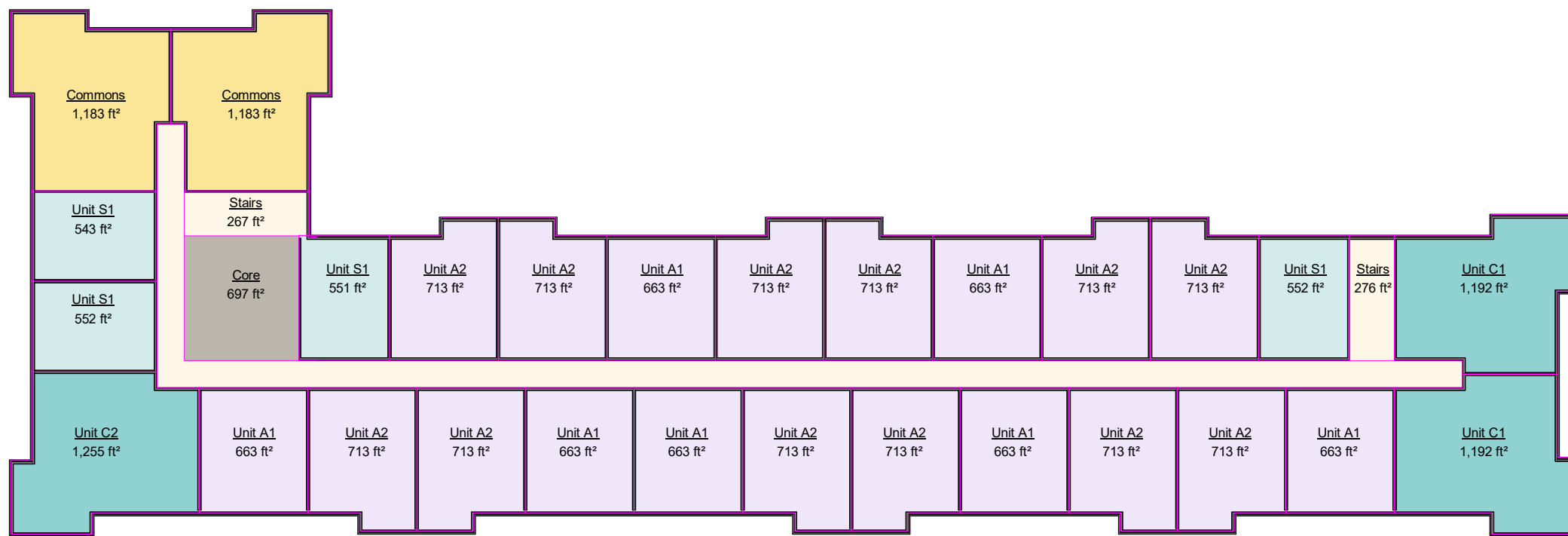
GROSS AREA - TOTAL

| Level       | Area        |
|-------------|-------------|
| Level 4     | 24,724 ft²  |
| Level 3     | 24,724 ft²  |
| Level 2     | 24,724 ft²  |
| Level 1     | 24,684 ft²  |
| Level -1    | 25,119 ft²  |
| Grand total | 123,975 ft² |

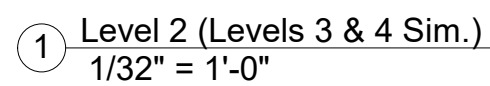
1 SD Site Plan  
1" = 60'-0"



① Level -1  
1/32" = 1'-0"



① Level 1  
1/32" = 1'-0"



# Villas at Pleasant Avenue

Burnsville, MN

150 Units

Senior Affordable



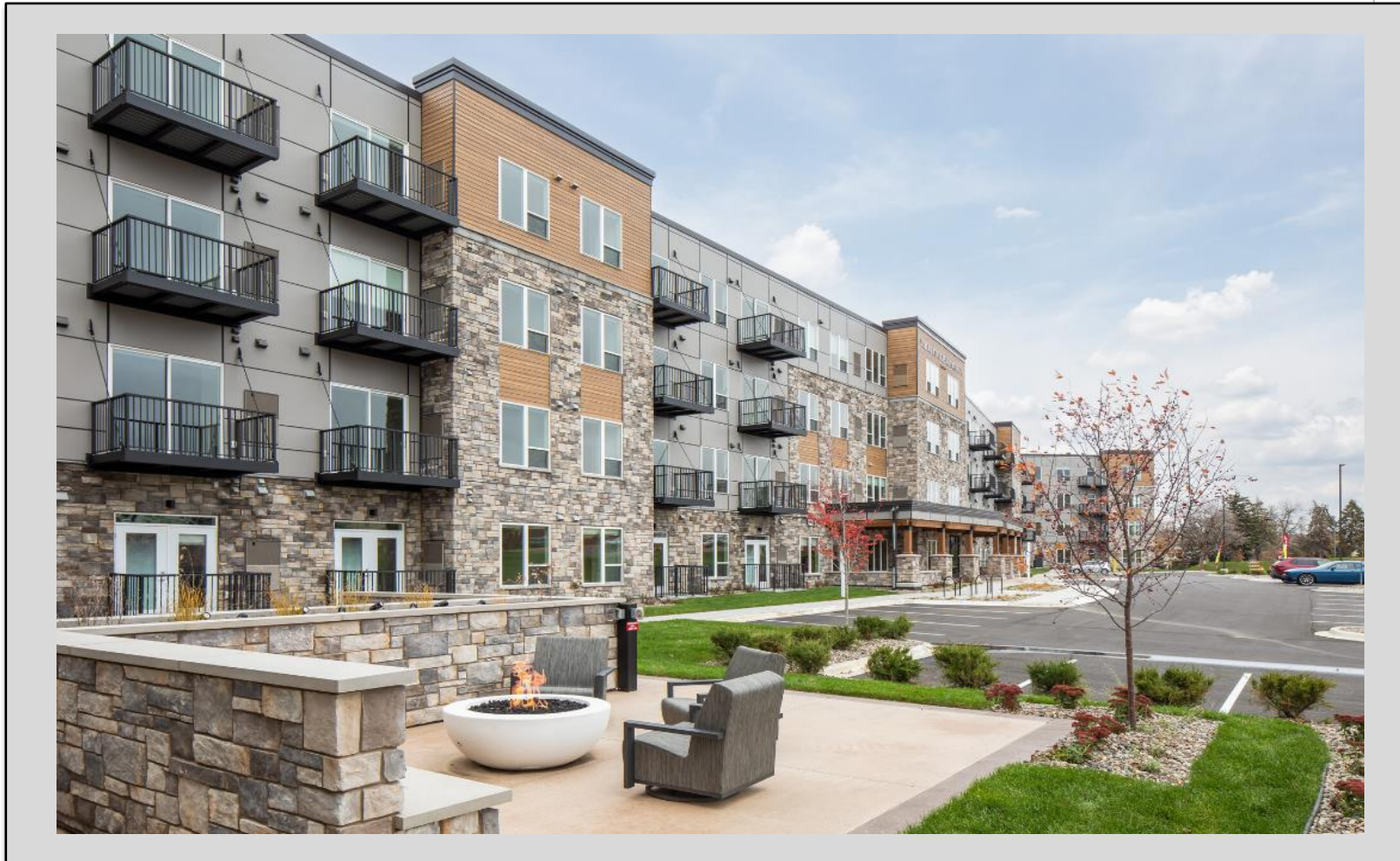


# Villas at Pleasant Avenue

Burnsville, MN

150 Units

Senior Affordable



# Villas at Pleasant Avenue

Burnsville, MN

150 Units

Senior Affordable





# Villas at Pleasant Avenue

Burnsville, MN

150 Units

Senior Affordable





# Garland Commons

Maple Grove, MN  
160 Units  
Senior Affordable



# Garland Commons

Maple Grove, MN  
160 Units  
Senior Affordable





# Garland Commons

Maple Grove, MN  
160 Units  
Senior Affordable



# Garland Commons

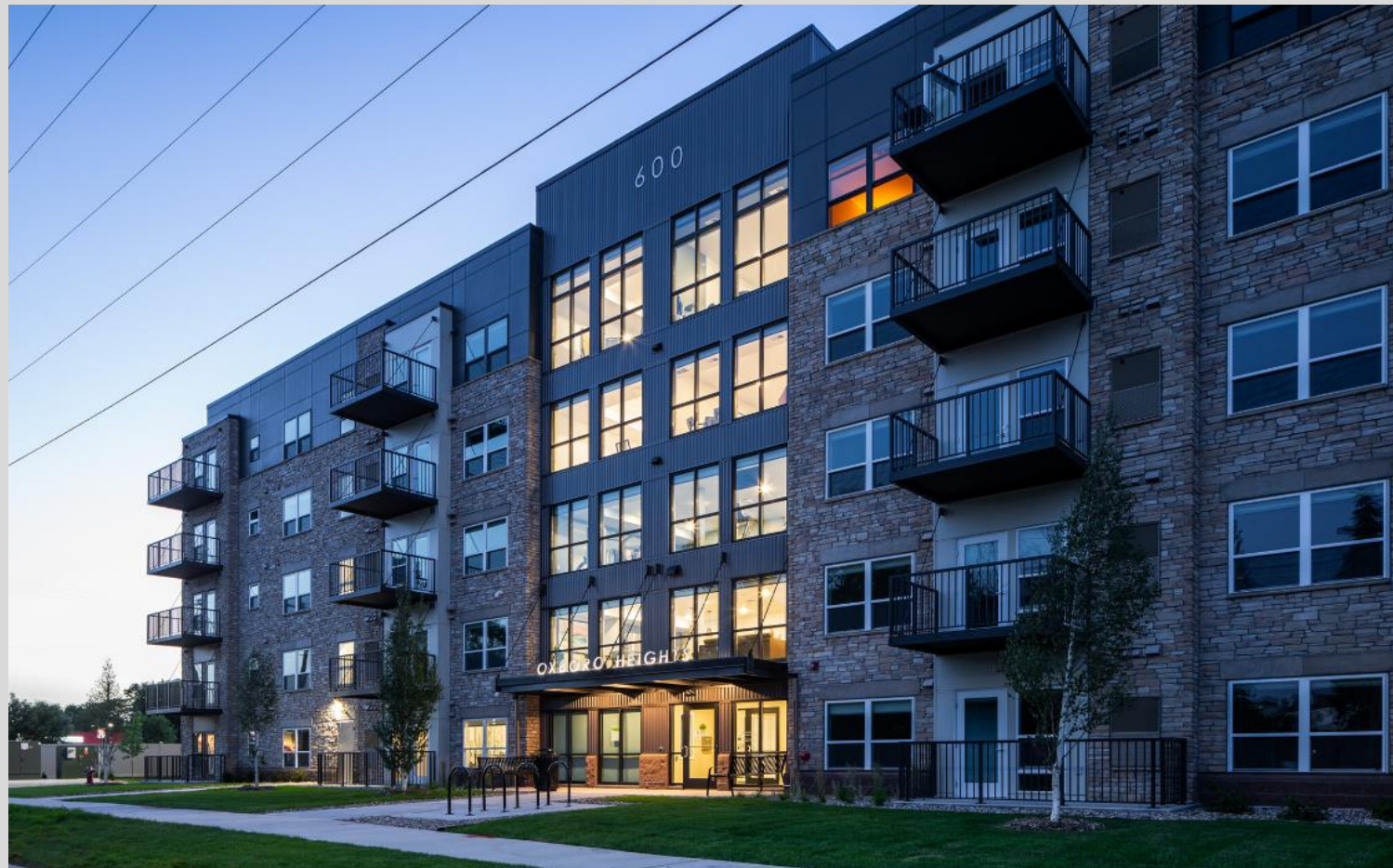
Maple Grove, MN  
160 Units  
Senior Affordable





# Oxboro Heights

Bloomington, MN  
125 Units  
Senior Affordable



# Oxboro Heights

Bloomington, MN  
125 Units  
Senior Affordable





# Oxboro Heights

Bloomington, MN  
125 Units  
Senior Affordable



**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-55

-----

**RESOLUTION SUPPORTING MWF PROPERTIES' APPLICATION FOR THE 2025  
RAMSEY COUNTY HOUSING DEVELOPMENT SOLICITATION**

**WHEREAS**, Ramsey County is currently accepting applications for the 2025 Ramsey County Housing Development Solicitation for eligible developments located within the boundaries of Ramsey County; and

**WHEREAS**, the program is for private developers, nonprofits, and local governmental entities to provide an opportunity to apply for funding for new or existing housing projects that aim to increase and/or preserve affordable units for residents across Ramsey County; and

**WHEREAS**, MWF Properties is seeking funding for a potential project for an affordable age-restricted housing apartment building consisting of 110-units; and

**WHEREAS**, this development is to be located directly to the west of the existing Amber Union development, and is identified as Tax Parcel ID 212923110029; and

**WHEREAS**, the support of the City of Falcon Heights for this funding request by MWF Properties for the aforementioned development is a beneficial addition to the application.

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

1. That the City fully supports MWF Properties' application to seek funding from the 2025 Ramsey County Housing Development Solicitation for the development of affordable age-restricted housing at the property described as Tax Parcel ID 212923110029.

Adopted by the Falcon Heights City Council this 28<sup>th</sup> day of May, 2025.

-----

Moved by:

GUSTAFSON  
LEEHY  
MEYER  
WASSENBERG  
MIELKE

\_\_\_\_\_ In Favor  
\_\_\_\_\_ Against

Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

Attested by: \_\_\_\_\_

Jack Linehan  
City Administrator



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## REQUEST FOR COUNCIL ACTION

|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                    |
| <b>Agenda Item</b>  | Consent G8                                      |
| <b>Attachment</b>   | Resolution 25-56                                |
| <b>Submitted By</b> | Hannah Lynch, Community Development Coordinator |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Support of the Integration of the SolarAPP+ Program to the Permitting Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Description</b>         | <p>In 2024 the Minnesota Legislature established the SolarAPP+ Solar Permitting Software Incentive for Jurisdictions (Minn Stat. § 216C.48). The purpose of this program is to provide technical assistance and financial incentives to local units of government that issue permits for residential solar projects and solar plus energy storage systems by incentivizing a permitting authority to adopt the SolarAPP+ software to standardize, automate, and streamline the review and permitting process.</p> <p>SolarAPP+ is a FREE automated online solar permitting software designed by the Department of Energy that uses a web-based portal to automate the solar project plan review and permit issuance processes for residential solar projects that are compliant with applicable building and electrical codes.</p> <p>The full RFP from the Minnesota Department of Commerce can be found <a href="#">HERE</a>.</p> |
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"><li>• SolarAPP+ for Minnesota - FAQs</li><li>• Resolution 25-56 - Supporting the Integration of the SolarAPP+ Program to the Permitting Process</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Action(s) Requested</b> | Staff recommends adoption of the following motion: Motion to approve Resolution 25-56 Supporting the Integration of the SolarAPP+ Program to the Permitting Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



# SolarAPP+ for Minnesota | FAQs

*Your jurisdiction can instantly issue permits for code-compliant, residential solar systems*

The Minnesota Department of Commerce is providing support for jurisdictions interested in adopting Solar Automated Permit Processing Plus (SolarAPP+) — a free, online automated permitting platform for local governments that standardizes and automates the residential solar permitting process to ensure code compliance and promote safety.

## What is SolarAPP+?

SolarAPP+ is an online web portal that automates the plan review and process for issuing permits to qualified businesses or individuals to install code-compliant residential photovoltaic (PV) systems with or without energy storage (ST). Based on model building, electrical, and fire codes, SolarAPP+ automatically performs a compliance check on inputs supplied by the contractor to ensure the proposed system is safe and code compliant. Installation practices, workmanship, and adherence to the approved design are then verified by the AHJ through the inspection process.

## How much does it cost to implement SolarAPP+?

SolarAPP+ is free to use for jurisdictions. SolarAPP+ also offers hands-on support for implementing SolarAPP+ for free. A jurisdiction will incur indirect costs such as staff time spent in registration and training - these costs, however, can be covered by SolarAPP+ Permitting Incentive.

## How does SolarAPP+ work?

Installers answer standardized questions, and SolarAPP+ verifies 250-300 code compliance datapoints, using equipment lists and code checks. It also verifies the contractor's business licensure and confirms that the project address falls within the Authority Having Jurisdiction (AHJ). If the system meets all criteria, the applicant can proceed to payment and permit issuance.

## By the Numbers

**\$0** for Jurisdictions

Live in **~300** Jurisdictions

Across **15** States

**85,000+** Permits Processed

**29%** Reduction in Initial  
Installation Failure

## How long does it take to implement SolarAPP+?

Jurisdictions can implement SolarAPP+ in 1-3 weeks with consistent engagement.

## Can we keep our current permit systems?

Yes. SolarAPP+ works alongside existing systems and workflows, offering both standalone and GovTech-compatible options.

## What model building code years does SolarAPP+ support?

SolarAPP+ supports 2017, 2020, and 2023 NEC, 2018 and 2021 I-Codes, and California Title 24. It adapts to local code amendments and future updates, ensuring compatibility with your jurisdiction's requirements. Support for the 2024 I-Codes will be available by January 1, 2026. Jurisdictions that have not yet adopted these code editions can still permit projects under SolarAPP+ using the supported model codes. See our [FAQs](#) for more details.

## How much is the SolarAPP+ incentive?

Local governments may receive between **\$5,000 and \$20,000** for adopting SolarAPP+. The base incentive is determined by population size, and additional bonus amounts are available based on factors like solar permitting history, participation in sustainability programs, and recent permit software integration. Incentives are available on a first-come, first-served basis. For full eligibility details and bonus criteria, visit the Minnesota Department of Commerce [incentive page](#).

## Who qualifies for the incentive?

Eligible applicants are Minnesota local governments that issue permits for residential solar or solar-plus-storage systems. To qualify, jurisdictions must launch SolarAPP+, make it available on their permitting website, and submit their application **within 12 months** of going live. Applications may be submitted by the jurisdiction or on its behalf and must include all required documents. Full eligibility details can be found [here](#).

## Is SolarAPP+ another new system my staff will have to learn?

No. SolarAPP+ operates separately. Your jurisdiction simply posts a link to the SolarAPP+ portal and accepts completed permits submitted through it. Staff continue using your existing systems for permit tracking and inspection scheduling.

## Are installers required to use SolarAPP+ for all projects?

No. SolarAPP+ is optional. It's designed for the most common, straightforward residential solar projects. Installers can still choose to submit through your regular permitting process if they prefer.

## Where can I apply for the incentive?

Once they have adopted SolarAPP+, applicants can apply [here](#).

## Get Started With SolarAPP+

[Book a call](#) with the SolarAPP team to learn more.

***“The process the SolarAPP+ gives us on the inspection sheet is quite intensive and it's great. Our inspectors love it and all the contractors that are using it, are doing better inspections. They are passing a lot better. They are making sure that everything is grounded like it's supposed to be.”***

— Kimberly Norman-Rosedam, CBO,  
Town of Guilford, CT

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-56

-----  
**RESOLUTION SUPPORTING THE INTEGRATION OF THE SOLARAPP+ PROGRAM TO  
THE PERMITTING PROCESS**

**WHEREAS**, the City of Falcon Heights is committed to enhancing the availability of solar energy installed in the community by reducing barriers related to permitting times related to solar installation; and

**WHEREAS**, SolarAPP+ is a free automated online solar permitting software designed by the Department of Energy that uses a web-based portal to automate the solar project plan review and permit issuance processes for residential solar projects that are compliant with applicable building and electrical codes; and

**WHEREAS**, the Minnesota Legislature established the SolarAPP+ Solar Permitting Software Incentive for Jurisdictions in 2024 to provide technical assistance and financial incentives to local units of government that issue permits for residential solar projects and solar plus energy storage systems by incentivizing a permitting authority to adopt the SolarAPP+ software to standardize, automate, and streamline the review and permitting process; and

**WHEREAS**, incentives from the Minnesota Department of Commerce are available until June 30, 2028, or until fully expended, whichever comes first, with a minimum of \$5,000 and a maximum of \$20,000, depending on population and the potential for bonus incentives; and

**WHEREAS**, the Environment Commission reviewed the program and recommends implementation of SolarAPP+.

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

1. The City of Falcon Heights supports the implementation of the SolarAPP+ software; and
2. Staff is directed to work with SolarAPP+ representatives to integrate the software with the City's existing permitting software; and
3. Staff is directed to apply for the Minnesota Department of Commerce incentive(s) for SolarAPP+ platform adoption.

Adopted by the Falcon Heights City Council this 28<sup>th</sup> day of May, 2025.  
-----

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson

GUSTAFSON  
LEEHY  
MEYER  
WASSENBERG  
MIELKE

\_\_\_\_\_ In Favor  
\_\_\_\_\_ Against

Mayor

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## ITEM FOR DISCUSSION

|                     |                                  |
|---------------------|----------------------------------|
| <b>Meeting Date</b> | May 28, 2025                     |
| <b>Agenda Item</b>  | Consent G9                       |
| <b>Attachment</b>   | Resolution, Bond Counsel Memo    |
| <b>Submitted By</b> | Jack Linehan, City Administrator |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Reimbursement Resolution – 2025 Pavement Management Project Series 2025A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description</b>         | <p>The City’s financial consultants Ehlers has recommended that the City Council pass a resolution dealing with reimbursement of expenses from bond proceeds. This resolution allows us to reimburse against the bond expenses that occur before the bond is issued.</p> <p>The IRS has issued Treasury Regulations that require the City to have a Declaration of Bond Reimbursement Resolution in place for the reimbursement of costs already paid out for a project before the bonds are sold and proceeds received by the City. The passing of this resolution will provide the City with the flexibility to reimburse any funds used to pay for project costs with bond funds.</p> <p>The City’s bond consultant (Ehlers), bond counsel (Taft) and staff recommend adoption of the Declaration of Bond Reimbursement Resolution. The City will start the bond process in June, with the bond issued in July.</p> |
| <b>Budget Impact</b>       | Ability to reimburse costs incurred within 60-days of the resolution to be bond eligible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>• Resolution 25-57</li> <li>• Memo from Taft</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Action(s) Requested</b> | It is recommended that the City Council make a motion to approve Resolution 25-57, establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



CITY OF FALCON HEIGHTS, MINNESOTA

RESOLUTION NO. 25-57

DECLARING THE OFFICIAL INTENT OF CITY OF FALCON HEIGHTS TO REIMBURSE  
CERTAIN EXPENDITURES FROM THE PROCEEDS  
OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF FALCON HEIGHTS AS FOLLOWS:

1. The City proposes to undertake the **construction of \_\_\_\_\_**  
**improvements in 2025** (the “Project”).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$\_\_\_\_\_. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial

policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of City of Falcon Heights this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF FALCON HEIGHTS, MINNESOTA

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

## MEMORANDUM

**TO:** Jack Linehan, City Administrator; Falcon Heights, MN  
**FROM:** Mary L. Ippel, Taft Stettinius & Hollister LLP  
**DATE:** March 8, 2024  
**RE:** REIMBURSEMENT RESOLUTION

---

Enclosed is a resolution for consideration by the City Council at an upcoming council meeting. The Resolution authorizes you to make periodic Declarations of intent to reimburse expenditures from Bonds (the form is in Exhibit A to the Resolution). The general requirements of the tax regulations relating to reimbursing expenditures are as follows:

1. the Declaration must be made no later than sixty days after payment of project costs;
2. the Declaration must contain (a) a reasonable description of the project and (b) the maximum principal amount of bonds expected to be issued for the project. You will need to fill in a description for the project in paragraph two and a dollar amount in paragraph three on Exhibit A; and
3. for Issuers that do not meet the exceptions outlined below, the bonds must be issued within the later of (a) 18 months after the payment, or (b) the date the project is placed in service, but not more than three years after the payment.

The exceptions to the general time limit listed in paragraph three above are as follows:

1. For Issuers qualifying as small issuers by reason of issuing (together with all subordinate entities thereof, and all entities treated as one with the Issuer) less than \$5,000,000 of tax-exempt governmental obligations during the calendar year, the bonds must be issued within the later of (a) three years after the payment, or (b) the date the project is placed in service.
2. For construction projects for which both the Issuer and a licensed architect or engineer certify that at least five years is necessary to complete construction of the

project, the bonds must be issued within the later of (a) 18 months after the payment, or (b) the date the project is placed in service, but not more than five years after the payment.

A Declaration is not required for preliminary and engineering costs as long as those costs do not exceed twenty percent of the bonds.

- a) Preliminary expenditures include architectural, engineering surveying, soil testing, and similar costs that are incurred prior to commencement of construction, rehabilitation or acquisition of a project. Preliminary costs do not
- b) include land acquisition, site preparation, and similar costs incident to the commencement of construction. Preliminary expenditures, however, cannot exceed 20% of the issue price of the related reimbursement bond issue.
- c) Costs in an amount not exceeding the lesser of \$100,000 or 5% of the proceeds of the issue are considered 'de minimis'."

If you have any questions, please call me.

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## REQUEST FOR COUNCIL ACTION

|                     |                                         |
|---------------------|-----------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                            |
| <b>Agenda Item</b>  | Consent G10                             |
| <b>Attachment</b>   | Estimate                                |
| <b>Submitted By</b> | Colin Callahan<br>Public Works Director |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Approval of Additional Funds to Replace Stolen Wire in Streetlights in University Grove                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description</b>         | <p>On December 11, 2024, City Council approved an estimate of \$8,500 with Forest Lake Contracting to repair six streetlights in the University Grove neighborhood that had been stripped of copper wire by thieves.</p> <p>After the copper wire was replaced, Public Works spot welded the access panels in 8 spots per access panel to deter future theft.</p> <p>Unfortunately, this was not enough to deter thieves from using a grinder to cut through the spot welds on two poles. Thieves were able to remove the access panel and steal one section of wire between light poles from streetlights along Hoyt Avenue.</p> <p>Public Works has now welded the entire access panel all the way around on every pole to deter future theft. One streetlight on this circuit is in Lauderdale on Fulham St. and is included in this request for additional funding. Lauderdale will reimburse Falcon Heights for this additional cost. Lauderdale's cost will be \$325.00.</p> |
| <b>Budget Impact</b>       | \$2,075.00 (including Lauderdale's portion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>Estimate from Forest Lake Contracting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Action(s) Requested</b> | Staff recommends City Council approve additional funding to repair Streetlights in University Grove neighborhood.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



14777 Lake Drive  
Forest Lake, MN 55025  
PH: (651) 464-4500  
FAX: (651) 464-4722

**PROPOSAL SUBMITTED TO      WORK TO BE PERFORMED AT**

NAME City of Falcon Heights:  
ADDRESS 2077 Larpenteur Ave W.  
CITY Falcon Heights STATE MN. ZIP 55113  
PHONE 612 366 2307  
DATE 5/21/25

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

**PROPOSAL TO DO THE FOLLOWING WORK**

FLC will Install new wire on the north side of Hoyt Ave in the light poles  
between Branston & Fulham.  
FLC wire, resplice and test before City forces weld access door closed.

The cost of this work will be \$1,750.00

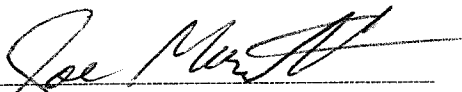
The cost to rewire add LED lamp and fuse holder to the light pole on  
the west side of Fulham in Lauderdale will be \$325.00

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

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

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

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

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE  
Joe Monette

\_\_\_\_\_  
COMPANY  
\_\_\_\_\_  
AUTHORIZED SIGNATURE  
\_\_\_\_\_  
DATE OF ACCEPTANCE

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER

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## REQUEST FOR COUNCIL ACTION

|                     |                                                             |
|---------------------|-------------------------------------------------------------|
| <b>Meeting Date</b> | May 28, 2025                                                |
| <b>Agenda Item</b>  | Consent G11                                                 |
| <b>Attachment</b>   | Application and Resolution 25-58                            |
| <b>Submitted By</b> | Elke Johnson, Administrative and Communications Coordinator |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Appointment of Sarah Caflisch to the Community Engagement Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Description</b>         | <p>City Staff and the Community Engagement Commission Vice Chair have interviewed and recommend Sarah Caflisch for the Community Engagement Commission. Sarah is a long-term resident in the Grove Neighborhood.</p> <p>Sarah has served as an election judge, an officer of the University Grove Homeowners Association, and a community mediator during public safety discussions after Philando Castile's death. She also volunteered with the Roseville School District. With her daughters now in college, she is eager to find new ways to serve the community.</p> |
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>• Commission Application</li> <li>• Resolution 25-58</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Action(s) Requested</b> | Staff recommends approval of attached resolution appointing Sarah Caflisch to the Community Engagement Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**From:** [Falcon Heights, MN](#)  
**To:** [FH Mail](#)  
**Subject:** \*NEW SUBMISSION\* City Commission Application  
**Date:** Friday, May 9, 2025 3:38:41 PM

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

### City Commission Application

**Submission #:** 4038140  
**IP Address:** 159.136.11.26  
**Submission Date:** 05/09/2025 3:38  
**Survey Time:** 6 minutes, 58 seconds

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

**Please complete form below. Starred items are required. Press submit button to complete your application.**

#### Date and Time

05/09/2025 03:31 PM

#### Full Name

Sarah Caflisch

#### Full Address

2211 Folwell Ave.  
Falcon Heights, MN 55108  
United States

#### Phone

#### Additional Phone

#### Email

#### How Long At Above Address?

Almost 15 years

#### In Which Capacity Would You Like to Serve?

I would like to join the Community Engagement Committee.

#### What is the Reason You Would Like to Serve?

I am proud of Falcon Heights and proud of our inclusive and well-managed city. I would like to do my part in ensuring every neighbor feels welcome and that they can play a part in our community.

#### List Prior (Previous) Public Service

I have served as election judge for our district, been an officer on the University Grove Homeowners Association, and was proud to serve as a community mediator when our city was exploring different public safety options after Philando Castille's death.

**Other Relevant Background (Other Comments)**

I have been honored to volunteer with the Roseville Area School District, being an active member of Brimhall PTO, serving on the Gifted and Talented Advisory Committee, and supporting the Roseville School Foundation. My daughters are now away at college, and I am looking for another way to meaningfully serve our community.

Thank you,

**Falcon Heights, MN**

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**This is an automated message generated by Granicus. Please do not reply directly to this email.**

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-58

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**RESOLUTION APPOINTING SARAH CAFLISCH TO THE COMMUNITY ENGAGEMENT  
COMMISSION**

**WHEREAS**, the Community Engagement Commission shall serve in an advisory capacity to the City Council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community.

**WHEREAS**, City Staff and the Commission Vice Chair have interviewed Sarah Caflisch and recommend appointment to the Falcon Heights Community Engagement Commission.

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

1. That the appointment of Sarah Caflisch to the Falcon Heights Community Engagement Commission is approved and adopted by the City Council of the City of Falcon Heights.

**ADOPTED** by the Falcon Heights City Council this 28<sup>th</sup> day of May, 2025

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Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_\_\_    In Favor  
LEEHY  
MEYER            \_\_\_\_\_    Against  
WASSENBERG  
MIELKE

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

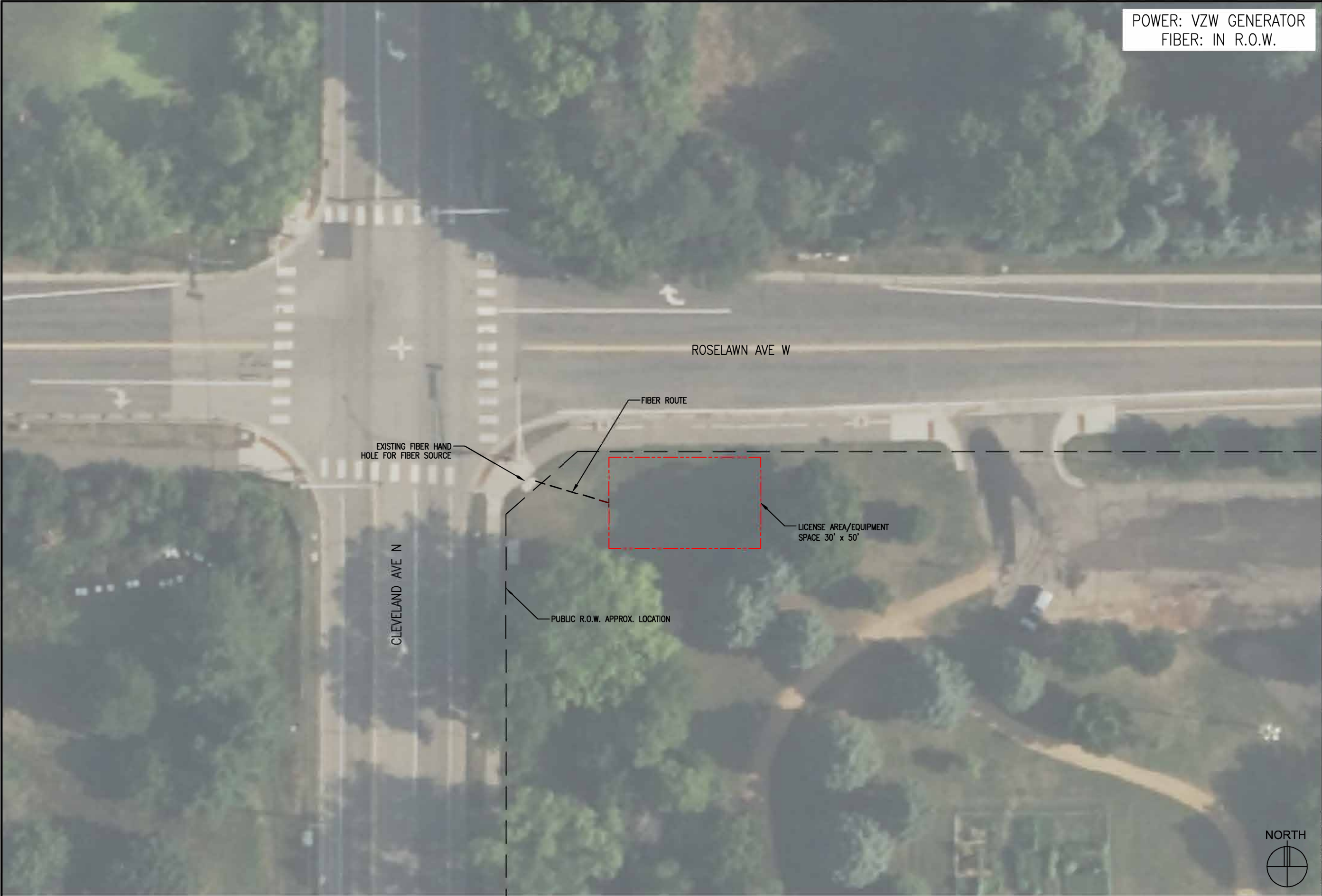
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## REQUEST FOR COUNCIL ACTION (RCA)

|                      |                                  |
|----------------------|----------------------------------|
| <b>Meeting Date</b>  | May 28, 2025                     |
| <b>Agenda Item</b>   | G12                              |
| <b>Attachment(s)</b> | Site Plan; Resolution            |
| <b>Submitted By</b>  | Jack Linehan, City Administrator |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Approval of Resolution 25-59 Authorizing a Usage Agreement with Verizon Wireless for a Temporary Asset Deployment at Community Park for the MSHL Cross Country State Meet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Description</b>         | <p>In 2024, Cellco Partnership d/b/a Verizon Wireless reached out to the City to see if they could set up a temporary cell asset at the corner of Community Park to boost cellular reception at the MSHL State Cross Country Meet, held usually the first Saturday in November. The event experienced major issues in 2023 with visitors and emergency personnel having reception issues on the course due to the volume and lack of cell towers covering the golf course. The City allowed it administratively to be deployed in 2024 from the public safety aspect. Verizon has requested to make this an annual request, and the City negotiated that we would need a lease agreement to utilize the space and cover our costs for hosting the equipment.</p> <p>The attached agreement provides the City \$1,000 annually for renting the space in Community Park for about a week each Fall to provide the additional cell coverage for the event. Our attorneys have reviewed, and we believe the agreement covers our needs and provides reimbursement for our costs associated with hosting the equipment.</p> |
| <b>Budget Impact</b>       | The revenue was not budgeted, but will be included in future budget years for the term of the agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Resolution 25-59</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Action(s) Requested</b> | The City Council is requested to approve Resolution 25-59 Authorizing a Usage Agreement with Verizon Wireless for a Temporary Asset Usage Agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



POWER: VZW GENERATOR  
FIBER: IN R.O.W.

ROSELAWN AVE W

FIBER ROUTE

EXISTING FIBER HAND  
HOLE FOR FIBER SOURCE

LICENSE AREA/EQUIPMENT  
SPACE 30' x 50'

PUBLIC R.O.W. APPROX. LOCATION

CLEVELAND AVE N



**1 SITE PLAN**  
SCALE: 1" = 30'-0"

**DESIGN**  
**1**

9973 VALLEY VIEW RD.  
EDEN PRAIRIE, MN 55344  
(952) 903-9299  
WWW.DESIGN1EP.COM

**verizon**

10801 BUSH LAKE ROAD  
BLOOMINGTON, MN 55438  
(952) 946-4700

PROJECT  
VZ-00509797.E  
LOC. CODE #  
5000966619

MIN  
MSHSL  
2025

2275 LARPEN TEUR AVE W  
ST. PAUL, MN 55113

SHEET CONTENTS:  
SITE PLAN

DRAWN BY: RK  
CHECKED BY: TAB  
V1 03/18/25

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-59

-----

**APPROVAL OF RESOLUTION 25-59 AUTHORIZING A USAGE AGREEMENT WITH  
VERIZON WIRELESS FOR A TEMPORARY ASSET DEPLOYMENT AT COMMUNITY  
PARK FOR THE MSHL CROSS COUNTRY STATE MEET**

**WHEREAS**, Cellco Partnership d/b/a Verizon Wireless has requested the ability to temporarily install a communications facility at Community Park in Falcon Heights to support increased cellular capacity during the Minnesota State High School League (MSHL) Cross Country State Meet; and

**WHEREAS**, the event held at the golf course near Community Park has experienced cellular reception issues impacting event attendees and emergency responders; and

**WHEREAS**, the City of Falcon Heights has negotiated and reviewed a License Agreement with Verizon Wireless to allow the deployment of a temporary wireless facility annually for a defined term and in exchange for an annual fee of \$1,000 to offset the City's costs associated with hosting the equipment; and

**WHEREAS**, City Staff and legal counsel have reviewed the License Agreement and find it to be appropriate and protective of the City's interests.

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

1. That the City Council hereby approves the License Agreement between the City of Falcon Heights and Cellco Partnership d/b/a Verizon Wireless for the temporary deployment of a communications facility at Community Park during the annual MSHL Cross Country State Meet.
2. That the Mayor and City Administrator are authorized to execute the agreement and any documents necessary to carry out the terms of the agreement.

**ADOPTED** by the Falcon Heights City Council this 28<sup>th</sup> day of May, 2025

-----



Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

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

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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## REQUEST FOR COUNCIL ACTION (RCA)

|                      |                                  |
|----------------------|----------------------------------|
| <b>Meeting Date</b>  | May 28, 2025                     |
| <b>Agenda Item</b>   | H1                               |
| <b>Attachment(s)</b> | See below                        |
| <b>Submitted By</b>  | Jack Linehan, City Administrator |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>          | Approval of Resolution 25-60 Awarding the Contract for the Falcon Heights Community Park Improvements Project FH-01 to New Look Contracting, Inc. for \$941,413.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Description</b>   | <p>The City Council approved final site plans and authorized staff and consultant project manager WSB to advertise for bids on April 23<sup>rd</sup>. The bids were posted shortly after, and were advertised per State bidding requirements in our designated newspaper, as well as on our website and through WSB's bidding software.</p> <p>On May 21<sup>st</sup> at 2:00 p.m., WSB opened bids for the project. We received five responses from contractors interested in being the primary site contractor for the work. The low bidder for the base bid, as well as the combined total with two bid alternates, was New Look Contracting, Inc. of Rogers, MN. Their base bid submission was \$855,830, which was approximately 13% lower than the engineering estimate of \$983,067. Alternate Bid #1 (concrete curb on the southern end of the parking lot) was \$11,862.50, and Alternate Bid #2 (container for the playground – contingent upon MN DNR Outdoor Recreation Grant) for \$95,583.75. Staff is recommending awarding the base bid and alternate bid #1 at this time, and then awarding alternate bid #2 if or when grant agreements are in place.</p> <p>New Look Contracting has worked with WSB on other similar projects, including a recent project for the Maple Grove in 2024 for their \$1.5M renovation of Lakeview Knolls Park.</p> <p>The project scope for this award includes the majority of the improvements of Community Park, but does not include the splash pad (Flagship Recreation), playground (Northland Recreation, to be finalized pending grant status), engineering/oversight (WSB), and other miscellaneous purchases such as site furniture. Those projects were awarded separately and are accounted for in the total project budget.</p> |
| <b>Budget Impact</b> | Funds are budgeted in the 2025 capital budget for the project. Included in FY2025 is \$3.5M for the Community Park Improvement Project. Current estimates are that the project will come in around \$2.5M inclusive of all costs for improvements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Attachment(s)</b> | <ul style="list-style-type: none"> <li>Letter of Award Recommendation from Robert Slipka, WSB Project Manager</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                |                                                                                                                                                        |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | <ul style="list-style-type: none"> <li>• Draft Contract</li> <li>• Resolution 25-60</li> </ul>                                                         |
| <b>Action(s)<br/>Requested</b> | Staff recommends that City Council allow staff to sign a contract with low bidder New Look Contracting, Inc. for an amount not-to-exceed \$941,413.00. |

May 21, 2025

Honorable Mayor and City Council  
City of Falcon Heights  
2077 Larpenteur Avenue W  
Falcon Heights, MN 55113

Re: Falcon Heights Community Park Improvements  
City of Falcon Heights  
City Project No. FH-01  
WSB Project No. 023655-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Wednesday, May 21, 2025, and were opened and read aloud. Five bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low bid as submitted by New Look Contracting, Inc., Rogers, Minnesota in the amount of \$855,830.00 for the base bid and alternate 1. The Engineer's Estimate was \$983,066.95.

WSB has successfully worked with New Look Contracting on past projects, most recently on a project with the City of Maple Grove, and would expect them execute this project in similar fashion. We recommend that the City Council consider these bids and award a contract in the amount of \$855,830.00 to New Look Contracting, Inc. for the base bid and alternate 1 based on the results of the bids received. We would also recommend including a project contingency of 10% for revisions and unforeseen conditions putting the total project budget approval at \$941,413.00.

Sincerely,

WSB



Robert Slipka  
Sr. Professional Landscape Architect II

Attachments

ams

## BID TABULATION SUMMARY

**PROJECT:**

Falcon Heights Community Park Improvements

**OWNER:**

City of Falcon Heights

**CITY PROJECT NO.:**

FH-01

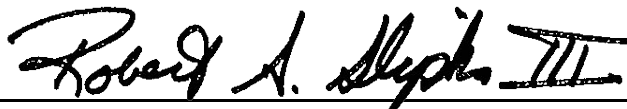
**WSB PROJECT NO.:**

023655-000

**Bids Opened:** Wednesday, May 21, 2025, at 2:00 pm

| Contractor                            | Bid Security (5%) | BASE BID       | ALTERNATE 1 | ALTERNATE 2  |
|---------------------------------------|-------------------|----------------|-------------|--------------|
| 1 New Look Contracting, Inc.          | X                 | \$843,967.50   | \$11,862.50 | \$95,583.75  |
| 2 Boulder Creek, Inc                  | X                 | \$917,111.75   | \$21,170.00 | \$105,145.00 |
| 3 Pember Companies, Inc.              | X                 | \$931,544.30   | \$20,294.00 | \$112,402.50 |
| 4 Shoreline Landscaping & Contracting | X                 | \$1,046,382.93 | \$15,330.00 | \$91,251.75  |
| 5 Urban Companies                     | X                 | \$1,260,804.50 | \$23,360.00 | \$104,237.50 |
| Engineer's Opinion of Cost            |                   | \$972,116.95   | \$10,950.00 | \$151,316.50 |

I hereby certify that this is a true and correct tabulation of the bids as received on May 21, 2025.



Robert Slipka, Sr. Professional Landscape Architect II

 Denotes corrected figure

BID TABULATION

Falcon Heights Community Park Improvements (#9662603)

City of Falcon Heights

City Project No. FH-01

WSB Project No. 023655-000

Bids Received: 05/21/2025 02:00 PM CDT



| DENOTES CORRECTED FIGURE |        |                  |                                                   |          |                   |             |                            |             |                    |             |                        |              |              |
|--------------------------|--------|------------------|---------------------------------------------------|----------|-------------------|-------------|----------------------------|-------------|--------------------|-------------|------------------------|--------------|--------------|
| Line #                   | Item # | Item Description | Units                                             | Quantity | Engineer Estimate |             | New Look Contracting, Inc. |             | Boulder Creek, Inc |             | Pember Companies, Inc. |              |              |
|                          |        |                  |                                                   |          | Unit Price        | Extension   | Unit Price                 | Extension   | Unit Price         | Extension   | Unit Price             | Extension    |              |
| BASE BID                 |        |                  |                                                   |          |                   |             |                            |             |                    |             |                        |              |              |
|                          | 1      | 2021.501         | MOBILIZATION                                      | LS       | 1                 | \$44,637.95 | \$44,637.95                | \$70,000.00 | \$70,000.00        | \$92,000.00 | \$92,000.00            | \$55,000.00  | \$55,000.00  |
|                          | 2      | 2101.501         | CLEARING AND GRUBBING                             | LS       | 1                 | \$35,000.00 | \$35,000.00                | \$8,300.00  | \$8,300.00         | \$6,500.00  | \$6,500.00             | \$5,000.00   | \$5,000.00   |
|                          | 3      | 2103.501         | BUILDING REMOVAL                                  | LS       | 1                 | \$30,000.00 | \$30,000.00                | \$33,000.00 | \$33,000.00        | \$40,000.00 | \$40,000.00            | \$35,000.00  | \$35,000.00  |
|                          | 4      | 2104.501         | REMOVE PLAY CONTAINER, EQUIPMENT AND SURFACING    | LS       | 1                 | \$9,500.00  | \$9,500.00                 | \$4,500.00  | \$4,500.00         | \$8,000.00  | \$8,000.00             | \$12,000.00  | \$12,000.00  |
|                          | 5      | 2104.501         | SALVAGE FITNESS EQUIPMENT                         | EA       | 1                 | \$500.00    | \$500.00                   | \$1,500.00  | \$1,500.00         | \$1,000.00  | \$1,000.00             | \$1,500.00   | \$1,500.00   |
|                          | 6      | 2104.502         | REMOVE MANHOLE                                    | EA       | 1                 | \$2,400.00  | \$2,400.00                 | \$2,000.00  | \$2,000.00         | \$500.00    | \$500.00               | \$1,800.00   | \$1,800.00   |
|                          | 7      | 2104.502         | REMOVE DRAINAGE STRUCTURE                         | EA       | 1                 | \$2,400.00  | \$2,400.00                 | \$1,000.00  | \$1,000.00         | \$500.00    | \$500.00               | \$1,250.00   | \$1,250.00   |
|                          | 8      | 2104.502         | REMOVE SIGN TYPE SPECIAL                          | EA       | 4                 | \$100.00    | \$400.00                   | \$105.00    | \$420.00           | \$85.00     | \$340.00               | \$80.00      | \$320.00     |
|                          | 9      | 2104.502         | SALVAGE & RELOCATE FITNESS COURSE SIGN            | EA       | 1                 | \$500.00    | \$500.00                   | \$420.00    | \$420.00           | \$600.00    | \$600.00               | \$1,150.00   | \$1,150.00   |
|                          | 10     | 2104.502         | SALVAGE & RELOCATE PARK ENTRANCE SIGN             | EA       | 1                 | \$500.00    | \$500.00                   | \$850.00    | \$850.00           | \$700.00    | \$700.00               | \$1,300.00   | \$1,300.00   |
|                          | 11     | 2104.502         | SALVAGE & RELOCATE PARK MONUMENT SIGN             | EA       | 1                 | \$500.00    | \$500.00                   | \$850.00    | \$850.00           | \$850.00    | \$850.00               | \$855.00     | \$855.00     |
|                          | 12     | 2104.503         | REMOVE CURB & GUTTER                              | LF       | 105               | \$18.00     | \$1,890.00                 | \$8.00      | \$840.00           | \$4.50      | \$472.50               | \$11.20      | \$1,176.00   |
|                          | 13     | 2104.503         | REMOVE SEWER PIPE (SANITARY)                      | LF       | 48                | \$10.00     | \$480.00                   | \$23.00     | \$1,104.00         | \$52.00     | \$2,496.00             | \$40.00      | \$1,920.00   |
|                          | 14     | 2104.603         | ABANDON SANITARY SEWER                            | L F      | 280               | \$10.00     | \$2,800.00                 | \$13.00     | \$3,640.00         | \$11.50     | \$3,220.00             | \$6.00       | \$1,680.00   |
|                          | 15     | 2104.603         | ABANDON PIPE (WATER)                              | LF       | 85                | \$10.00     | \$850.00                   | \$16.00     | \$1,360.00         | \$10.50     | \$892.50               | \$10.70      | \$909.50     |
|                          | 16     | 2104.504         | REMOVE CONCRETE PAVEMENT                          | S Y      | 320               | \$9.00      | \$2,880.00                 | \$9.00      | \$2,880.00         | \$5.25      | \$1,680.00             | \$15.00      | \$4,800.00   |
|                          | 17     | 2104.504         | REMOVE BITUMINOUS PAVEMENT                        | S Y      | 2845              | \$7.00      | \$19,915.00                | \$3.75      | \$10,668.75        | \$2.50      | \$7,112.50             | \$5.00       | \$14,225.00  |
|                          | 18     | 2104.504         | REMOVE AGGREGATE PAVEMENT                         | SY       | 515               | \$5.00      | \$2,575.00                 | \$0.50      | \$257.50           | \$1.25      | \$643.75               | \$9.00       | \$4,635.00   |
|                          | 19     | 2106.601         | SITE GRADING                                      | LS       | 1                 | \$85,000.00 | \$85,000.00                | \$50,000.00 | \$50,000.00        | \$82,000.00 | \$82,000.00            | \$108,000.00 | \$108,000.00 |
|                          | 20     | 2108.504         | GEOTEXTILE FABRIC TYPE 5                          | S Y      | 465               | \$3.00      | \$1,395.00                 | \$2.50      | \$1,162.50         | \$1.00      | \$465.00               | \$2.00       | \$930.00     |
|                          | 21     | 2118.518         | AGGREGATE SURFACED TRAIL (P)                      | SF       | 6235              | \$6.00      | \$37,410.00                | \$0.65      | \$4,052.75         | \$1.00      | \$6,235.00             | \$1.40       | \$8,729.00   |
|                          | 22     | 2123.61          | STREET SWEEPER (WITH PICKUP BROOM)                | HOURL    | 10                | \$190.00    | \$1,900.00                 | \$1.00      | \$10.00            | \$150.00    | \$1,500.00             | \$170.00     | \$1,700.00   |
|                          | 23     | 2360.504         | BITUMINOUS DRIVES (ON EXISTING SUBBASE) 3.5 THICK | SY       | 2020              | \$26.00     | \$52,520.00                | \$25.75     | \$52,015.00        | \$29.00     | \$58,580.00            | \$28.00      | \$56,560.00  |
|                          | 24     | 2360.504         | BITUMINOUS DRIVES (WITH AGGREGATE BASE) 3.5 THICK | SY       | 225               | \$35.00     | \$7,875.00                 | \$34.50     | \$7,762.50         | \$47.00     | \$10,575.00            | \$43.00      | \$9,675.00   |
|                          | 25     | 2360.504         | BITUMINOUS ROADWAY (WITH AGGREGATE BASE) 7 THICK  | SY       | 245               | \$55.00     | \$13,475.00                | \$65.00     | \$15,925.00        | \$71.00     | \$17,395.00            | \$80.00      | \$19,600.00  |
|                          | 26     | 2360.504         | BITUMINOUS TRAILS (WITH AGGREGATE BASE) 3" THICK  | SY       | 260               | \$35.00     | \$9,100.00                 | \$31.50     | \$8,190.00         | \$33.00     | \$8,580.00             | \$45.50      | \$11,830.00  |
|                          | 27     | 2451.507         | COARSE FILTER AGGREGATE (CV)                      | C Y      | 12                | \$85.00     | \$1,020.00                 | \$130.00    | \$1,560.00         | \$91.00     | \$1,092.00             | \$125.00     | \$1,500.00   |
|                          | 28     | 2451.607         | FILTER MEDIA SPECIAL                              | CY       | 155               | \$40.00     | \$6,200.00                 | \$50.50     | \$7,827.50         | \$68.00     | \$10,540.00            | \$77.50      | \$12,012.50  |
|                          | 29     | 2501.502         | 12" RC PIPE APRON                                 | EA       | 2                 | \$2,000.00  | \$4,000.00                 | \$1,775.00  | \$3,550.00         | \$1,100.00  | \$2,200.00             | \$760.00     | \$1,520.00   |
|                          | 30     | 2501.502         | TRASH GUARD FOR 12" PIPE APRON                    | EA       | 2                 | \$700.00    | \$1,400.00                 | \$825.00    | \$1,650.00         | \$1,050.00  | \$2,100.00             | \$790.00     | \$1,580.00   |
|                          | 31     | 2502.503         | 6" PERF PE PIPE DRAIN                             | L F      | 150               | \$25.00     | \$3,750.00                 | \$22.50     | \$3,375.00         | \$16.00     | \$2,400.00             | \$25.00      | \$3,750.00   |
|                          | 32     | 2502.503         | 6" SOLID PE PIPE DRAIN                            | LF       | 55                | \$25.00     | \$1,375.00                 | \$44.00     | \$2,420.00         | \$14.50     | \$797.50               | \$38.20      | \$2,101.00   |
|                          | 33     | 2502.602         | YARD DRAIN                                        | EA       | 2                 | \$1,500.00  | \$3,000.00                 | \$3,135.00  | \$6,270.00         | \$3,050.00  | \$6,100.00             | \$2,950.00   | \$5,900.00   |
|                          | 34     | 2502.602         | 6" PVC PIPE DRAIN CLEANOUT                        | EA       | 4                 | \$500.00    | \$2,000.00                 | \$980.00    | \$3,920.00         | \$475.00    | \$1,900.00             | \$1,060.00   | \$4,240.00   |

BID TABULATION

Falcon Heights Community Park Improvements (#9662603)

City of Falcon Heights

City Project No. FH-01

WSB Project No. 023655-000

Bids Received: 05/21/2025 02:00 PM CDT



| DENOTES CORRECTED FIGURE |          |                                              |       |          |                   |              |                            |              |                    |              |                        |              |
|--------------------------|----------|----------------------------------------------|-------|----------|-------------------|--------------|----------------------------|--------------|--------------------|--------------|------------------------|--------------|
| Line #                   | Item #   | Item Description                             | Units | Quantity | Engineer Estimate |              | New Look Contracting, Inc. |              | Boulder Creek, Inc |              | Pember Companies, Inc. |              |
|                          |          |                                              |       |          | Unit Price        | Extension    | Unit Price                 | Extension    | Unit Price         | Extension    | Unit Price             | Extension    |
| BASE BID                 |          |                                              |       |          |                   |              |                            |              |                    |              |                        |              |
| 35                       | 2503.503 | 12" RC PIPE SEWER DES 3006 CL V              | L F   | 95       | \$80.00           | \$7,600.00   | \$88.00                    | \$8,360.00   | \$90.00            | \$8,550.00   | \$91.00                | \$8,645.00   |
| 36                       | 2503.503 | 12" HDPE PIPE SEWER                          | LF    | 183      | \$70.00           | \$12,810.00  | \$51.00                    | \$9,333.00   | \$28.50            | \$5,215.50   | \$84.00                | \$15,372.00  |
| 37                       | 2503.602 | CONNECT TO EXISTING STORM SEWER              | EA    | 2        | \$1,500.00        | \$3,000.00   | \$1,000.00                 | \$2,000.00   | \$1,000.00         | \$2,000.00   | \$1,200.00             | \$2,400.00   |
| 38                       | 2503.602 | CONNECT TO EXISTING WATERMAIN                | EA    | 1        | \$1,500.00        | \$1,500.00   | \$1,350.00                 | \$1,350.00   | \$1,300.00         | \$1,300.00   | \$1,600.00             | \$1,600.00   |
| 39                       | 2503.602 | CONNECT TO EXISTING SANITARY SEWER SERVICE   | EA    | 1        | \$1,500.00        | \$1,500.00   | \$6,000.00                 | \$6,000.00   | \$1,000.00         | \$1,000.00   | \$1,950.00             | \$1,950.00   |
| 40                       | 2503.602 | SANITARY PIPE CLEANOUT                       | EA    | 2        | \$500.00          | \$1,000.00   | \$1,050.00                 | \$2,100.00   | \$500.00           | \$1,000.00   | \$1,450.00             | \$2,900.00   |
| 41                       | 2503.603 | 4" PVC SANITARY SERVICE PIPE                 | L F   | 245      | \$30.00           | \$7,350.00   | \$48.00                    | \$11,760.00  | \$43.50            | \$10,657.50  | \$73.00                | \$17,885.00  |
| 42                       | 2504.602 | 4" GATE VALVE & BOX                          | EA    | 1        | \$2,000.00        | \$2,000.00   | \$2,950.00                 | \$2,950.00   | \$2,350.00         | \$2,350.00   | \$2,425.00             | \$2,425.00   |
| 43                       | 2504.602 | BLOWOFF VALVE                                | EA    | 2        | \$1,000.00        | \$2,000.00   | \$2,750.00                 | \$5,500.00   | \$1,850.00         | \$3,700.00   | \$2,575.00             | \$5,150.00   |
| 44                       | 2504.602 | YARD HYDRANT                                 | EA    | 1        | \$2,500.00        | \$2,500.00   | \$1,700.00                 | \$1,700.00   | \$1,000.00         | \$1,000.00   | \$1,015.00             | \$1,015.00   |
| 45                       | 2504.603 | 1" TYPE PE PIPE                              | L F   | 95       | \$45.00           | \$4,275.00   | \$38.00                    | \$3,610.00   | \$21.00            | \$1,995.00   | \$45.50                | \$4,322.50   |
| 46                       | 2504.603 | 2" TYPE PE PIPE                              | L F   | 55       | \$55.00           | \$3,025.00   | \$45.00                    | \$2,475.00   | \$24.00            | \$1,320.00   | \$50.50                | \$2,777.50   |
| 47                       | 2504.603 | 4" WATERMAIN DUCTILE IRON CL 52              | L F   | 94       | \$85.00           | \$7,990.00   | \$92.00                    | \$8,648.00   | \$91.00            | \$8,554.00   | \$110.00               | \$10,340.00  |
| 48                       | 2504.608 | DUCTILE IRON FITTINGS                        | LB    | 125      | \$30.00           | \$3,750.00   | \$20.00                    | \$2,500.00   | \$40.00            | \$5,000.00   | \$29.50                | \$3,687.50   |
| 49                       | 2506.502 | CASTING ASSEMBLY                             | EA    | 2        | \$1,200.00        | \$2,400.00   | \$975.00                   | \$1,950.00   | \$1,275.00         | \$2,550.00   | \$2,230.00             | \$4,460.00   |
| 50                       | 2506.503 | CONST DRAINAGE STRUCTURE DES 48-4020         | L F   | 5        | \$900.00          | \$4,500.00   | \$1,470.00                 | \$7,350.00   | \$650.00           | \$3,250.00   | \$680.00               | \$3,400.00   |
| 51                       | 2506.503 | CONST DRAINAGE STRUCTURE DES 72-4020         | L F   | 4        | \$1,100.00        | \$4,400.00   | \$2,540.00                 | \$10,160.00  | \$1,950.00         | \$7,800.00   | \$2,215.00             | \$8,860.00   |
| 52                       | 2506.602 | CONST DRAINAGE STRUCTURE DESIGN SPEC 1       | EA    | 1        | \$12,000.00       | \$12,000.00  | \$10,000.00                | \$10,000.00  | \$13,250.00        | \$13,250.00  | \$9,350.00             | \$9,350.00   |
| 53                       | 2506.602 | CONST DRAINAGE STRUCTURE DESIGN SPEC 2       | EA    | 1        | \$24,000.00       | \$24,000.00  | \$11,000.00                | \$11,000.00  | \$6,650.00         | \$6,650.00   | \$12,800.00            | \$12,800.00  |
| 54                       | 2511.504 | GEOTEXTILE FILTER TYPE 4                     | S Y   | 40       | \$4.00            | \$160.00     | \$2.50                     | \$100.00     | \$2.50             | \$100.00     | \$6.50                 | \$260.00     |
| 55                       | 2511.507 | GRANULAR FILTER                              | C Y   | 0.6      | \$60.00           | \$36.00      | \$2.50                     | \$1.50       | \$120.00           | \$72.00      | \$100.00               | \$60.00      |
| 56                       | 2511.507 | RANDOM RIPRAP CLASS III                      | C Y   | 9        | \$125.00          | \$1,125.00   | \$165.00                   | \$1,485.00   | \$125.00           | \$1,125.00   | \$165.00               | \$1,485.00   |
| 57                       | 2521.518 | 4" CONCRETE PAVEMENT                         | SF    | 7125     | \$16.00           | \$114,000.00 | \$9.00                     | \$64,125.00  | \$10.00            | \$71,250.00  | \$8.40                 | \$59,850.00  |
| 58                       | 2521.518 | 6" CONCRETE PAVEMENT                         | SF    | 56       | \$18.00           | \$1,008.00   | \$14.00                    | \$784.00     | \$25.00            | \$1,400.00   | \$11.95                | \$669.20     |
| 59                       | 2531.503 | CONCRETE CURB & GUTTER DESIGN B612           | L F   | 160      | \$30.00           | \$4,800.00   | \$38.50                    | \$6,160.00   | \$64.00            | \$10,240.00  | \$47.15                | \$7,544.00   |
| 60                       | 2540.501 | PRE-FABRICATED RESTROOM AND SHELTER BUILDING | LS    | 1        | \$250,000.00      | \$250,000.00 | \$249,500.00               | \$249,500.00 | \$275,000.00       | \$275,000.00 | \$260,000.00           | \$260,000.00 |
| 61                       | 2545.501 | SITE ELECTRICAL                              | L S   | 1        | \$50,000.00       | \$50,000.00  | \$44,250.00                | \$44,250.00  | \$34,000.00        | \$34,000.00  | \$40,000.00            | \$40,000.00  |
| 62                       | 2563.601 | TRAFFIC CONTROL                              | LS    | 1        | \$7,500.00        | \$7,500.00   | \$2,750.00                 | \$2,750.00   | \$2,850.00         | \$2,850.00   | \$3,500.00             | \$3,500.00   |
| 63                       | 2564.602 | SIGN PANELS TYPE SPECIAL                     | EA    | 5        | \$200.00          | \$1,000.00   | \$500.00                   | \$2,500.00   | \$285.00           | \$1,425.00   | \$100.00               | \$500.00     |
| 64                       | 2571.502 | DECIDUOUS TREE - 2.5" CAL B&B                | EA    | 21       | \$500.00          | \$10,500.00  | \$915.00                   | \$19,215.00  | \$950.00           | \$19,950.00  | \$680.00               | \$14,280.00  |
| 65                       | 2571.502 | DECIDUOUS TREE - 1.5" CAL B&B                | EA    | 3        | \$500.00          | \$1,500.00   | \$875.00                   | \$2,625.00   | \$850.00           | \$2,550.00   | \$635.00               | \$1,905.00   |
| 66                       | 2571.502 | PERENNIALS - NO 1 CONT                       | EA    | 79       | \$35.00           | \$2,765.00   | \$52.00                    | \$4,108.00   | \$55.00            | \$4,345.00   | \$25.40                | \$2,006.60   |
| 67                       | 2573.502 | STABILIZED CONSTRUCTION EXIT                 | EA    | 1        | \$1,500.00        | \$1,500.00   | \$2,500.00                 | \$2,500.00   | \$2,150.00         | \$2,150.00   | \$1,290.00             | \$1,290.00   |
| 68                       | 2573.502 | STORM DRAIN INLET PROTECTION                 | EA    | 4        | \$300.00          | \$1,200.00   | \$150.00                   | \$600.00     | \$150.00           | \$600.00     | \$135.00               | \$540.00     |



BID TABULATION

Falcon Heights Community Park Improvements (#9662603)

City of Falcon Heights

City Project No. FH-01

WSB Project No. 023655-000

Bids Received: 05/21/2025 02:00 PM CDT



| DENOTES CORRECTED FIGURE          |          |                                      |       |          |                   |                |                            |              |                    |                |                        |                |
|-----------------------------------|----------|--------------------------------------|-------|----------|-------------------|----------------|----------------------------|--------------|--------------------|----------------|------------------------|----------------|
| Line #                            | Item #   | Item Description                     | Units | Quantity | Engineer Estimate |                | New Look Contracting, Inc. |              | Boulder Creek, Inc |                | Pember Companies, Inc. |                |
|                                   |          |                                      |       |          | Unit Price        | Extension      | Unit Price                 | Extension    | Unit Price         | Extension      | Unit Price             | Extension      |
| BASE BID                          |          |                                      |       |          |                   |                |                            |              |                    |                |                        |                |
| 69                                | 2573.503 | SILT FENCE, TYPE MS                  | LF    | 300      | \$3.00            | \$900.00       | \$4.00                     | \$1,200.00   | \$2.50             | \$750.00       | \$3.50                 | \$1,050.00     |
| 70                                | 2557.503 | TREE PROTECTION FENCE                | L F   | 1100     | \$2.50            | \$2,750.00     | \$3.00                     | \$3,300.00   | \$3.25             | \$3,575.00     | \$4.30                 | \$4,730.00     |
| 71                                | 2573.503 | SEDIMENT CONTROL LOG TYPE WOOD FIBER | LF    | 550      | \$5.00            | \$2,750.00     | \$5.00                     | \$2,750.00   | \$4.00             | \$2,200.00     | \$3.90                 | \$2,145.00     |
| 72                                | 2574.504 | EROSION CONTROL BLANKET CATEGORY 20  | SY    | 470      | \$1.50            | \$705.00       | \$2.75                     | \$1,292.50   | \$2.30             | \$1,081.00     | \$2.70                 | \$1,269.00     |
| 73                                | 2574.505 | SEEDING TYPE I SEED MIX              | AC    | 1.3      | \$8,000.00        | \$10,400.00    | \$2,700.00                 | \$3,510.00   | \$5,000.00         | \$6,500.00     | \$2,650.00             | \$3,445.00     |
| 74                                | 2574.505 | SEEDING TYPE II SEED MIX             | AC    | 0.1      | \$13,000.00       | \$1,300.00     | \$4,850.00                 | \$485.00     | \$6,000.00         | \$600.00       | \$5,100.00             | \$510.00       |
| 75                                | 2574.523 | RAPID STABILIZATION METHOD 3         | MGAL  | 6        | \$300.00          | \$1,800.00     | \$750.00                   | \$4,500.00   | \$650.00           | \$3,900.00     | \$1,200.00             | \$7,200.00     |
| 76                                | 2575.607 | MULCH MATERIAL TYPE SPECIAL          | C Y   | 18       | \$65.00           | \$1,170.00     | \$125.00                   | \$2,250.00   | \$130.00           | \$2,340.00     | \$101.00               | \$1,818.00     |
| 77                                | 2582.601 | PAVEMENT MARKINGS                    | L S   | 1        | \$6,500.00        | \$6,500.00     | \$1,950.00                 | \$1,950.00   | \$2,000.00         | \$2,000.00     | \$2,000.00             | \$2,000.00     |
| TOTAL BASE BID                    |          |                                      |       |          |                   | \$972,116.95   |                            | \$843,967.50 |                    | \$917,111.75   |                        | \$931,544.30   |
| ALTERNATE 1                       |          |                                      |       |          |                   |                |                            |              |                    |                |                        |                |
| 78                                | 2531.503 | CONCRETE CURB & GUTTER DESIGN D212   | LF    | 365      | \$30.00           | \$10,950.00    | \$32.50                    | \$11,862.50  | \$58.00            | \$21,170.00    | \$55.60                | \$20,294.00    |
| TOTAL ALTERNATE 1                 |          |                                      |       |          |                   | \$10,950.00    |                            | \$11,862.50  |                    | \$21,170.00    |                        | \$20,294.00    |
| ALTERNATE 2                       |          |                                      |       |          |                   |                |                            |              |                    |                |                        |                |
| 79                                | 2021.501 | MOBILIZATION                         | LS    | 1        | \$6,336.50        | \$6,336.50     | \$5,000.00                 | \$5,000.00   | \$1,250.00         | \$1,250.00     | \$5,500.00             | \$5,500.00     |
| 80                                | 2106.501 | SITE GRADING                         | LS    | 1        | \$3,500.00        | \$3,500.00     | \$3,500.00                 | \$3,500.00   | \$12,500.00        | \$12,500.00    | \$18,000.00            | \$18,000.00    |
| 81                                | 2521.518 | 4" CONCRETE PAVEMENT WITH BASE       | SF    | 555      | \$16.00           | \$8,880.00     | \$9.25                     | \$5,133.75   | \$11.50            | \$6,382.50     | \$9.00                 | \$4,995.00     |
| 82                                | 2531.603 | CONCRETE PLAY CURB WITH BASE         | LF    | 365      | \$50.00           | \$18,250.00    | \$44.00                    | \$16,060.00  | \$32.00            | \$11,680.00    | \$60.00                | \$21,900.00    |
| 83                                | 2531.603 | CONCRETE MAINTENANCE STRIP           | LF    | 365      | \$50.00           | \$18,250.00    | \$26.00                    | \$9,490.00   | \$28.50            | \$10,402.50    | \$40.00                | \$14,600.00    |
| 84                                | 2557.602 | PEDESTRIAN GATE                      | EA    | 2        | \$500.00          | \$1,000.00     | \$1,825.00                 | \$3,650.00   | \$1,900.00         | \$3,800.00     | \$2,200.00             | \$4,400.00     |
| 85                                | 2557.603 | ORNAMENTAL FENCE DESIGN SPECIAL      | L F   | 410      | \$230.00          | \$94,300.00    | \$128.00                   | \$52,480.00  | \$143.00           | \$58,630.00    | \$104.25               | \$42,742.50    |
| 86                                | 2574.505 | SEEDING - TYPE I SEED MIX            | AC    | 0.1      | \$8,000.00        | \$800.00       | \$2,700.00                 | \$270.00     | \$5,000.00         | \$500.00       | \$2,650.00             | \$265.00       |
| TOTAL ALTERNATE 2                 |          |                                      |       |          |                   | \$151,316.50   |                            | \$95,583.75  |                    | \$105,145.00   |                        | \$112,402.50   |
| TOTAL BASE BID AND ALL ALTERNATES |          |                                      |       |          |                   | \$1,134,383.45 |                            | \$951,413.75 |                    | \$1,043,426.75 |                        | \$1,064,240.80 |

BID TABULATION

Falcon Heights Community Park Improvements (#9662603)

City of Falcon Heights

City Project No. FH-01

WSB Project No. 023655-000

Bids Received: 05/21/2025 02:00 PM CDT



| DENOTES CORRECTED FIGURE |        |                  |                                                   |          |                   |             |                                     |             |                 |              |              |
|--------------------------|--------|------------------|---------------------------------------------------|----------|-------------------|-------------|-------------------------------------|-------------|-----------------|--------------|--------------|
| Line #                   | Item # | Item Description | Units                                             | Quantity | Engineer Estimate |             | Shoreline Landscaping & Contracting |             | Urban Companies |              |              |
|                          |        |                  |                                                   |          | Unit Price        | Extension   | Unit Price                          | Extension   | Unit Price      | Extension    |              |
| BASE BID                 |        |                  |                                                   |          |                   |             |                                     |             |                 |              |              |
|                          | 1      | 2021.501         | MOBILIZATION                                      | LS       | 1                 | \$44,637.95 | \$44,637.95                         | \$48,670.00 | \$48,670.00     | \$68,000.00  | \$68,000.00  |
|                          | 2      | 2101.501         | CLEARING AND GRUBBING                             | LS       | 1                 | \$35,000.00 | \$35,000.00                         | \$7,800.00  | \$7,800.00      | \$10,000.00  | \$10,000.00  |
|                          | 3      | 2103.501         | BUILDING REMOVAL                                  | LS       | 1                 | \$30,000.00 | \$30,000.00                         | \$53,110.00 | \$53,110.00     | \$30,000.00  | \$30,000.00  |
|                          | 4      | 2104.501         | REMOVE PLAY CONTAINER, EQUIPMENT AND SURFACING    | LS       | 1                 | \$9,500.00  | \$9,500.00                          | \$8,120.00  | \$8,120.00      | \$12,000.00  | \$12,000.00  |
|                          | 5      | 2104.501         | SALVAGE FITNESS EQUIPMENT                         | EA       | 1                 | \$500.00    | \$500.00                            | \$6,500.00  | \$6,500.00      | \$4,000.00   | \$4,000.00   |
|                          | 6      | 2104.502         | REMOVE MANHOLE                                    | EA       | 1                 | \$2,400.00  | \$2,400.00                          | \$3,800.00  | \$3,800.00      | \$1,000.00   | \$1,000.00   |
|                          | 7      | 2104.502         | REMOVE DRAINAGE STRUCTURE                         | EA       | 1                 | \$2,400.00  | \$2,400.00                          | \$5,600.00  | \$5,600.00      | \$1,000.00   | \$1,000.00   |
|                          | 8      | 2104.502         | REMOVE SIGN TYPE SPECIAL                          | EA       | 4                 | \$100.00    | \$400.00                            | \$185.00    | \$740.00        | \$1,000.00   | \$4,000.00   |
|                          | 9      | 2104.502         | SALVAGE & RELOCATE FITNESS COURSE SIGN            | EA       | 1                 | \$500.00    | \$500.00                            | \$550.00    | \$550.00        | \$1,000.00   | \$1,000.00   |
|                          | 10     | 2104.502         | SALVAGE & RELOCATE PARK ENTRANCE SIGN             | EA       | 1                 | \$500.00    | \$500.00                            | \$800.00    | \$800.00        | \$1,000.00   | \$1,000.00   |
|                          | 11     | 2104.502         | SALVAGE & RELOCATE PARK MONUMENT SIGN             | EA       | 1                 | \$500.00    | \$500.00                            | \$1,100.00  | \$1,100.00      | \$5,000.00   | \$5,000.00   |
|                          | 12     | 2104.503         | REMOVE CURB & GUTTER                              | LF       | 105               | \$18.00     | \$1,890.00                          | \$15.12     | \$1,587.60      | \$15.00      | \$1,575.00   |
|                          | 13     | 2104.503         | REMOVE SEWER PIPE (SANITARY)                      | LF       | 48                | \$10.00     | \$480.00                            | \$134.00    | \$6,432.00      | \$50.00      | \$2,400.00   |
|                          | 14     | 2104.603         | ABANDON SANITARY SEWER                            | L F      | 280               | \$10.00     | \$2,800.00                          | \$16.00     | \$4,480.00      | \$25.00      | \$7,000.00   |
|                          | 15     | 2104.603         | ABANDON PIPE (WATER)                              | LF       | 85                | \$10.00     | \$850.00                            | \$21.00     | \$1,785.00      | \$25.00      | \$2,125.00   |
|                          | 16     | 2104.504         | REMOVE CONCRETE PAVEMENT                          | S Y      | 320               | \$9.00      | \$2,880.00                          | \$15.00     | \$4,800.00      | \$12.00      | \$3,840.00   |
|                          | 17     | 2104.504         | REMOVE BITUMINOUS PAVEMENT                        | S Y      | 2845              | \$7.00      | \$19,915.00                         | \$8.00      | \$22,760.00     | \$12.00      | \$34,140.00  |
|                          | 18     | 2104.504         | REMOVE AGGREGATE PAVEMENT                         | SY       | 515               | \$5.00      | \$2,575.00                          | \$6.00      | \$3,090.00      | \$6.00       | \$3,090.00   |
|                          | 19     | 2106.601         | SITE GRADING                                      | LS       | 1                 | \$85,000.00 | \$85,000.00                         | \$59,630.00 | \$59,630.00     | \$100,000.00 | \$100,000.00 |
|                          | 20     | 2108.504         | GEOTEXTILE FABRIC TYPE 5                          | S Y      | 465               | \$3.00      | \$1,395.00                          | \$2.00      | \$930.00        | \$7.00       | \$3,255.00   |
|                          | 21     | 2118.518         | AGGREGATE SURFACED TRAIL (P)                      | SF       | 6235              | \$6.00      | \$37,410.00                         | \$8.00      | \$49,880.00     | \$2.00       | \$12,470.00  |
|                          | 22     | 2123.61          | STREET SWEEPER (WITH PICKUP BROOM)                | HOUR     | 10                | \$190.00    | \$1,900.00                          | \$83.00     | \$830.00        | \$200.00     | \$2,000.00   |
|                          | 23     | 2360.504         | BITUMINOUS DRIVES (ON EXISTING SUBBASE) 3.5 THICK | SY       | 2020              | \$26.00     | \$52,520.00                         | \$28.45     | \$57,469.00     | \$25.00      | \$50,500.00  |
|                          | 24     | 2360.504         | BITUMINOUS DRIVES (WITH AGGREGATE BASE) 3.5 THICK | SY       | 225               | \$35.00     | \$7,875.00                          | \$33.45     | \$7,526.25      | \$34.00      | \$7,650.00   |
|                          | 25     | 2360.504         | BITUMINOUS ROADWAY (WITH AGGREGATE BASE) 7 THICK  | SY       | 245               | \$55.00     | \$13,475.00                         | \$65.00     | \$15,925.00     | \$67.00      | \$16,415.00  |
|                          | 26     | 2360.504         | BITUMINOUS TRAILS (WITH AGGREGATE BASE) 3" THICK  | SY       | 260               | \$35.00     | \$9,100.00                          | \$32.00     | \$8,320.00      | \$37.00      | \$9,620.00   |
|                          | 27     | 2451.507         | COARSE FILTER AGGREGATE (CV)                      | C Y      | 12                | \$85.00     | \$1,020.00                          | \$63.00     | \$756.00        | \$80.00      | \$960.00     |
|                          | 28     | 2451.607         | FILTER MEDIA SPECIAL                              | CY       | 155               | \$40.00     | \$6,200.00                          | \$64.00     | \$9,920.00      | \$60.00      | \$9,300.00   |
|                          | 29     | 2501.502         | 12" RC PIPE APRON                                 | EA       | 2                 | \$2,000.00  | \$4,000.00                          | \$980.00    | \$1,960.00      | \$1,000.00   | \$2,000.00   |
|                          | 30     | 2501.502         | TRASH GUARD FOR 12" PIPE APRON                    | EA       | 2                 | \$700.00    | \$1,400.00                          | \$950.00    | \$1,900.00      | \$1,000.00   | \$2,000.00   |
|                          | 31     | 2502.503         | 6" PERF PE PIPE DRAIN                             | L F      | 150               | \$25.00     | \$3,750.00                          | \$12.00     | \$1,800.00      | \$30.00      | \$4,500.00   |
|                          | 32     | 2502.503         | 6" SOLID PE PIPE DRAIN                            | LF       | 55                | \$25.00     | \$1,375.00                          | \$15.00     | \$825.00        | \$30.00      | \$1,650.00   |
|                          | 33     | 2502.602         | YARD DRAIN                                        | EA       | 2                 | \$1,500.00  | \$3,000.00                          | \$3,500.00  | \$7,000.00      | \$4,500.00   | \$9,000.00   |
|                          | 34     | 2502.602         | 6" PVC PIPE DRAIN CLEANOUT                        | EA       | 4                 | \$500.00    | \$2,000.00                          | \$530.00    | \$2,120.00      | \$750.00     | \$3,000.00   |

BID TABULATION

Falcon Heights Community Park Improvements (#9662603)

City of Falcon Heights

City Project No. FH-01

WSB Project No. 023655-000

Bids Received: 05/21/2025 02:00 PM CDT



| DENOTES CORRECTED FIGURE |          |                                              |       |          |                   |              |                                     |              |                 |              |
|--------------------------|----------|----------------------------------------------|-------|----------|-------------------|--------------|-------------------------------------|--------------|-----------------|--------------|
| Line #                   | Item #   | Item Description                             | Units | Quantity | Engineer Estimate |              | Shoreline Landscaping & Contracting |              | Urban Companies |              |
|                          |          |                                              |       |          | Unit Price        | Extension    | Unit Price                          | Extension    | Unit Price      | Extension    |
| BASE BID                 |          |                                              |       |          |                   |              |                                     |              |                 |              |
| 35                       | 2503.503 | 12" RC PIPE SEWER DES 3006 CL V              | L F   | 95       | \$80.00           | \$7,600.00   | \$89.00                             | \$8,455.00   | \$100.00        | \$9,500.00   |
| 36                       | 2503.503 | 12" HDPE PIPE SEWER                          | LF    | 183      | \$70.00           | \$12,810.00  | \$28.00                             | \$5,124.00   | \$50.00         | \$9,150.00   |
| 37                       | 2503.602 | CONNECT TO EXISTING STORM SEWER              | EA    | 2        | \$1,500.00        | \$3,000.00   | \$2,380.00                          | \$4,760.00   | \$2,500.00      | \$5,000.00   |
| 38                       | 2503.602 | CONNECT TO EXISTING WATERMAIN                | EA    | 1        | \$1,500.00        | \$1,500.00   | \$23,815.00                         | \$23,815.00  | \$5,000.00      | \$5,000.00   |
| 39                       | 2503.602 | CONNECT TO EXISTING SANITARY SEWER SERVICE   | EA    | 1        | \$1,500.00        | \$1,500.00   | \$28,456.00                         | \$28,456.00  | \$3,000.00      | \$3,000.00   |
| 40                       | 2503.602 | SANITARY PIPE CLEANOUT                       | EA    | 2        | \$500.00          | \$1,000.00   | \$1,180.00                          | \$2,360.00   | \$750.00        | \$1,500.00   |
| 41                       | 2503.603 | 4" PVC SANITARY SERVICE PIPE                 | L F   | 245      | \$30.00           | \$7,350.00   | \$31.20                             | \$7,644.00   | \$75.00         | \$18,375.00  |
| 42                       | 2504.602 | 4" GATE VALVE & BOX                          | EA    | 1        | \$2,000.00        | \$2,000.00   | \$2,890.00                          | \$2,890.00   | \$3,500.00      | \$3,500.00   |
| 43                       | 2504.602 | BLOWOFF VALVE                                | EA    | 2        | \$1,000.00        | \$2,000.00   | \$4,890.00                          | \$9,780.00   | \$4,500.00      | \$9,000.00   |
| 44                       | 2504.602 | YARD HYDRANT                                 | EA    | 1        | \$2,500.00        | \$2,500.00   | \$1,340.00                          | \$1,340.00   | \$1,500.00      | \$1,500.00   |
| 45                       | 2504.603 | 1" TYPE PE PIPE                              | L F   | 95       | \$45.00           | \$4,275.00   | \$22.10                             | \$2,099.50   | \$40.00         | \$3,800.00   |
| 46                       | 2504.603 | 2" TYPE PE PIPE                              | L F   | 55       | \$55.00           | \$3,025.00   | \$23.00                             | \$1,265.00   | \$40.00         | \$2,200.00   |
| 47                       | 2504.603 | 4" WATERMAIN DUCTILE IRON CL 52              | L F   | 94       | \$85.00           | \$7,990.00   | \$134.00                            | \$12,596.00  | \$1,000.00      | \$94,000.00  |
| 48                       | 2504.608 | DUCTILE IRON FITTINGS                        | LB    | 125      | \$30.00           | \$3,750.00   | \$25.00                             | \$3,125.00   | \$25.00         | \$3,125.00   |
| 49                       | 2506.502 | CASTING ASSEMBLY                             | EA    | 2        | \$1,200.00        | \$2,400.00   | \$1,120.00                          | \$2,240.00   | \$1,250.00      | \$2,500.00   |
| 50                       | 2506.503 | CONST DRAINAGE STRUCTURE DES 48-4020         | L F   | 5        | \$900.00          | \$4,500.00   | \$1,140.00                          | \$5,700.00   | \$1,250.00      | \$6,250.00   |
| 51                       | 2506.503 | CONST DRAINAGE STRUCTURE DES 72-4020         | L F   | 4        | \$1,100.00        | \$4,400.00   | \$2,312.00                          | \$9,248.00   | \$2,500.00      | \$10,000.00  |
| 52                       | 2506.602 | CONST DRAINAGE STRUCTURE DESIGN SPEC 1       | EA    | 1        | \$12,000.00       | \$12,000.00  | \$16,380.00                         | \$16,380.00  | \$18,000.00     | \$18,000.00  |
| 53                       | 2506.602 | CONST DRAINAGE STRUCTURE DESIGN SPEC 2       | EA    | 1        | \$24,000.00       | \$24,000.00  | \$9,650.00                          | \$9,650.00   | \$20,000.00     | \$20,000.00  |
| 54                       | 2511.504 | GEOTEXTILE FILTER TYPE 4                     | S Y   | 40       | \$4.00            | \$160.00     | \$3.00                              | \$120.00     | \$10.00         | \$400.00     |
| 55                       | 2511.507 | GRANULAR FILTER                              | C Y   | 0.6      | \$60.00           | \$36.00      | \$120.00                            | \$72.00      | \$250.00        | \$150.00     |
| 56                       | 2511.507 | RANDOM RIPRAP CLASS III                      | C Y   | 9        | \$125.00          | \$1,125.00   | \$120.00                            | \$1,080.00   | \$200.00        | \$1,800.00   |
| 57                       | 2521.518 | 4" CONCRETE PAVEMENT                         | SF    | 7125     | \$16.00           | \$114,000.00 | \$11.20                             | \$79,800.00  | \$10.50         | \$74,812.50  |
| 58                       | 2521.518 | 6" CONCRETE PAVEMENT                         | SF    | 56       | \$18.00           | \$1,008.00   | \$13.68                             | \$766.08     | \$12.00         | \$672.00     |
| 59                       | 2531.503 | CONCRETE CURB & GUTTER DESIGN B612           | L F   | 160      | \$30.00           | \$4,800.00   | \$38.00                             | \$6,080.00   | \$64.00         | \$10,240.00  |
| 60                       | 2540.501 | PRE-FABRICATED RESTROOM AND SHELTER BUILDING | LS    | 1        | \$250,000.00      | \$250,000.00 | \$263,000.00                        | \$263,000.00 | \$360,000.00    | \$360,000.00 |
| 61                       | 2545.501 | SITE ELECTRICAL                              | L S   | 1        | \$50,000.00       | \$50,000.00  | \$72,134.00                         | \$72,134.00  | \$75,000.00     | \$75,000.00  |
| 62                       | 2563.601 | TRAFFIC CONTROL                              | LS    | 1        | \$7,500.00        | \$7,500.00   | \$4,650.00                          | \$4,650.00   | \$12,000.00     | \$12,000.00  |
| 63                       | 2564.602 | SIGN PANELS TYPE SPECIAL                     | EA    | 5        | \$200.00          | \$1,000.00   | \$280.00                            | \$1,400.00   | \$1,000.00      | \$5,000.00   |
| 64                       | 2571.502 | DECIDUOUS TREE - 2.5" CAL B&B                | EA    | 21       | \$500.00          | \$10,500.00  | \$783.00                            | \$16,443.00  | \$850.00        | \$17,850.00  |
| 65                       | 2571.502 | DECIDUOUS TREE - 1.5" CAL B&B                | EA    | 3        | \$500.00          | \$1,500.00   | \$685.00                            | \$2,055.00   | \$750.00        | \$2,250.00   |
| 66                       | 2571.502 | PERENNIALS - NO 1 CONT                       | EA    | 79       | \$35.00           | \$2,765.00   | \$20.00                             | \$1,580.00   | \$30.00         | \$2,370.00   |
| 67                       | 2573.502 | STABILIZED CONSTRUCTION EXIT                 | EA    | 1        | \$1,500.00        | \$1,500.00   | \$1,580.00                          | \$1,580.00   | \$2,500.00      | \$2,500.00   |
| 68                       | 2573.502 | STORM DRAIN INLET PROTECTION                 | EA    | 4        | \$300.00          | \$1,200.00   | \$185.00                            | \$740.00     | \$400.00        | \$1,600.00   |

BID TABULATION

Falcon Heights Community Park Improvements (#9662603)

City of Falcon Heights

City Project No. FH-01

WSB Project No. 023655-000

Bids Received: 05/21/2025 02:00 PM CDT



| DENOTES CORRECTED FIGURE          |          |                                      |       |          |                   |                |                                     |                |                 |                |
|-----------------------------------|----------|--------------------------------------|-------|----------|-------------------|----------------|-------------------------------------|----------------|-----------------|----------------|
| Line #                            | Item #   | Item Description                     | Units | Quantity | Engineer Estimate |                | Shoreline Landscaping & Contracting |                | Urban Companies |                |
|                                   |          |                                      |       |          | Unit Price        | Extension      | Unit Price                          | Extension      | Unit Price      | Extension      |
| BASE BID                          |          |                                      |       |          |                   |                |                                     |                |                 |                |
| 69                                | 2573.503 | SILT FENCE, TYPE MS                  | LF    | 300      | \$3.00            | \$900.00       | \$3.00                              | \$900.00       | \$6.00          | \$1,800.00     |
| 70                                | 2557.503 | TREE PROTECTION FENCE                | L F   | 1100     | \$2.50            | \$2,750.00     | \$4.00                              | \$4,400.00     | \$7.00          | \$7,700.00     |
| 71                                | 2573.503 | SEDIMENT CONTROL LOG TYPE WOOD FIBER | LF    | 550      | \$5.00            | \$2,750.00     | \$3.45                              | \$1,897.50     | \$7.00          | \$3,850.00     |
| 72                                | 2574.504 | EROSION CONTROL BLANKET CATEGORY 20  | SY    | 470      | \$1.50            | \$705.00       | \$3.00                              | \$1,410.00     | \$3.00          | \$1,410.00     |
| 73                                | 2574.505 | SEEDING TYPE I SEED MIX              | AC    | 1.3      | \$8,000.00        | \$10,400.00    | \$5,380.00                          | \$6,994.00     | \$12,500.00     | \$16,250.00    |
| 74                                | 2574.505 | SEEDING TYPE II SEED MIX             | AC    | 0.1      | \$13,000.00       | \$1,300.00     | \$5,380.00                          | \$538.00       | \$50,000.00     | \$5,000.00     |
| 75                                | 2574.523 | RAPID STABILIZATION METHOD 3         | MGAL  | 6        | \$300.00          | \$1,800.00     | \$1,500.00                          | \$9,000.00     | \$500.00        | \$3,000.00     |
| 76                                | 2575.607 | MULCH MATERIAL TYPE SPECIAL          | C Y   | 18       | \$65.00           | \$1,170.00     | \$100.00                            | \$1,800.00     | \$120.00        | \$2,160.00     |
| 77                                | 2582.601 | PAVEMENT MARKINGS                    | L S   | 1        | \$6,500.00        | \$6,500.00     | \$2,500.00                          | \$2,500.00     | \$2,100.00      | \$2,100.00     |
| TOTAL BASE BID                    |          |                                      |       |          |                   | \$972,116.95   |                                     | \$1,046,382.93 |                 | \$1,260,804.50 |
| ALTERNATE 1                       |          |                                      |       |          |                   |                |                                     |                |                 |                |
| 78                                | 2531.503 | CONCRETE CURB & GUTTER DESIGN D212   | LF    | 365      | \$30.00           | \$10,950.00    | \$42.00                             | \$15,330.00    | \$64.00         | \$23,360.00    |
| TOTAL ALTERNATE 1                 |          |                                      |       |          |                   | \$10,950.00    |                                     | \$15,330.00    |                 | \$23,360.00    |
| ALTERNATE 2                       |          |                                      |       |          |                   |                |                                     |                |                 |                |
| 79                                | 2021.501 | MOBILIZATION                         | LS    | 1        | \$6,336.50        | \$6,336.50     | \$1,500.00                          | \$1,500.00     | \$6,000.00      | \$6,000.00     |
| 80                                | 2106.501 | SITE GRADING                         | LS    | 1        | \$3,500.00        | \$3,500.00     | \$12,000.00                         | \$12,000.00    | \$10,000.00     | \$10,000.00    |
| 81                                | 2521.518 | 4" CONCRETE PAVEMENT WITH BASE       | SF    | 555      | \$16.00           | \$8,880.00     | \$11.20                             | \$6,216.00     | \$10.50         | \$5,827.50     |
| 82                                | 2531.603 | CONCRETE PLAY CURB WITH BASE         | LF    | 365      | \$50.00           | \$18,250.00    | \$32.00                             | \$11,680.00    | \$36.00         | \$13,140.00    |
| 83                                | 2531.603 | CONCRETE MAINTENANCE STRIP           | LF    | 365      | \$50.00           | \$18,250.00    | \$24.35                             | \$8,887.75     | \$36.00         | \$13,140.00    |
| 84                                | 2557.602 | PEDESTRIAN GATE                      | EA    | 2        | \$500.00          | \$1,000.00     | \$2,050.00                          | \$4,100.00     | \$2,400.00      | \$4,800.00     |
| 85                                | 2557.603 | ORNAMENTAL FENCE DESIGN SPECIAL      | L F   | 410      | \$230.00          | \$94,300.00    | \$113.00                            | \$46,330.00    | \$113.00        | \$46,330.00    |
| 86                                | 2574.505 | SEEDING - TYPE I SEED MIX            | AC    | 0.1      | \$8,000.00        | \$800.00       | \$5,380.00                          | \$538.00       | \$50,000.00     | \$5,000.00     |
| TOTAL ALTERNATE 2                 |          |                                      |       |          |                   | \$151,316.50   |                                     | \$91,251.75    |                 | \$104,237.50   |
| TOTAL BASE BID AND ALL ALTERNATES |          |                                      |       |          |                   | \$1,134,383.45 |                                     | \$1,152,964.68 |                 | \$1,388,402.00 |

I hereby certify that this is an exact reproduction of bids received

Certified By: Robert A. Stephens III

License No. 44337

Date: May 21, 2025

# AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT

THIS AGREEMENT is by and between The City of Falcon Heights, a Minnesota municipal corporation  
("Owner") and

\_\_\_\_\_  
("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the  
Supplementary Conditions.

Owner and Contractor hereby agree as follows:

## ARTICLE - 1 WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The  
Work is generally described as follows:

Pavement removals, site utilities, storm sewer improvements, electrical, concrete walks, asphalt  
pavement, restroom building and shelter, landscaping, and turf restoration.

## ARTICLE - 2 THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as  
follows: Falcon Heights Community Park Improvements for the City of Falcon Heights, City  
Project No. FH-01, WSB Project No. 023655-000.

## ARTICLE - 3 ENGINEER

3.01 The Owner has retained WSB LLC ("Engineer") to act as Owner's representative, assume all  
duties and responsibilities, and have the rights and authority assigned to Engineer in the  
Contract.

3.02 The part of the Project that pertains to the Work has been designed by WSB LLC.

## ARTICLE - 4 CONTRACT TIMES

4.01 *Time is of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness  
for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

A. The Work will be substantially completed on or before **December 1, 2025**, and completed  
and ready for final payment in accordance with Paragraph 15.06 of the General Conditions  
on or before **December 19, 2025**.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01  
above and that Owner will suffer financial and other losses if the Work is not completed and  
Milestones not achieved within the Contract Times, as duly modified. The parties also  
recognize the delays, expense, and difficulties involved in proving in a legal or arbitration  
proceeding the actual loss suffered by Owner if the Work is not completed on time.  
Accordingly, instead of requiring any such proof, Owner and Contractor agree that as  
liquidated damages for delay (but not as a penalty):

1. *Substantial Completion:* Contractor shall pay Owner liquidated damages in accordance with MnDOT Table 1807-1 for each Calendar Day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner liquidated damages in accordance with MnDOT Table 1807-1 for each Calendar Day that expires after such time until the Work is completed and ready for final payment.
3. Liquidated damages for failing to timely attain Milestones, Substantial Completion and final completion are not additive and will not be imposed concurrently.

## ARTICLE - 5 CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:
- A. *Contract Price:* \_\_\_\_\_ and XX/100 Dollars (\$\_\_\_\_\_) for Base Bid/Base Bid and Alternate(s) No. \_\_\_ subject to adjustment based on the provisions of the Contract.
  - B. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item). The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.
  - C. The Contractor's Bid, attached hereto as an exhibit, provides the basis for the extended prices for the Unit Price Work.

## ARTICLE - 6 PAYMENT PROCEDURES

### 6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

### 6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about the 15 day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
  1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.

- a. 95 percent of Work completed (with the balance being retainage).
  - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Contractor shall submit to the Engineer an Application for Payment for the retainage amount less the following amounts:
  - 1. 250 percent of the anticipated cost to complete the punch list items; and
  - 2. the greater of \$500 or 1 percent of the Contract price to ensure delivery of final paperwork which includes, but is not limited to operation manuals, payroll documents for projects subject to prevailing wage requirements, and the IC134 form.

The Owner, upon certification from the Engineer and satisfaction that the work is acceptable, shall make payment of any undisputed amounts within 30 days of receipt of the Application for Payment.

#### 6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

#### 6.04 *Consent of Surety*

- A. Owner will not make final payment, or return or release retainage at Substantial Completion or at any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

#### 6.05 *Interest*

- A. All amounts not paid when due shall bear interest at the rate of 1.5 percent per month.

## **ARTICLE - 7 CONTRACT DOCUMENTS**

#### 7.01 *Contents*

- A. The Contract Documents consist of all of the following:
  - 1. This Agreement.
  - 2. Bonds:
    - a. Performance bond (together with power of attorney).
    - b. Payment bond (together with power of attorney).
  - 3. General Conditions.
  - 4. Supplementary Conditions.
  - 5. Specifications as listed in the table of contents of the Project Manual.
  - 6. Drawings (not attached but incorporated by reference) consisting of [ ] sheets with each sheet bearing the following general title: [ ], dated [ ].
  - 7. Addenda (numbers [ ] to [ ], inclusive).
  - 8. Exhibits to this Agreement (enumerated as follows):
    - a. Completed Bid Form.
    - b. Non-Collusion Affidavit.

- c. Responsible Contractor Verification and Certification of Compliance Form.
- 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
  - a. Notice to Proceed.
  - b. Work Change Directives.
  - c. Change Orders.
  - d. Field Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

## **ARTICLE - 8 REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS**

### **8.01 Contractor's Representations**

- A. In order to induce the Owner to enter into this Contract, Contractor makes the following representations:
  - 1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
  - 2. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  - 3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
  - 4. Contractor has carefully studied all: (a) reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings; and (b) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
  - 5. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
  - 6. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions the Contract.
  - 7. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.



8. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
9. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
10. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

#### 8.02 *Contractor's Certifications*

- A. The provisions of MINN. STAT. 16C.285 Responsible Contractor are imposed as a requirement of this Contract. This Contract may be terminated by the Owner at any time upon discovery by the Owner that the prime contractor or subcontractor has submitted a false statement under oath verifying compliance with any of the minimum criteria set forth in the Statute.
- B. The provisions of MINN. STAT. 471.425, subdivision 4a. are imposed as a requirement of this Contract.
  1. Each contract of a municipality must require the prime contractor to pay any subcontractor within ten days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. The contract must require the prime contractor to pay interest of 1.5 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A Subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

#### 8.03 *Standard General Conditions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineer's Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on \_\_\_\_\_ (which is the Effective Date of the Contract).

Owner:

Contractor:

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

*(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

Address for giving notices:

Designated Representative:

Designated Representative:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 28, 2025

No. 25-60

-----  
**AWARDING THE CONTRACT FOR THE FALCON HEIGHTS COMMUNITY PARK  
IMPROVEMENTS PROJECT FH-01 TO NEW LOOK CONTRACTING, INC. IN THE  
AMOUNT OF \$941,413.00**

**WHEREAS**, the City of Falcon Heights previously approved final site plans and authorized the advertisement for bids for the Community Park Improvements Project FH-01; and

**WHEREAS**, the City received five bids for the project, which were publicly opened on May 21, 2025, at 2:00 p.m., and the lowest responsible bid, including the base bid and Alternate 1, was submitted by New Look Contracting, Inc. in the amount of \$855,830.00; and

**WHEREAS**, WSB, the City's consulting engineer, has reviewed the bids and recommended that the City award the project to New Look Contracting, Inc., and has further recommended including a 10% contingency for project revisions and unforeseen conditions, bringing the total not-to-exceed amount to \$941,413.00; and

**WHEREAS**, New Look Contracting, Inc. has been found to be a qualified and responsible bidder with successful experience on similar projects.

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

1. That the City Council hereby awards the contract for the Falcon Heights Community Park Improvements Project FH-01 to New Look Contracting, Inc. in an amount not to exceed \$941,413.00, which includes the base bid and Alternate 1, plus a 10% contingency.
2. That the Mayor and City Administrator are authorized to negotiate and execute the contract and any documents necessary to carry out the terms of this project award.

**ADOPTED** by the Falcon Heights City Council this 28<sup>th</sup> day of May, 2025  
-----

Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

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

Attested by: \_\_\_\_\_  
Jack Linehan  
City Administrator

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Meeting Date</b>  | May 28, 2025                                                     |
| <b>Agenda Item</b>   | Policy H2                                                        |
| <b>Attachment(s)</b> | See Below                                                        |
| <b>Submitted By</b>  | Kelly Nelson, Administrative Services<br>Director / Deputy Clerk |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>        | Pedicab Ordinance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Description</b> | <p>The State Fair Task Force recommended that the city adopt regulations for the safe operation of pedicabs in Falcon Heights prior to the start of the 2024 Minnesota State Fair.</p> <p>State law regulates the authority of a statutory city such as Falcon Heights to pass an ordinance regulating pedicabs or other small passenger vehicle services. The requirements are:</p> <p><b><i>Minn. Stat. 221.091</i></b></p> <p><i>Subd. 2.Small vehicle passenger service. (a) A statutory or home rule charter city that licenses and regulates small vehicle passenger service must do so by ordinance. The ordinance must, at a minimum, provide for driver qualifications, insurance, vehicle safety, and periodic vehicle inspections.</i></p> <p><i>(b) A statutory or home rule charter city that has adopted an ordinance complying with this subdivision may enforce the registration requirement in section 221.021.</i></p> <p><i>(c) A statutory or home rule charter city that regulates, by ordinance, pedicabs, rickshaws, or other similar vehicles used for passenger service may permit authorized vehicles to be equipped with an electric motor that meets the requirements for an electric-assisted bicycle under section 169.011, subdivision 27, clause (3).</i></p> <p>Staff then worked on a draft ordinance that was reviewed by our City Attorney. The City Council reviewed the draft ordinance, provided suggested changes, and then approved the final Ordinance 24-02 on July 3, 2024, which added pedicab licensing to City Code.</p> <p>Soon after Council approved Ordinance 24-02 and added pedicab licensing to City Code, which was written using the City of Minneapolis' as a guiding example, the City of Minneapolis made minor changes to their own City Code.</p> <p>It became clear after just one year of licensing pedicabs in Falcon Heights that it can be helpful, and also makes practical sense, to have similar standards for licensing</p> |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <p>pedicabs as Minneapolis (and St. Paul) if we allow pedicab operators to have a passing inspection from either city as sufficient reason to automatically pass pedicab inspection in Falcon Heights.</p> <p>The minor proposed changes to Falcon Heights City Code Chapter 14 Article IX are included for Council's review in Ordinance 25-03 (attached).<br/>In <i>Sec. 14-299 Definitions</i>, the stated maximum length of a pedicab is updated to state that it cannot exceed 122" (previously stated as 120") in length and 66" in width. In addition, under <i>Sec. 14-308 (k)</i> (Operating restrictions and conditions) it further defines that the maximum number of passengers is PER BENCH SEAT.</p> |
| <b>Budget Impact</b>       | N/ A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Attachment(s)</b>       | <ul style="list-style-type: none"> <li>• Ordinance 25-03 Pedicab Regulations and Licensure</li> <li>• Summary Ordinance 25-03</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Action(s) Requested</b> | Staff recommends that City Council makes a motion to approve Ordinance 25-03 updating Chapter 14 of City Code, which outlines pedicab licensing, as well as approval of Summary Ordinance 25-03 to be published notifying the public of the changes.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

ORDINANCE NO. 25-03

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

**AN ORDINANCE AMENDING TITLE 14 OF THE  
FALCON HEIGHTS CITY CODE CONCERNING PEDICAB LICENSES**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

**Section 1. Title 14, Article IX of the Falcon Heights City Code is hereby amended to read as follows:**

**ARTICLE IX            PEDICABS**

**1. Section 14-299 (Definitions)**

The definition of “Pedicab” is amended to read:

*Pedicab:* A nonmotorized three-wheel bicycle that transports or is capable of transporting passengers on attached seats or similar vehicle with an electric motor that meets the requirements for an electric-assisted bicycle under Minn. Stat. § 169.011, subd. 27, clause (3), or as subsequently amended. A pedicab shall not exceed **one-hundred twenty-two (122)** inches in length and sixty-six (66) inches in width.

**2. Section 14-308(k) (Operating restrictions and conditions)**

This section is amended to clarify passenger limits:

(k) No pedicab driver shall permit more than **three (3) passengers per bench seat** in a pedicab except that passengers weighing forty (40) pounds or less may be seated on the lap of a passenger who occupies a permanently affixed seat, and at no time shall the driver allow any passenger to ride in any area of the pedicab that was not specifically designed as a seat. No more than three (3) passengers shall be allowed in any affixed trailer, with the same exception for children seated on laps.

This ordinance shall take effect and be in force after its passage and publication as required by law.

**ADOPTED** this 28<sup>th</sup> day of May 2025, by the City Council of Falcon Heights, Minnesota.



CITY OF FALCON HEIGHTS

BY: \_\_\_\_\_

Randall C. Gustafson, Mayor

ATTEST:

\_\_\_\_\_

Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 25-03

CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTER 14  
OF THE FALCON HEIGHTS CITY CODE  
CONCERNING BUSINESS LICENSE REQUIREMENTS  
FOR PEDICABS**

**NOTICE IS HEREBY GIVEN** that, on May 28, 2025, Ordinance No. 25-03 was adopted by the City Council of the City of Falcon Heights, Minnesota.

**NOTICE IS FURTHER GIVEN** that, because of the lengthy nature of Ordinance No. 25-03, the following summary of the ordinance has been prepared for publication.

**NOTICE IS FURTHER GIVEN** that the ordinance adopted by the City Council amends Chapter 14 of the Falcon Heights City Code concerning business license requirements for pedicabs. The amendments to Chapter 14 clarify language regarding passenger capacity and adjust the allowable maximum length of a pedicab to 122 inches.

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

**APPROVED** for publication by the City Council of the City of Falcon Heights, Minnesota this 28<sup>th</sup> day of May, 2025.

**CITY OF FALCON HEIGHTS**

BY: \_\_\_\_\_  
Randy Gustafson, Mayor

**ATTEST:**

\_\_\_\_\_  
Jack Linehan, City Administrator