

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

AGENDA
Wednesday, March 25, 2026
6:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON___ MAY___
MIELKE___ MOGEN ___ WASSENBERG___

STAFF PRESENT: LINEHAN___

C. POLICY ITEMS:

1. Presentation by Roseville Area Community Foundation (RACF) (6:00)
2. Community Advisory Committee – Application Review Process (6:20)
3. Lauderdale Street Sweeping Contract Proposal (6:45)
4. Consider Approving a Contract with TimeSaver OffSite Secretary, Inc. for Recording Minutes (6:50)

D. ADJOURNMENT:

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

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REQUEST FOR COUNCIL ACTION

Meeting Date	March 25, 2026
Agenda Item	Policy C1
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Roseville Area Community Foundation – Charitable Gambling Proposal
Description	Roseville Area Youth Hockey Association holds a Charitable/Lawful Gambling Premise License to host pull-tabs, bingo, and other activities at Stout’s Pub located at 1611 Larpenteur Ave W. Per code, the City of Falcon Heights receives a three percent (3%) Local Gambling Tax on gross receipts. The tax is paid by the licensed organization on a monthly basis. Additionally, pursuant to Minnesota State Statute 349.16, the licensed gambling organization contributes ten percent (10%) of its net profits derived from lawful gambling to a fund administered by the city without cost to the fund. Further, the city shall disburse the funds for charitable contributions as defined by Minnesota State Statute 349.12 subd. 7a. Council will hear a presentation from Roseville Area Community Foundation (RACF), a nonprofit that manages the lawful gambling proceeds that the City of Roseville receives and donates them to various organizations serving the ISD623 district. Utilizing RACF to manage Falcon Heights’ lawful gambling proceeds would: • Allow the City of Falcon Heights to comply with state gambling laws • Remove administrative burdens from City Staff • Fund projects in the immediate area and benefit Falcon Heights residents Organizations that have applied for funds in recent years include Keystone Community Services, Northeast Youth and Family Services, and Roseville Area Schools, which included \$10,000 in immigrant support in 2025, and \$10,000 for basic needs such as grocery gift cards in 2026.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends Council hear the presentation from RACF, ask questions as applicable, and consider RACF administering the City’s lawful gambling funds.

Exploring a Partnership Between the City of Falcon Heights and the Roseville Area Community Foundation

March 25, 2026

**Ginny Allen (RACF board member and Falcon Heights resident) and
Beth Salzl (RACF treasurer)**

Introduction

The Roseville Area Community Foundation (RACF) has, since 1991, established a robust framework for distributing grants to nonprofits serving the Roseville area school district, including Falcon Heights. With proven experience in managing lawful gambling proceeds for neighboring municipalities, RACF provides a transparent solution for effective community investment.

Using RACF to manage Falcon Heights' lawful gambling proceeds would allow the city to comply with state gambling laws, while ensuring efficient, expert-driven allocation to local 501(c)(3) organizations. Partnering with RACF would remove administrative burdens from city staff, ensuring funds are directed toward high-impact, local projects through a trusted, established partner. Learn more about our mission and grant application process at www.rosevilleareacommunityfoundation.org.

Roseville Area Community Foundation: About Us

The Roseville Area Community Foundation was established by an agreement between the city of Roseville, Minnesota and the North Suburban Community Foundation, a Minnesota non-profit corporation, in 1991. The Roseville Area Community Foundation distributes a portion of the proceeds from lawful gambling on behalf of the City Council. We changed our name in 2016 to the Roseville Area Community Foundation (from the North Suburban Community Foundation) to better reflect our commitment to the Roseville area.

The Foundation welcomes requests from Minnesota's Independent School District 623 (ISD 623) staff as well as a variety of local direct-service community organizations, like those that provide youth programs, counseling, food, and enrichment activities such as participatory arts programs or gatherings. The Foundation funds events, programs, and projects for people living in the city of Roseville, Minnesota or the geographic boundaries of ISD 623 and will support non-profits located in ISD 623.

On a quarterly basis, the Foundation's board meets with applicants in person for a brief 10-minute presentation followed by board member questions. More information about the application process can be found on the Apply for a Grant page on our website, <https://www.rosevilleareacommunityfoundation.org/>

We typically fund up to \$2500 for school-based requests and up to \$5,000 for community-based requests. Applicants are allowed to re-apply annually. We have made larger grants recently to Roseville

Area Schools, including \$10,000 in 2025 for immigrant support and \$10,000 in January 2026 for basic needs such as grocery gift cards. In 2022-2024 we made some major two-year grants for up to \$25,000 per year to Keystone Community Services, Northeast Youth and Family Services, and the Minnesota State Horticultural Society. In February 2026 we also kicked off our Meeting the Moment initiative, which provides grants of up to \$20,000 to fund requests that meet emerging, unforeseen, urgent, and unmet needs that our community is facing, where it is likely that other funding is not available relatively expediently.

An Overview of the Reach of RACF

RACF is already contributing to many of the non-profit organizations located in Falcon Heights, as well as numerous other organizations that impact the lives of Falcon Heights residents.

Some of the non-profits/schools/churches located in or serving Falcon Heights

Brimhall PTA
Brimhall school
Falcon Heights PTA
Falcon Heights school
Garden Community Church (formerly Falcon Heights UCC)
Gibbs Farm
Good Acre
Highland Friendship Club
Twin Cities Horn Club

Falcon Heights-based organizations that RACF has funded

Falcon Heights school: \$916 in 2016 for presentation from the Works Museum
Brimhall school: \$1680 in 2020 for anti-racism training
Brimhall school: \$2500 in 2020 for tech carts
Gibbs Farm: \$2,000-\$5000 per year since 2016 (grants are used for Gibbs Farm, Harriet Alexander Nature Center, and other Roseville area programming)
Twin Cities Horn Club: \$500 in 2019 for printer scanner
Friends of Philando Castile Peace Garden: \$3750 in 2025 (this 501(c)(3) is located in Roseville)

A sample of organizations that serve Falcon Heights residents and that have applied for and/or received funding from RACF

Cause for Paws
Chess and Strategy Game Association
Community Dental Care
Down Syndrome Association of Minnesota
Every Meal
Fairview Alternative High School
Friends of the Ramsey County Libraries
Girls on the Run
Harambee Elementary School
Interfaith Action of Greater St Paul—Native American Food Shelf
Junior Achievement
Keystone Community Services
Kids in Need
Metropolitan Symphony Orchestra
Minnesota Milk Bank for Babies
Minnesota Tool Library
Montessori American Indian Childcare Center
Northeast Youth and Family Services
Parkview Center School—multiple grants to school and PTSA
Peacemaker Minnesota

Planting People Growing Justice
Play for Patrick
RAHS (Roseville Area High School) Band Booster Club
RAHS Black Student Union
RAHS Boys Hockey Booster Club
RAHS Boys Lacrosse Booster Club
RAHS Bullpen Baseball Booster Club
RAHS Cheerleading
RAHS College and Career Center
RAHS Connections Program
RAHS DECA Chapter
RAHS El Pueblo United
RAHS English Language Development Program
RAHS Girls and Boys Soccer Booster Club
RAHS Girls Basketball Team
RAHS Girls Hoops Booster Club
RAHS Graffiti Mural Project
RAHS Math for the Trades
RAHS Multicultural Festival
RAHS Senior Party Association
RAMS (Roseville Area Middle School) coffee cart project for developmentally disabled students
RAMS Robotics Team
Ramsey County Historical Society, including Gibbs Farm
RAS (Roseville Area Schools) Advanced Academics and Talent Development--Creativity Festival
RAS Advanced Academics and Talent Development--Young Authors Conference
RAS American Indian Education Program
RAS CarePortal
RAS Communications Department—t-shirts for RAS staff
RAS Developmental Cognitive Disabilities Program
RAS Immigrant Support
RAS Office of Educational Equity—One World Festival
RAS Orchestra Foundation
RAS Powerlifting Booster Club
RAS Social Workers—grocery gift cards for immigrant families
RAS Targeted Services—woodworking workshop
RAS Workshop Day Kick-Off Speaker
Reading Partners
Rosetown Playhouse
Roseville Area Fastpitch
Roseville Area Girls Soccer Booster Club
Roseville Area Senior Program
Roseville Boys Backcourt Club
Roseville FireBears Robotics Team
Roseville Reporter newspaper
Roseville String Ensemble
Roseville Youth Basketball Association
Tubman
Wildlife Rehabilitation Center

Overview of Local Charitable Gaming Regulations

This summary provides an overview of charitable gaming regulations and contribution requirements for select Minnesota cities, based on [Minnesota Gambling Control Board \(GCB\)](#) guidelines and local ordinances.

While state taxes apply, Minnesota law allows municipalities to levy local fees and require mandatory contributions from licensed gaming organizations to support community initiatives.

- **Regulatory Fees:** Cities may charge up to 3% of gross gambling receipts to offset local administrative and oversight costs.
- **Mandatory Contributions:** Municipalities can require organizations to contribute up to 10% of their net profits to a city-administered fund designated for "lawful purposes."

City-Specific Regulations

Roseville

Roseville maintains strict geographic and administrative requirements for the distribution of gaming proceeds.

- **Taxation Rate:** The city recently reduced its gross revenue charge from 3% to 1%.
- **Geographic Restriction:** 100% of all "lawful purpose" donations must be expended within the Roseville trade area. This includes Roseville and the adjacent cities of Arden Hills, Falcon Heights, Lauderdale, Little Canada, Maplewood, Minneapolis, New Brighton, St. Paul, and Shoreview. Recipients must be located in the Roseville trade area or serve residents or organizations in the trade area.
- **Fund Allocation:** Of the 10% net profit contribution, 5% supports general city services and 5% is granted to the Roseville Area Community Foundation (RACF). RACF is required to retain 50% of these donations for one year before distribution.

Little Canada

Gaming operations in Little Canada are primarily managed by city-affiliated entities, such as the Fire Department, Recreation Association, and Little Canada Days.

- **Community Support Program:** The city utilizes its 10% fund to manage the Community Support Program, which provides grants to local nonprofits.
- **Priority Areas:** Funding is specifically directed toward food support/food shelves/food banks, youth recreational programming, and senior services.
- **Website:** <https://www.littlecanadamn.org/FormCenter/City-Center-5/Community-Support-Program-Application-199>

St. Paul

St. Paul implements specific residency and trade area mandates to ensure gaming funds benefit the local community.

- **Contribution Requirement:** Gaming organizations must contribute 10% of monthly net profits to the city's 10% Club/Youth Fund.
- **Spending Mandates:** 51% of net proceeds must directly benefit St. Paul residents, and 75% must be spent within the St. Paul trade area.
- **Approved Recipients:** The city maintains a pre-approved list of charitable organizations eligible to receive monthly donations, known as the 10% Club/Youth Fund. The following is their 2019 list (a more recent list is not available on the web):

https://www.stpaul.gov/sites/default/files/Media%20Root/Safety%20%26%20Inspections/DSI.Licensing.Gambling_Charitable_Gambling_Organization_2019.pdf

Lauderdale

- **Current Status:** There are currently no active charitable gambling sites located within the city limits of Lauderdale according to <https://mn.gov/gcb/data/sites-gambling/>

Helpful Links

Minnesota Gambling Control Board:

<https://mn.gov/gcb/data/>

Reports per gaming organization per year:

<https://mn.gov/gcb/publications/org-reports/>

Organizations are required to categorize all donations using standard Lawful Purpose Codes and must file annual financial reports to ensure transparency and adherence to local and state guidelines:

https://mn.gov/gcb/assets/infosheetlpecodesummary_tcm1192-550190.pdf



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Eligibility Questionnaire

Thank you for taking time to research and apply for an RACF grant.

RACF funding is designed to fund projects, programs, or events that are intended to benefit members of our community and/or build community between and among Roseville community members.

The purpose of this screening assistant is to help you determine if your organization qualifies to apply for an RACF grant. We know your time is valuable and this is the best way for both of our organizations to determine if our foundation is a fit for your project, program, or event.

Name of organization (or project within ISD 623): _____

Today's date: _____

Please highlight your response in yellow.

Step #1	Our organization is located within the geographic boundaries of Roseville, MN or the ISD 623 independent school district. If not located in this geographic boundary, we serve residents living in the above geographic boundaries.	True – move to step #2	Not True – RACF does not fund programs outside of Roseville, MN or the ISD 623 school district.
Step #2	Our organization is a 501(c)(3) nonprofit organization as approved by the IRS. If you have applied for approval, please come back when you have received your 501(c)(3) letter from the IRS. Please send a copy of your 501(c)(3) IRS determination letter with your application. (Not needed for ISD 623 applicants.) RACF does not accept requests from fiscal agents.	True – move to step #3	Not True – funding is not available from RACF until you are approved as a 501(c)(3) organization.
Step #3	Our organization is <u>not</u> a city government or an organization whose sole purpose is to support a city government agency or department. e.g. “Friends of” organization for a city government.	True – move to step #4	Not True – because RACF funding comes from the city of Roseville, MN, the foundation cannot fund city governments.



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Eligibility Questionnaire

Step #4	Our organization (or program within ISD 623) has not received funding from RACF in the past 12 months. Example: if your organization received a grant at an RACF meeting in March, you can apply again for the March grant meeting the next year. Note: an ISD 623 program can apply for multiple grants within 12 months if the grants will serve different populations. Note: an organization can apply for both a responsive grant (\$2500/\$5000 limit) and a Meeting the Moment grant (\$20,000 limit) within a 12-month period. See Steps 8a and 8b for more information about these two types of grants.	True – move to step #5	Not True – please reapply 12 months after your last grant award.
Step #5	If our organization has received an RACF grant in the past, we have sent a grant report for the last grant given by RACF, or our grant report is included with our current request for funding.	True (or our organization has never received an RACF grant) – move to step #6	Not True – please send the grant report with your next grant application. The grant report form is located on the RACF website.
Step #6	Our grant is for project, program, or event expenses that are for the people we are working to serve. RACF does not typically fund capital improvements to property unless it is strictly intended for the use of residents or participants, e.g., wheelchair ramps, scoreboards, etc., and the site is owned by your organization or partner organization. RACF typically does not fund general operating expenses.	True – move to step #7	Not True – RACF does not fund programs that are not directly related to the improvement of your recipients' lives.
Step #7	Our project, program, or event has not happened yet. (I.e. it will not happen within a month of the date of the grant meeting for which we are applying.)	True – move to step #8	Not True – RACF does not fund past events, program activities, or deficits of any kind.
Step #8a	Our responsive grant request is \$5000 or less for community organizations or \$2500 or less for ISD 623 OR	True – move to step #9	Not True – RACF typically does not fund amounts over these guidelines.



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Eligibility Questionnaire

Step #8b	Our Meeting the Moment (MTM) grant request is \$20,000 or less for community organizations or ISD 623 senior administrators. Our grant request addresses emerging, unforeseen, urgent, and unmet needs our community is facing, and funding for which is unlikely to be available in a relatively expedient manner. It is a unique request from any responsive (\$2500/\$5000) grant request we may have made.	True – move to step #9	Not True – Grant funding will be awarded no more than once per year for each unique need. Requests over \$20,000 annually will not be considered.
Step #9	Our project, program, or event's responsive funding request has additional sources of revenue other than RACF.	True – move to step #10	Not True – RACF rarely funds 100% of any project, program, or event.
Step #10	Our request has the approval of either our executive director, board president, or, for ISD 623, the department head or program director. For our Meeting the Moment grant request, the ISD 623 Superintendent has approved the request.	True – move to step #11	Not True – a signed acknowledgment of the grant request is required by the responsible head of your organization or program at the time of application.
Step #11	Our grant funds will be spent within 12 months. (If our plans change, we will advise RACF and get approval to extend the grant period or change what we spend RACF funds on.)	True – move to step #12	Not True – RACF funds projects, programs, or events planned to be completed within 12 months.
Step #12	If our request depends on a successful partner relationship with an organization or department within Roseville, we have a signed, dated, and descriptive letter of support with contact information from our partner leadership (on partner letterhead) attached to our grant request. E.g. partnership could be within ISD 623, or another nonprofit organization.	True (or we do not depend on a partner to implement our project) – move to step #13	Not True - once you have a signed letter of support, please resubmit your grant request with the letter and this form.
Step #13	If our organization is planning an event to benefit the larger community, it has these elements: • A well-thought-out plan with 4-6 months lead time • A rainy-day plan or option • Additional sources of sponsorship and funding • Is accessible for people with mobility, hearing, and sight challenges	True (or we are not planning an event) – please complete a grant request. RACF looks forward to reading about your ideas for improving our community.	Not True – RACF funding is limited, and the foundation cannot fund events without a solid plan for success or that are not welcoming to the broad Roseville, MN community.



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Eligibility Questionnaire

	• Is inclusive of the variety of ethnic and cultural groups/people living in Roseville. RACF does not fund fundraising events or events created with the sole purpose of soliciting donations.		
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Thank you for completing this questionnaire. Please submit this questionnaire with your grant request. We will confirm receipt of your request for RACF funding.



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Report Form

The Roseville Area Community Foundation is interested in hearing how our funding has made an impact on your organization's project, program or event, and the effect your efforts had on the Roseville, MN community or within the boundaries of ISD #623.

A completed Grant Report Form must be submitted by your organization (**two months after completion of the project or prior to applying for another grant**).

Today's date:	
Your organization's name:	
Project, program, or event name:	
Date of the grant award:	
Amount of the grant:	
Contact person (report writer):	
Title of contact person (report writer):	
Project start date:	
How long did the project, program, or event last?	
How many people from your organization/department were involved?	

Demographics:

How many people did you impact with your project, program, or event:

	Adults	Children/Youth
Planned to serve as listed in your funding proposal:		
How many people did you actually serve?		

Whom did you serve with your project, program, or event? Please check all that apply to your grant request:

	X
Preschool children under 6 years old	
Students Kindergarten – grade six	
Middle school or high school students	
High school students aged 18 - 21	
Students who are under-resourced	
Newcomers to the United States	
Older adults (60+ years)	
Living with mental health challenges	
Living with physical, behavioral, or cognitive disabilities	
Experiencing housing insecurity	
Low-income	
People of color (BIPOC)	



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Report Form

Males	
Females	
Non-binary	
LGBTQ+2S	
Isolated or at risk of being isolated	
Families	
Other (please describe):	

Outcomes:

Please describe how your project, program, or event went. Did you meet your intended goals?

How would you describe your impact (as it relates to our Roseville community, individual people, or community institutions)? In other words, what did you observe or hear during your project, program, or event that told you that you made a difference?

What did you learn about participants/your organization/your community because of your project, program, or event? Or what would you have done differently?

Any other comments:

If you are willing to share a quote about the difference this funding made, please share it here. A picture would also be greatly appreciated. Quotes or pictures could be listed with your name and organization's name on the Roseville Area Community Foundation website and would be considered permitted for this use.

Please submit your completed grant report to the following email:

racf.info@gmail.com

(Grant reports are required to be submitted by email, no paper copies accepted)

SECOND AMENDED AGREEMENT
RELATED TO THE
ROSEVILLE COMMUNITY FUND

This Second Amended Agreement is made by and between the City of Roseville (City) and the Roseville Area Community Foundation (RACF), a Minnesota nonprofit corporation, effective as of the date executed below.

WHEREAS, the City desires to establish, and RACF is willing to hold and administer, a charitable fund to be known as the Roseville Community Fund (Fund).

THEREFORE, the parties agree as follows:

1. RACF will hold and administer all property which the City or any other person or organization contributes to the Fund in accordance with the provisions of this Second Amended Agreement and the charitable purposes of the RACF as described in its Articles of Incorporation and effective Bylaws, all of which provisions and amendments are hereby incorporated by reference.
2. One half of the proceeds from lawful gambling received from the City shall be held and maintained by RACF as a permanent endowment. Subject to paragraphs 3, 4 and 5 of this Second Amended Agreement, RACF shall make available one half of the proceeds from lawful gambling received from the City and not more than 75% of the income from the endowment, as established annually by the RACF, for allocation.
3. The RACF shall make grants only to organizations that have established a charitable use that is a qualified exempt purpose under the Internal Revenue Code, is of primary benefit to the community of Roseville, and is in accordance with lawful purposes of Minnesota State gambling statutes.
4. Unless agreed to otherwise, the RACF shall
 - A. Continue to meet full IRS requirements for a tax-exempt community foundation.
 - B. Provide administration including legally required reports, proper banking and investment, administrative controls and an annual independent audit to the extent required by law.
 - C. Invest no less than 75% of the Fund's endowment and other available funds in investments as permitted under Minnesota law.
 - D. Provide quarterly or other such reports to the City Council, including participating in an annual meeting with the Council, upon request.
 - E. Disburse all funds provided by the City in strict accordance with Minnesota Statutes Chapter 349 and all other applicable law.

5. All eligible funds must be allocated by the RACF within 120 days after the close of the RACF's fiscal year.
6. The RACF shall be paid an administrative fee in accordance with the policies adopted by the RACF as amended from time to time.
 - A. Such fees shall not exceed three percent (3%) per annum of all Fund assets, plus 1% of all grants paid from the Fund. Asset value shall be based on the average of the annual market value computed on a quarterly basis.
 - B. In addition, the Fund shall pay for a pro-rata share of the audit fee.
 - C. The Fund shall provide for any legal fees incurred as a result of any action filed against the Directors acting in their capacity as Directors.
7. The RACF may commingle the assets of the Fund with the assets of any other fund or funds which the RACF holds and administers, provided that the separate identity of the Fund, and the distributions therefrom, are at all times maintained.
8. All records of the Fund shall be open for public inspection during reasonable hours.
9. This Second Amended Agreement may be terminated by either party upon a 180 day written notice. Upon termination, all unallocated assets, including the endowment fund, shall be distributed to a community foundation with similar purposes as the RACF.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amended Agreement as of the date indicated below.

Dated: June 30, 2016

ROSEVILLE AREA COMMUNITY FOUNDATION

Tammy L. Pust
President

Dated: June __, 2016 CITY OF ROSEVILLE

Daniel Roe
Mayor



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Application

Step #1: Before you submit a request, please complete the Roseville Area Community Foundation (RACF) Grant Eligibility Questionnaire to confirm your eligibility. If you have questions, please email us at racf.info@gmail.com before submitting your application.

All applications for funding must include a Grant Eligibility Questionnaire to move forward in the process.

Step #2: Application deadlines are posted on the RACF website on the “Apply for a Grant” page. If you have missed the deadline, please submit your materials before RACF’s next funding cycle. Please allow enough time in the process; at least one month before the project, program, or event is scheduled to begin is required.

Step #3: Please tell us about your organization:

Date of request:	
Name of your organization:	
Amount you are requesting from RACF:	
RACF Grant Program:	Mark with an X the type of grant you’re applying for: ____ Responsive Grant Program OR ____ Meeting the Moment Grant Program (See the Grant Eligibility Questionnaire for more information about these two programs.)
Your 501(c)(3) number: (not needed for ISD 623) Please include a copy of your IRS 501(c)(3) determination letter with your request for funding (not needed for ISD 623)	
Address, including city and ZIP code:	
Website address:	
Name of person and address to which grant checks should be mailed: (not needed for ISD 623)	
Requestor name:	
Requestor title or role:	
Department if applicable:	
Requestor mobile number:	
Requestor email address:	



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Application

Application must be signed off by either your Executive Director, Board President, or, for ISD 623, your Department Head or Program Director. For Meeting the Moment applications from ISD 623, Superintendent signature is required.	
Application approved by (name):	
Signature (sign electronically by double clicking on the box to the right):	
Title:	

Step #4: Please tell us about your request for funding:

Overview:

Briefly (under 100 words) describe the purpose of your grant. What is the project, program, or event you would like additional funding to implement?

What community need(s) does your project, program, or event address? How do you know it's a problem?

Additionally, for Meeting the Moment (MTM) grant requests, how does your request address emerging, unforeseen, urgent, and/or current unmet needs our community is facing?

What is your project, program, or event goal and timeline (start date and expected completion date)?

How does your project, program, or event benefit people who are living in Roseville, MN, or the geographic boundaries of ISD 623?

(See city of Roseville map at: <https://www.cityofroseville.com/462/Maps>

or ISD 623 map at: <https://www.isd623.org/about-us/district-map>)

Outcome:

How will you measure the success of your work?



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Application

Ultimately who is responsible for supervising and implementing your project, program, or event? What is their role and background? How will they ensure success?

Describe the rest of the team devoted to your project, program, or event.

How do you plan to promote your project, program, or event to ensure attendance? How much of your budget is devoted to getting the word out?

How many people do you plan to serve directly with your project, program, or event:

Adults: _____

Children/Youth: _____

Demographics:

Whom does your organization plan to serve with your project, program, or event? Please rank your 5 (maximum) target groups, with 1 being the highest priority/target.

Descriptor	Target Rank
Preschool children under 6 years old	
Students Kindergarten – grade six	
Middle school or high school students	
High school students aged 18 - 21	
Students who are under-resourced	
Newcomers to the United States	
Older adults (60+ years)	
Living with mental health challenges	
Living with physical, behavioral, or cognitive disabilities	
Experiencing housing insecurity	
Living with food insecurity challenges	
Low-income	
People of color (BIPOC)	
Males	
Females	
Non-binary	
LGBTQ+2S	
Isolated or at risk of being isolated	
Families	
Other (please describe):	



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Application

Budget:

Please summarize your budget request:

Organization's total annual budget:	
Total project, program, or event budget:	
Roseville Area Community Foundation amount request:	
Percent of your request compared to total project, program, or event budget:	

Show your itemized project, program, or event budget (or attach to email when sending):

Please list other funding sources approached, amounts requested, status of the request and any plans for future funding sources.

What is your contingency plan if all the funds you have applied for are not received?

For Meeting the Moment requests, RACF understands that other funding may not be currently available when you submit this grant request. A full project budget outlines your overall plan for your urgent project, program, or event.

Step #5: Is there anything else you would like us to know?

Step #6: Have you submitted a prior grant request for funds from the Roseville Area Community Foundation? Note: only one request approved per calendar year. **If you have received a previous grant, a Grant Report Form must be submitted with your request if you have not already submitted it.**

If you have submitted a Meeting the Moment grant request without finishing a current responsive grant, please provide a brief summary of the status of that project, program, or event (50–100 words).

A completed Grant Report Form is due two months after completion of your project, program or event.



ROSEVILLE AREA COMMUNITY FOUNDATION

Grant Application

Step #7: Please describe any relationship or connection to members of the Roseville Area Community Foundation which might be considered a conflict of interest if not declared:

Step #8: Submitting your Grant Request:

When submitting your Grant Request, make sure to include the following:

- 1) A completed RACF Grant Eligibility Questionnaire
- 2) This completed application form
- 3) A copy of your IRS 501(c)(3) determination letter (**not needed for ISD 623 applicants**)
- 4) Your project, program, or event budget, if not already listed above
- 5) If your request depends on a successful partner relationship with an organization or department within Roseville, include a signed, dated, and descriptive letter of support with contact information from your partner leadership (on partner letterhead)

The Roseville Area Community Foundation requires each organization to send a representative to meet the panel, make a brief presentation and to answer questions (15 minutes maximum). PowerPoint presentations are not necessary and are not encouraged. If you cannot attend, please let us know who will attend in your place. In rare instances, a Zoom meeting may be able to be arranged (or request can be deferred). The foundation adheres to current masking mandates if any are required.

For additional information or to submit your application by email:

Roseville Area Community Foundation

Email: racf.info@gmail.com

(Applications are required to be submitted by email, no paper copies accepted)

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REQUEST FOR COUNCIL ACTION

Meeting Date	March 25, 2026
Agenda Item	Policy C2
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Community Advisory Committee Selection Process
Description	The City received 24 applications for the Community Advisory Committee. As the subcommittee of Council Member May and Wassenberg narrows down the selection to eventually bring forward six Falcon Heights appointed positions, they are seeking additional guidance. <i>Discussion is needed on the following topics:</i> 1. Interviews – Council has agreed that Wassenberg and May will do interviews, and we’ve developed the list of questions, with feedback from staff and Council. All candidates will be asked the same questions. Do you think a staff member should participate? Jack has offered that staff could help schedule the interviews. We are tentatively planning to conduct interviews April 7 – April 17 and make appointments by April 22 with the goal of having the first meeting of the CAC in May. 2. Should we interview all applicants, or should we develop a process to shorten the interview list? Thoughts –Wassenberg and May had thought that we should interview all, but doing so will take considerable time. If we are shortening the list, what criteria should be used? Should Wassenberg and May make the decisions of whom to interview, or does Council want input? 3. What process or criteria should Council use to choose the "at large" position? Thoughts - Even out the representation of areas of FH? Candidates who best articulates an "all FH perspective"? How much weight should be given to broad neighborhood representation? 4. We have applicants representing all the commissions except for the CEC. How might we proceed? Thoughts - look for applicants with good community engagement, unique perspectives, or who could increase diversity of the CAC. 5. What process should Council use to choose the chair of the CAC? Thoughts – Alternative approaches; Jim and Georgiana make a recommendation based on interviews?; all Council members make recommendation(s) based on their review of the files + interview notes?

Budget Impact	N/ A
Attachment(s)	N/ A
Action(s) Requested	Staff recommends that Council discuss the selection process for the Community Advisory Committee

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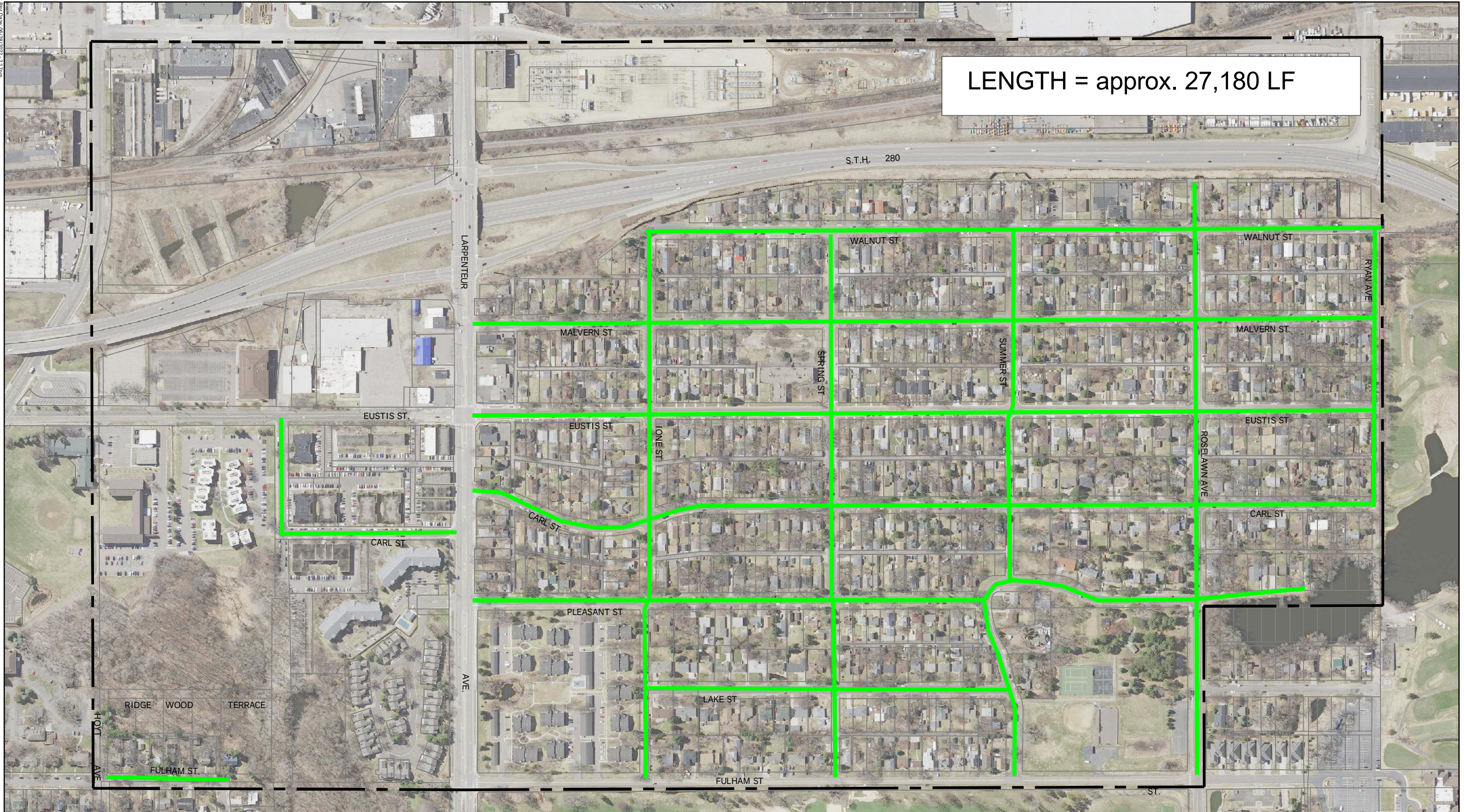


The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	March 25, 2026
Agenda Item	Policy C3
Attachments	Lauderdale Map; Lauderdale Street Sweeping Agreement
Submitted By	Jack Linehan, City Administrator

Item	Lauderdale Street Sweeping Proposal
Description	In 2022, the City of Falcon Heights began providing snow plowing for the City of Lauderdale, as Ramsey County indicated to Lauderdale that they were no longer able to provide the service. Similar to snow plowing, the City of Lauderdale currently contracts their street sweeping services. The City of Falcon Heights recently replaced its 16-year-old street sweeper with a 2017 Elgin Pelican NP street sweeper, which offers better maneuverability in residential areas and a dump body that increases efficiency by not needing to go offsite to dump debris. With this street sweeper now in the City's fleet, the City of Lauderdale and the City of Falcon Heights have discussed the prospect of Falcon Heights taking over street sweeping for Lauderdale as well. Lauderdale's most recent street sweeping contract from 2025 allows for three sweeps throughout the year at an expense of \$19,750. Any additional sweeps would be at a rate of \$140/hour. The sweeping route is approximately 5.5 miles. The City of Falcon Heights can deliver more sweeps throughout the year at no additional cost and believes it can provide a higher level of service to our neighboring community of Lauderdale.
Budget Impact	The contract would bring unanticipated revenue in 2026. The proposed starting fee for services will be \$20,000, with an annual increase of 3%.
Attachment(s)	• Lauderdale Street Sweeping Agreement • Lauderdale Street Map
Action(s) Requested	Council should discuss providing street sweeping services for Lauderdale.



LENGTH = approx. 27,180 LF

STREETS TO SWEEP-UNOFFICIAL

CITY OF LAUDERDALE
STREET SWEEPING MAP

**STREET SWEEPING SERVICES AGREEMENT BETWEEN
THE CITY OF LAUDERDALE AND THE CITY OF FALCON HEIGHTS**

This Street Sweeping Services Agreement (the “Agreement”) is made this ____ day of _____, 2026, (the “Effective Date”) by and between the city of Lauderdale, a municipal corporation under the laws of Minnesota (“Lauderdale”) and the city of Falcon Heights, a municipal corporation under the laws of Minnesota (“Falcon Heights”), each a “Party” and, collectively, the “Parties”. The Effective Date is the date the Agreement is executed by the second Party to sign.

WHEREAS, the Parties are cities authorized and empowered to provide for street sweeping services within their borders; and

WHEREAS, Lauderdale desires to contract with Falcon Heights to provide street sweeping services within Lauderdale, as hereinafter defined, and Falcon Heights desires and has the capability to provide such services; and

WHEREAS, pursuant to Minnesota Statutes, section 471.59, it is the desire of the Parties and the purpose of this Agreement that the street sweeping services required by Lauderdale be performed by Falcon Heights within the jurisdictional limits of Lauderdale in accordance with the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the Parties agree as follows:

1. Term. The term of this Agreement (the “Term”) shall commence on the Effective Date and shall terminate on December 31, 2028.
2. Scope of Services. Falcon Heights shall provide Lauderdale with the following services (the “Services”) in and on behalf of Lauderdale and at the direction of Lauderdale’s City Administrator or designee:
 - a. Sweep approximately 5.5 miles of streets, alleys, and parking lots shown on the map/plan attached hereto as Exhibit A consistent with Falcon Heights street sweeping for the City of Falcon Heights.
 - b. Coordinate the timing of the street sweepings with Lauderdale’s City Administrator.
 - c. Haul away and dispose of all sweepings in an environmentally responsible manner at Falcon Heights’ expense.
 - d. No street sweeping may be done on a Monday.
3. Compensation for Services and Expenses. Subject to the limitations set forth in this Agreement, Lauderdale will compensate Falcon Heights \$20,000.00 for services through December 31, 2026. Thereafter, the annual amount will be increased by 3 percent (3%) for each contract year beginning on each January 1. Annual payments will be paid in 2 equal installments on May 1 and November 1 of each year. All of Falcon Heights’ expenses incurred in providing the Services are included in the above-described compensation. Lauderdale shall not be liable to Falcon Heights for any

additional expenses paid or incurred by Falcon Heights, unless otherwise agreed to in writing by Lauderdale.

4. Termination.

- a. This Agreement will terminate on December 31, 2028, unless otherwise terminated in accordance with this section 4.
- b. Either Party may terminate this Agreement for material breach by the other Party after providing 30 days' written notice regarding the nature of the breach and failure of the breaching Party to cure the breach within such period or provide assurances, satisfactory to the non-breaching Party, that the breach will be cured within a reasonable period.
- c. Either Party may terminate this Agreement at any time for any reason upon 90 days' written notice to the other Party. If this Agreement is terminated early, Lauderdale will pay Falcon Heights a prorated fee for Services provided through the date of termination.

5. Default. Termination of this Agreement pursuant to section 4b. shall constitute an Event of Default hereunder. The defaulting Party shall be liable to the non-defaulting Party for any and all costs, disbursements, attorneys and consultant fees reasonably incurred by the non-defaulting Party in enforcing this Agreement.

6. Indemnification.

- a. Falcon Heights agrees to defend, indemnify, and hold harmless Lauderdale and its officials, agents, and employees, from and against all claims, actions, damages, losses, and expenses arising out of or resulting from Falcon Heights' performance of the Services required under this Agreement, provided that any such claim, action, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death or to the injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Falcon Heights. This provision shall not be construed as a waiver by either Party of any defenses, immunities, or limits on liability with respect to claims made by third parties.
- b. Lauderdale agrees to defend, indemnify, and hold harmless Falcon Heights and its officials, agents, and employees, from and against all claims, actions, damages, losses, and expenses arising out of or resulting from Lauderdale's performance of its duties required under this Agreement, provided that any such claim, action, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death or to the injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Lauderdale. This provision shall not be construed as a waiver by either Party of any defenses, immunities, or limits on liability with respect to claims made by third parties.
- c. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

- d. The Parties shall be considered a single governmental unit for purposes of calculating any liability hereunder and the total maximum liability shall not exceed the limits on governmental liability for a single governmental unit pursuant to Minnesota Statutes, section 471.59, subd. 1a(b) and Minnesota Statutes, section 466.04.
7. Insurance. During the full term of this Agreement, Falcon Heights shall procure and maintain the following insurance coverage:
- a. workers' compensation insurance in accordance with Minnesota law;
 - b. commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence, covering liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability, with Lauderdale named as an additional insured; and
 - c. if Falcon Heights operates a motor vehicle in performing the Services under this Agreement, Falcon Heights shall maintain automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit, with Lauderdale named as an additional insured.

Falcon Heights shall, prior to commencing the Services, deliver to Lauderdale a certificate of insurance as evidence that the above coverages are in full force and effect.

8. Falcon Heights Personnel. Any employee assigned by Falcon Heights to perform its obligations hereunder shall remain the exclusive employee of Falcon Heights for all purposes including, but not limited to, wages, salary, and employee benefits.
9. General Terms.
- a. Independent Contractor. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners or similar legal relationship between the Parties hereto or as constituting the persons employed by Falcon Heights as the agent, representative, or employee of Lauderdale for any purpose or in any manner whatsoever except as expressly otherwise provided herein. Falcon Heights is to be and shall remain an independent contractor with respect to all Services performed under this Agreement.
 - b. Records: Availability and Retention. The books, records, documents, and accounting procedures of Falcon Heights relevant to this Agreement are subject to examination by Lauderdale and either the legislative or state auditor as appropriate, pursuant to Minnesota Statutes, section 16C.05, subdivision 5. Falcon Heights agrees to maintain these records for a period of at least six years from the date of termination of this Agreement.
 - c. Entire Contract. This Agreement represents the entire Agreement between Falcon Heights and Lauderdale and supersedes and cancels any and all prior agreements or proposals, written or oral, between the Parties relating to the subject matter hereof.

- d. Modifications/Amendment. Any amendments, addenda, alterations, or modifications to the terms and conditions of this Agreement shall be in writing and signed by both Parties.
- e. Non-Discrimination. The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.
- f. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by United States registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either Party shall have notified the other Party. The Parties' representatives for notification for all purposes are:

Falcon Heights: City of Falcon Heights
 2077 Larpenteur Ave W
 Falcon Heights, MN 55113
 Attention: City Administrator

Or emailed: jack.linehan@falconheights.org

Lauderdale: City of Lauderdale
 1891 Walnut St
 Lauderdale, MN 55113
 Attention: City Administrator

Or emailed: admin@lauderdalemn.org

- g. Subcontracting. Falcon Heights shall not enter into any subcontract for performance of any Services contemplated under this Agreement without the prior written approval of Lauderdale.
- h. Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other Party.
- i. Force Majeure. The Parties shall each be excused from performance under this Agreement while and to the extent that either of them is unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, pandemic, and any act of government or military authority. In the event either Party is rendered unable wholly or in part by force majeure to carry out its obligations under this Agreement, then the Party affected by force majeure shall give written notice with explanation to the other Party immediately.
- j. Governing Law. The laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws

principles. Any court actions regarding this Agreement shall be brought in Ramsey County, Minnesota.

- k. Data Practices. The Parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, section 13.01 *et seq.*
- l. Execution. This Agreement may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of either Party to the counterpart shall be deemed a signature to the Agreement, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized officers.

CITY OF FALCON HEIGHTS

By: _____
Randy Gustafson, Mayor

Date: _____

By: _____
Jack Linehan, City Administrator

Date: _____

CITY OF LAUDERDALE

By: _____
Mary Gaasch, Mayor

Date: _____

By: _____
Heather Butkowski, City Administrator

Date: _____

EXHIBIT A

Areas to be swept.

Streets highlighted in

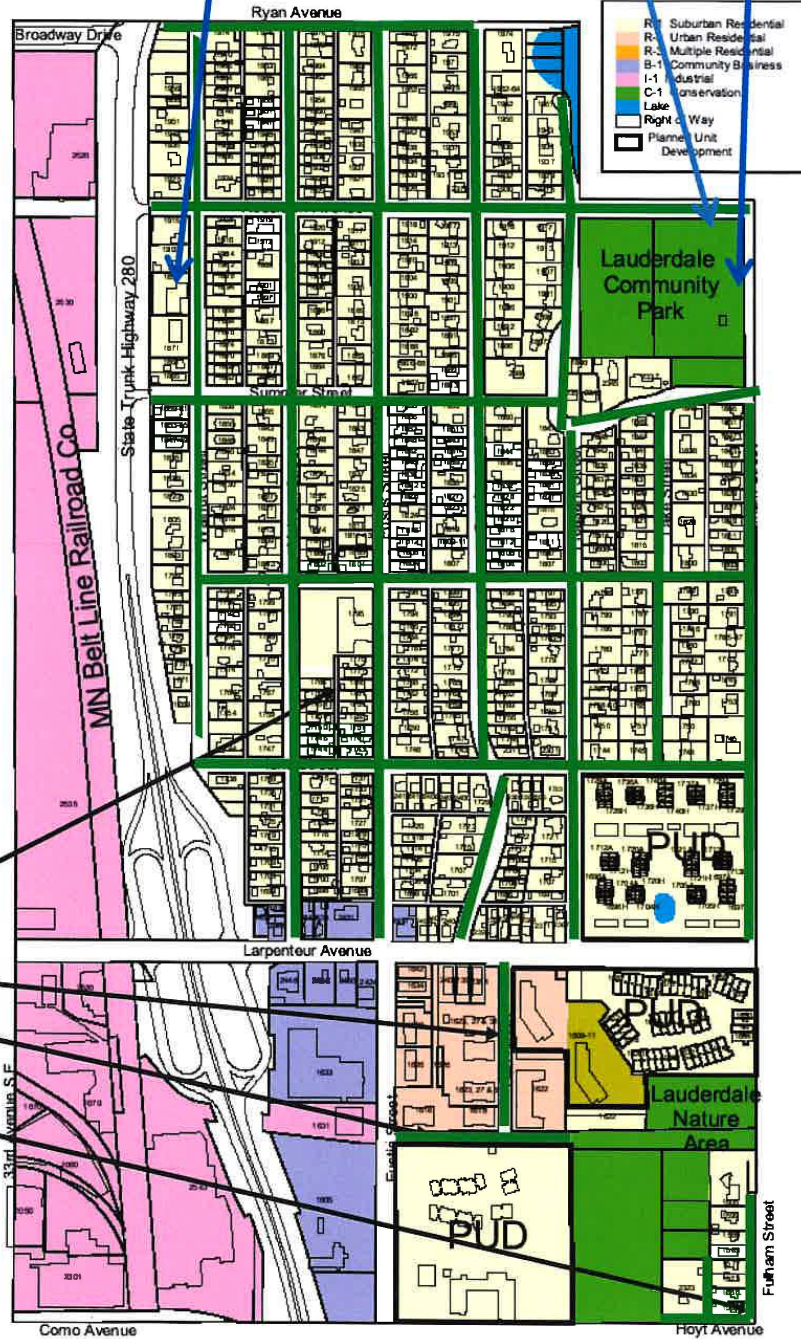
All Residential Alleys

Parking lot at 1891 Walnut Street (City Hall).

Parking lots at Community Park off of Roselawn and Fulham

The City of Lauderdale

1996 Zoning Map



North/South
Streets to be
swept:

Walnut Street

Malvern Street

Eustis Street (North
of Larpentour)

Carl Street (North
and south of
Larpentour)

Pleasant Street

Lake Street

Fulham Street
(North and south of
Larpentour)

East/West Streets
to be swept:

Ryan Avenue

Roselawn Avenue

Summer Street

Spring Street

Ione Street

Idaho Avenue

Sweep all alleys

Easy to miss
spots

Eustis/Malvern
Alley

Carl Street

Idaho Avenue

Fulham Street
south of
Larpentour

Map 1
August
1997

350 0 350 Feet



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ITEM FOR DISCUSSION

Meeting Date	March 25, 2026
Agenda Item	Policy C4
Attachment	See Below
Submitted By	Elke Johnson, Administrative & Communications Coordinator

Item	Consider Approving a Contract with TimeSaver OffSite Secretary, Inc. for Recording Minutes
Description	The City would like to utilize TimeSaver Offsite Secretarial Service (TOSS) for recording secretary services for the City Council meetings, workshops, and Planning Commission meetings. TOSS provides minutes support for many of our neighboring communities, including Arden Hills and Little Canada. As the City has switched to recording workshops in 2025 and now two workshops per month, the staff load of watching the meetings and typing the minutes has increased. Freeing up staff time usually dedicated to minutes (about ~2 hours for each one hour of meeting time) would allow staff to focus on other priorities, such as increased communications or grant writing opportunities. TOSS charges cities a base rate and hourly rate for minute services. The base rate assumes 12-point font, such as Times New Roman, and one-inch margins. If the preferred formatting is significantly different, they adjust the rate slightly. The 2026 rate is as follows: TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting, with a one (1) hour minimum, the highest prevailing rate, as follows: • Base Rate: One Hundred Seventy-Eight and 00/100 dollars (\$178.00) for any meeting up to one (1) hour (billable time) plus Forty-One and 50/100 dollars (\$41.50) for each thirty (30) minutes following the first one (1) hour; or • Unit Rate: Fifty-Five and 50/100 dollars (\$55.50) for the first hour of meeting time and thirty-seven and 00/100 dollars (\$37.00) for every hour after the first hour, plus Sixteen and 75/100 dollars (\$16.75) for each draft minutes for submission to the City of Falcon Heights for their preparation of final minutes. The determination between applying a base rate or a unit rate is influenced by a few factors. In general, meetings that require more detailed minutes are billed at the unit rate. In some cases, the length of the meeting may also

	warrant the use of the unit rate, even when the minutes are in a summary format. Both the base rate and the unit rate are calculated, and the higher of the two is applied. Attached is also a minute style comparison chart; the “summary” style is most similar to our current minutes. TOSS will submit draft minutes to city staff for final review and clarifications. Hiring a service to produce minutes would result in timely information for citizens regarding government action and free up staff time to be used in other areas.
Budget Impact	Funds are available the 2026 Budget under Miscellaneous – Administration Expenditures
Attachment(s)	• Minutes Style Comparison Chart • Approximate cost based on 2025 meetings • Contract with TimeSaver Offsite Secretarial Services • Resolution 26-24
Action(s) Requested	Staff recommends the approval of a contract with TimeSaver Offsite Secretarial Services through December 31, 2026.

Style	Detailed	Expanded Summary	Summary	Tight Summary
Level of Detail	High	Moderate to high	Moderate	Low
Includes	All spoken content with cleanup of fillers and grammar	All key points, speaker attributions, relevant details	Key ideas, outcomes, decisions, and action items	Core content; doing instead of saying
Omits	“Um,” “uh,” small repetitions, small talk, jokes	Repetitions, tangents, personal comments	Most dialogue, examples, quotes	Disfluencies, tangents, informal phrasing
Tone / Readability	Clear but still faithful to speech	Readable, professional	Concise and formal	Polished and publication-ready
Typical Use Cases	Legal meetings, council meetings, charter/planning commission	Council meetings, charter/planning commission, general commissions	Council meetings, charter/planning commission, general commissions	Board meetings, general commissions
Pages/Hour	8-10 pages/hour	6-8 pages/hour	4-6 pages/hour	2-4 pages/hour
Typical Rate	Page rate	Page rate, occasionally base rate	Base rate, occasionally page rate	Base rate
Examples	Councilmember Geisler stated he learned more about Minnesota liquor law than he intended. He noted he better understands the differences between each license category. Many businesses don't want a full intoxicating liquor license but still want to sell craft beer. Councilmember Geisler suggested the on-sale wine license fees be adjusted. Under State law, businesses need both a wine and a beer license to sell strong beer. He suggested that the license fee for liquor licenses 35-99 be decreased from \$1,000 to \$500, and 100+ be decreased from \$2,000 to \$1,000. He noted there is only one license deployed at 100+, so the changes wouldn't be a major impact to the revenue side. He asked others for their thoughts.	Councilmember Geisler explained that he spoke with community members about the fees. He requested that the on-sale wine license be increased as well. He suggested that the license fee for liquor licenses 35-99 be decreased from \$1,000 to \$500, and 100+ be decreased from \$2,000 to \$1,000. He noted there is only one license deployed at 100+.	Councilmember Geisler noted that he spoke with community members about the fees. He requested that the on-sale wine license be increased as well.	Councilmember Geisler listed suggested changes for the liquor license fees.

City Council Meeting	Length	Base Rate	Unit Rate	City Council Worksession	Length	Base Rate	Unit Rate	Planning Commission Meeting	Length	Base Rate	Unit Rate
1/8/2025	0.25	\$ 178.00	\$ 89.00	1/8/2025	1	\$ 178.00	\$ 139.25	1/28/2025	1	\$ 178.00	\$ 172.75
1/22/2025	1.75	\$ 261.00	\$ 193.00	2/5/2025	2.75	\$ 344.00	\$ 230.00	6/24/2025	0.75	\$ 178.00	\$ 105.75
2/12/2025	1	\$ 178.00	\$ 122.50	3/5/2025	2.5	\$ 302.50	\$ 230.00	9/23/2025	1.75	\$ 261.00	\$ 142.75
2/26/2025	0.5	\$ 178.00	\$ 105.75	3/12/2025	1.75	\$ 219.50	\$ 176.25	10/28/2025	1.5	\$ 219.50	\$ 126.00
3/12/2025	0.5	\$ 178.00	\$ 105.75	4/2/2025	3	\$ 344.00	\$ 230.00				
3/26/2025	3	\$ 344.00	\$ 297.00	5/7/2025	2	\$ 261.00	\$ 193.00				
4/9/2025	2.5	\$ 302.50	\$ 230.00	6/4/2025	1.5	\$ 219.50	\$ 193.00				
4/23/2025	2	\$ 261.00	\$ 193.00	8/6/2025	3.5	\$ 385.50	\$ 267.00				
5/14/2025	2	\$ 261.00	\$ 193.00	9/3/2025	3.25	\$ 385.50	\$ 246.75				
5/28/2025	0.75	\$ 178.00	\$ 122.50	9/10/2025	1	\$ 178.00	\$ 139.25				
6/11/2025	1	\$ 178.00	\$ 122.50	10/1/2025	2.25	\$ 302.50	\$ 260.00				
6/25/2025	0.75	\$ 178.00	\$ 122.50	10/22/2025	1.25	\$ 219.50	\$ 156.00				
7/9/2025	1	\$ 178.00	\$ 122.50	11/5/2025	3.25	\$ 385.50	\$ 313.75				
7/23/2025	1	\$ 178.00	\$ 122.50	12/3/2025	2.5	\$ 302.50	\$ 297.00				
8/13/2025	2.25	\$ 302.50	\$ 196.50								
8/27/2025	1	\$ 178.00	\$ 122.50								
9/10/2025	0.5	\$ 178.00	\$ 122.50								
9/24/2025	0.5	\$ 178.00	\$ 122.50								
10/8/2025	0.5	\$ 178.00	\$ 105.75								
10/22/2025	2	\$ 261.00	\$ 176.25								
11/12/2025	1.25	\$ 219.50	\$ 139.25								
12/10/2025	2	\$ 261.00	\$ 193.00								
12/22/2025	0.75	\$ 178.00	\$ 139.25								
Total		\$ 4,965.50	\$ 3,459.00			\$ 4,027.50	\$ 3,071.25			\$ 836.50	\$ 547.25

RECORDING SECRETARY SERVICE AGREEMENT

THIS AGREEMENT is made between TIMESAVER OFF SITE SECRETARIAL, INC. ("TOSS") and the CITY OF FALCON HEIGHTS ("Falcon Heights").

Falcon Heights wishes to retain the services of TOSS to act as recording secretary for all assigned meetings during the term of this Agreement, and such special meetings as Falcon Heights shall request of TOSS from time to time.

IT IS THEREFORE AGREED AS FOLLOWS:

1. Recording Secretary. TOSS shall provide a competent, experienced, and professional recording secretary to transcribe and submit minutes of all assigned Falcon Heights meetings and, as requested of TOSS by Falcon Heights from time to time, special meetings of its Subcommittees. Minutes of each meeting shall be prepared and submitted via e-mail to such officer as the City Clerk may designate from time to time within seven (7) business days after each meeting webcast is posted.
2. Equipment. Falcon Heights shall provide for each meeting at the meeting site all equipment required to record the meeting. TOSS shall provide all equipment and materials necessary to transcribe and prepare the minutes.
3. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
 - a. Base Rate: One Hundred Seventy-Eight and 00/100 dollars (\$178.00) for any meeting up to one (1) hour (billable time) plus Forty-One and 50/100 dollars (\$41.50) for each thirty (30) minutes following the first one (1) hour; **or**
 - b. Unit Rate: Fifty-Seven and 00/00 dollars (\$57.00) for the first hour of meeting time and Thirty-Eight and 00/100 dollars (\$38.00) for every hour after the first hour plus Seventeen and 50/100 dollars (\$17.50) for each page of draft minutes for submission to the City of Falcon Heights for its preparation of final minutes.
4. Billing. When TOSS submits the minutes of each meeting, TOSS shall bill Falcon Heights on TOSS' standard invoice form, which itemizes the length of the meeting and the number of pages of draft minutes prepared by TOSS of each meeting. Falcon Heights agrees that it will submit each TOSS invoice with the next bill list or other applicable expense authorization list to be considered by the Falcon Heights City Council or the authorizing official of the Council.
5. Term. This Agreement shall become effective on _____, 2026, and shall continue in force until December 31, 2026. Either party may cancel this Service Agreement with or without cause upon thirty (30) days' written notice; otherwise, the Agreement shall remain in force.
6. Delegation. TOSS may, from time to time, appoint one or more persons and delegate its duties as recording secretary hereunder to its employees. TOSS warrants that any delegates will meet the minimum standards outlined in Section 1 of this Agreement.

7. No Approach for Hire. Falcon Heights agrees that during the term of this Agreement and any extension to it, and for a period of six (6) months thereafter, it will not employ, hire, subcontract with, or otherwise engage as a recording secretary a person or an entity formed by a person who has acted as a recording secretary of TOSS.
8. Agreement Extension/Modification. At the end of the term of this Agreement or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement in writing.
9. Independent Contractor. The parties to this Agreement agree that TOSS is an independent contractor. TOSS is not an employee of the City and is not entitled to the benefits provided by the City to its employees, including but not limited to health, workers' compensation, employment insurance, and pension or employee benefit plans.
10. Indemnification. TOSS shall indemnify the City against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state, and local taxes or contributions imposed or required under employment insurance, social security, and income tax laws, with respect to TOSS' employees engaged in performance of the Agreement.
11. Compliance with Applicable Regulations. TOSS shall, pursuant to performance, comply with all applicable rules, regulations, statutes, or ordinances of any other unit or agency of government, including but not limited to those relating to non-discrimination in hiring or labor practices.
12. Workers' Compensation. TOSS shall obtain and maintain for the duration of this Agreement, statutory Workers' Compensation Insurance and Employer's Liability Insurance as required under the laws of the State of Minnesota.

Dated: _____, 2026

CITY OF FALCON HEIGHTS

By: _____
Its: Council Administrator

Dated: _____, 2026

TIMESAVER OFF SITE SECRETARIAL, INC.

By: _____
Kristin Wirth
Its: CFO

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 25, 2026

No. 26-24

**RESOLUTION AWARDING A CONTRACT TO TIMESAVER OFFSITE SECRETARIAL
SERVICES FOR RECORDING MINUTES THROUGH DECEMBER 31, 2026**

WHEREAS, the City of Falcon Heights requires accurate and timely preparation of official meeting minutes for City Council meetings, workshops, and Planning Commission meetings; and

WHEREAS, the City has increased the number of recorded workshops to two (2) per month, beginning in 2026, resulting in a greater staff workload associated with reviewing recordings and preparing minutes; and

WHEREAS, staff time required to prepare minutes is estimated at approximately two (2) hours per one (1) hour of meeting time, limiting staff capacity to focus on other priorities such as communications, community engagement, and grant writing; and

WHEREAS, TimeSaver Offsite Secretarial Service (TOSS) provides professional recording secretary services to multiple neighboring communities, including Arden Hills and Little Canada; and

WHEREAS, City staff shall retain responsibility for reviewing, editing, and finalizing meeting minutes prior to official approval.

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

1. The City Council hereby awards the contract for recording minutes to TimeSaver Offsite Secretarial Services through December 31, 2026
2. The Mayor and City Administrator are authorized to execute the agreement on behalf of the City.

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MAY
MOGEN _____ Against
WASSENBERG
MIELKE

Attested by: _____

Jack Linehan
City Administrator