

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

AGENDA - AMENDED
March 25, 2026 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON___ MAY___ MOGEN ___

MIELKE ___ WASSENBERG___

STAFF PRESENT: LINEHAN___
- C. APPROVAL OF AGENDA
- D. PRESENTATION
- E. APPROVAL OF MINUTES:
 - 1. March 4, 2026 City Council Special Workshop Meeting Minutes
 - 2. March 11, 2026 City Council Workshop Minutes
 - 3. March 11, 2026 City Council Regular Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
 - 1. General Disbursements through 3/20/26: \$99,852.13
Payroll through 3/12/26: \$21,496.27
Wire Payments through 3/20/26: \$15,240.49
 - 2. Approval of City Licenses
- H. POLICY ITEMS:
 - 1. Consideration of a Contract with the City of Lauderdale to Provide Street Sweeping Services Through 2028
 - 2. Approval of Resolution 26-24 Approving a Contract with TimeSaver OffSite Secretary, Inc. for Recording Minutes
 - 3. Approval of Resolution 26-25 Authorizing Change Order #2 with New Look Contracting, Inc. for the Falcon Heights Community Park Improvements Project FH-01
- 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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CITY OF FALCON HEIGHTS
City Council Special Workshop

City Hall
2077 West Larpenteur Avenue

MINUTES

Wednesday, March 4, 2026
6:30 P.M.

A. CALL TO ORDER 6:35 P.M.

B. ROLL CALL: GUSTAFSON__X__ WASSENBERG_X_
MOGEN_X arrived 6:39 P.M. MAY_X__ MIELKE_X__

STAFF PRESENT: LINEHAN_X__ NELSON_X_ JOHNSON_X__

C. POLICY ITEMS:

1. Council Standing Rules & Roles Review

City Administrator Linehan provided an overview of the City Council Standing Rules, originally adopted in 2020, and the Council Code of Conduct and Advisory Committee Reference Guide (CCACRG), developed with assistance from the League of Minnesota Cities (LMC) and adopted in 2022. These documents are adopted annually. Council Members expressed interest in reviewing and updating these materials, including consideration of a formal code of conduct to address expectations and potential responses to misconduct. Linehan noted that, under Minnesota statute, enforcement options are limited, with censure identified as one of the more formal actions available.

Council Member Mielke recommended incorporating remote meeting requirements into the document. Discussion followed regarding the "Council Role and Authority" section, where Mielke and Council Member May noted some confusion in the language, particularly around Item 2, and emphasized the importance of focusing on policy leadership and desired outcomes.

May asked whether Parts A and B could be combined. Council Member Wassenberg responded that the sections serve different purposes, with Part A establishing authority and Part B outlining expectations. Wassenberg suggested relocating Section 14B into Part A for clarity. May noted that Part B could align more closely with a code of conduct, and Wassenberg agreed that expectations outlined in the document could reference a future code of conduct.

Council Member Mogen questioned the distinction between the current document and a code of conduct. Wassenberg explained that the existing document provides general guidance, while a code of conduct would be more direct and include clearer corrective measures. Linehan added that the document also serves as a guide for a statutory Plan A city. Mogen expressed concern about redundancy across sections and emphasized that

authority is already established by statute, suggesting the document should focus on clarifying roles and expectations.

May observed that the content on page 11 closely resembles a code of conduct and overlaps with other expectation sections. Mayor Gustafson noted that the guidelines were originally developed in response to past Council challenges and were intended to complement the standing rules by explaining how Council Members operate. It was also noted that previous updates removed the requirement for a second motion in certain circumstances.

Council discussed agenda-setting procedures in detail. Linehan explained that staff prepare the proposed agenda to ensure continuity of City operations. Mogen suggested referring to it as a “proposed agenda,” since it is formally adopted by the Council at meetings. Agenda items may be submitted by staff, the Mayor, or two Council Members. May asked about lead times for submitting agenda items. Council reached consensus to revise the language to be less directive (avoiding “shall” and “must”) and to include a submission guideline of 10:00 a.m. on the Thursday before a Council meeting.

Additional revisions were discussed:

- Deleting the first two sentences under the communications and email section.
- Removing reference to “brand” in communications guidance, as noted by Mielke.
- Clarifying the appropriate use of City logo wear.
- Adding a section addressing remote meeting requirements.

Council engaged in an extended discussion regarding the value and necessity of a formal code of conduct. May strongly supported developing a code of conduct to establish clear behavioral expectations and provide guidance for addressing issues. Mielke expressed agreement with having a formal document in place. Mogen cautioned against creating overly prescriptive policies, noting that Council Members are elected officials with term limits and that not all potential scenarios should be codified. Mogen also noted that enforcement mechanisms are limited and that a code of conduct would still require Council Members to address issues directly. May emphasized that having a written framework could support those conversations and provide accountability.

Wassenberg indicated no strong preference but noted that the current Falcon Heights document is more detailed and structured, similar to a training manual, compared to other cities. Mogen described the current version as lengthy and, in some areas, repetitive of statutory language. May suggested that each Council Member bring forward proposed language for a potential code of conduct for future discussion.

Gustafson recommended adopting the current Council Standing Rules as presented. Mogen supported adoption with the understanding that further refinements may occur. Linehan clarified that all existing documents remain in effect until amended.

2. 2025 Goal Setting Document – Status Update & Review

Linehan provided an update on the 2025 Goal Setting Document, noting that in March 2025, the City Council and staff participated in a goal-setting session facilitated by DDA. Linehan explained that the document differs from a strategic plan in that it is less prescriptive, does not include formal metrics, and contains more open-ended goals. Staff have been using a project management system to track progress and updates. Linehan asked Council for feedback on whether any goals should be modified or added, noting that some conditions have changed since adoption, including the status of the Les Bolstad Golf Course.

Gustafson noted that the University has now made clear its intent to sell the golf course, and May suggested incorporating this into the redevelopment section with specific subcategories focused on the site. Mielke recommended adding the Larpenteur Avenue traffic study being conducted by Ramsey County. Mogen would like to be more proactive in educating the public around economic development and zoning, and expressed interest in being more involved in infrastructure discussions and emphasized the importance of advocating for resident needs, particularly related to walkability and bikeability. Mogen also noted a potential opportunity for legislative advocacy related to State Fair impacts. Linehan noted that Ramsey County is planning to hire an engineer to study and reconstruct Larpenteur Avenue and that many roads in Falcon Heights are under county or state jurisdiction. He added that expanding trail connectivity could be a valuable area for City input. Mielke suggested the Ramsey County Active Living Committee as a forum for these discussions, and May and Mogen emphasized continuing to advocate for these priorities.

Wassenberg questioned whether goals that have not yet been started should be removed if they are no longer priorities. Discussion followed regarding the Capital Improvement Plan (CIP), with Linehan clarifying that the CIP is an existing budgeting tool rather than a communications document. Linehan also noted the value of developing a comprehensive parks and facilities master plan, particularly in light of the new park building. May suggested integrating this work with potential redevelopment at the golf course site. Linehan added that these planning efforts could inform one another.

Wassenberg questioned the goal of updating ordinance language to reflect both the needs of the city and the business community. Mogen noted that the Planning Commission has already been reviewing City Code, and Linehan added that staff generally evaluate ordinances from a business perspective. May referenced related work by the Environment Commission on green business ordinances.

Additional discussion included opportunities to better promote new and existing businesses, including providing clearer information on licensing, solicitations, and regulations. Linehan emphasized the importance of updating street project planning during non-construction years.

Administrative Services Director Nelson asked Council to identify priority areas and potential target timelines to help staff track and demonstrate progress. Linehan reiterated that the current document does not include formal metrics or a defined roadmap and asked whether the goals remain relevant. Wassenberg expressed appreciation for the document while acknowledging that some goals may not be fully achievable.

Council discussed reporting and implementation timelines. Mogen requested updates on goals that have not yet been started, as well as additional information on potential implementation of a single-hauler trash system, including timeline and legal considerations. Wassenberg wants to ensure staff are supported around goals that may not have been started yet. Linehan noted that Ramsey County partners with organizations that assist municipalities with organized waste and recycling systems.

Council reached consensus to receive a progress update in six months and to revisit the goal-setting process in the future.

Linehan wonders if these goals are relevant; are there other goals the council wants to focus on? He adds that some might never be fully accomplished.

May suggested removing certain goals that have not advanced, including preteen and teen programming. Nelson asked whether extending timelines may be preferable to removing goals entirely. Gustafson suggested using surveys to better understand youth needs and interests in parks and programming. May noted that participation levels in Falcon Heights may not support standalone programming, given the availability of options in neighboring communities. Mielke asked about a citywide survey, and Nelson noted that a survey is planned for 2026, with a shorter recreation-focused survey potentially conducted separately.

May also noted limited inclusion of Climate Action Plan and Environment Commission priorities within the current document and suggested adding a dedicated section to better reflect these efforts.

3. Towing Reimbursement Policy

Linehan made revisions to the Towing Reimbursement Policy based on prior Council feedback. Wassenberg suggested that reimbursement requests be reviewed administratively by the City Administrator. Mogen recommended adding eligibility language requiring applicants to certify that they have not received compensation for the same expense from another source. May asked for clarification on eligibility in cases where the vehicle owner is also the driver. Linehan responded that eligibility is based on vehicle ownership and that incidents may occur outside City limits.

Mogen questioned whether the policy serves a clear public purpose and expressed concern about the City's authority to provide reimbursement based on financial hardship. Wassenberg suggested including "and/or" language to better support Falcon Heights residents. Linehan noted that any reimbursement program must meet a public purpose standard and would require review by the City Attorney.

Discussion followed regarding the original intent of the policy, which was to allow vehicles to be towed to a resident's home; however, Linehan explained this is not feasible under the City's contract with the St. Anthony Police Department (SAPD). Both Mogen and Gustafson expressed concern about whether reimbursement in these cases meets a public purpose standard.

Linehan explained that, unlike larger cities such as Minneapolis and St. Paul, suburban police agencies contract with private towing companies, and the City does not receive

revenue from impound lots. Instead, towing fees are collected by the private company. Linehan added that there are administrative and legal complexities to implementing a reimbursement program and that additional input from the City's auditor may be necessary. Gustafson noted that towing companies may accommodate alternative drop-off locations if arranged and paid for in advance, provided the individual is not under arrest or detained.

May expressed interest in moving the policy forward with revisions, including removing references to financial hardship, medical events, family incidents, and unforeseen circumstances. May suggested focusing eligibility on situations involving residents impacted by acts of violence. Mogen proposed adding language specifying incidents related to federal immigration enforcement where individuals are later released.

Further discussion and potential revisions will be brought back for Council consideration.

4. Other / Future Topics

Linehan explains this was a practice from last year to show upcoming agenda topics. Rebuilding Together will present at the next workshop. He explains that Wassenberg has done a review of alleyway captains, in charge of plowing contracts, and wonders if there is support to bring them, as well as Public Works, to an open house. Wassenberg explains that it was nice to get feedback but is unsure if an open house would be necessary or if email conversations would suffice. Linehan noted that Public Works is interested in incorporating additional guidance into City Code, including clarifying that items placed within alley right-of-way areas that are damaged during plowing would not be the responsibility of the City. May responded that existing nuisance enforcement already addresses items encroaching beyond property lines. Linehan also noted that Chief Spiess will be presenting the annual report.

D. ADJOURNMENT: 9:41PM

Mogen 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 prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

Randall C. Gustafson, Mayor

Dated this 25th day of March, 2026

Jack Linehan, City Administrator

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

MINUTES

Wednesday, March 11, 2026
6:00 P.M.

A. CALL TO ORDER: 6:01 PM

B. ROLL CALL: GUSTAFSON_X__ MAY_X__
 MIELKE_X__ MOGEN_X__ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__

C. POLICY ITEMS:

1. Rebuilding Together

Mielke explains she brought this item forward, to learn more from Tom about the work Rebuilding Together does. Tom Pfannenstiel, the Program Director of Rebuilding Together Minnesota, provides an overview of the organization and how they help people stay in their homes independently. They are a non-profit serving senior individuals with disabilities, veterans, and families in need. They have a critical home repair program and a safe at home program. They receive funding from several sources, through federal and state programs and donations. They have a building contractor license and hire sub-contractors but also work with numerous volunteers. They also get sponsored by private organizations such as Wells Fargo and Home Depot. They also try to work with municipalities and counties on funding. He provides examples of the projects the organization completes and the impact it has on individuals. Both the Home Repair and Safe at Home Programs require an application.

Mielke wonders if Pfannenstiel can provide more information about their partnership with St. Catherine University. Pfannenstiel explains that they collaborate with students in their occupational therapy department. They partner students with homeowners to write a report on updates needed in their homes. They also have occupational therapists who assist with this.

May wonders how Falcon Heights can partner with Rebuilding Together. Pfannenstiel provides the example of Carver County. They have the funding available, and Rebuilding Together provides the services to homeowners.

Mogen wonders if there is a sliding scale for people receiving assistance. Pfannenstiel explains that, depending on the grant funding source, it's between 50% and 80% AMI. He also wonders if there are volunteer opportunities.

2. Community Advisory Committee Selection Process

May explains the council should discuss what to do if more applicants are needed, and if there is a conflict of interest. She suggests scoring all applicants using an assessment tool. Following this, they should decide on an interview process before reviewing applications to ensure it's transparent and equitable. She is looking for directions from the council. Suggests using a 0 to 3-scale, unaggregated. Wassenberg wonders if this would be a mechanism used to determine which applicants to interview. Wassenberg thinks a more detailed rubric would be useful for the interviews.

Linehan wonders if the subcommittee reviews all applications, or if the staff liaison to each commission should review the applications for commission representatives and interview them.

Mielke asked who would review applications; May responded that ideally all Councilmembers would participate. Councilmember Mogen expressed concern about overcomplicating the process and proposed that all Councilmembers review and score applications using a standardized template, with results submitted to a subcommittee for primary review. The subcommittee would then determine which applicants to interview, have interviews and return recommendations to the full Council. Wassenberg supported a pre-screening approach, and Councilmember Mielke noted this would still allow for Council input.

Discussion also addressed desired applicant qualities. Mielke emphasized the importance of community connection and engagement. Mogen highlighted the importance of applicants being able to represent the broader community perspective. Wassenberg suggested prioritizing demonstrated community involvement over leadership experience. Council consensus indicated that the CAC's primary role is to represent the community as a whole.

Regarding conflicts of interest, Mogen stated that financial conflicts, if disclosed, would not necessarily be disqualifying. Gustafson raised concerns about potential conflicts involving close relationships, such as spouses, and the challenges this may present. May emphasized the need for unbiased review and interviews. Mielke expressed discomfort with appointing a Councilmember's spouse due to public perception concerns, while Wassenberg cautioned against excluding individuals from public service. Mogen supported leaving such determinations to the discretion of the subcommittee.

Linehan raised concerns about compliance with Open Meeting Law requirements and recommended using a standardized scoring system distributed via SurveyMonkey. Individual Councilmember responses would be compiled by staff and shared as raw data. He noted that applications are public data and suggested aggregating scores for ease of review, while May reiterated the value of maintaining unaggregated results to reflect the range of opinions.

Linehan confirmed that applications would close on Monday, March 16, at midnight, with materials distributed to the Council on Tuesday. Staff will develop and distribute the scoring survey, and Councilmembers agreed to include their names with submissions. May and Wassenberg will finalize the scoring template and develop interview questions.

D. ADJOURNMENT: 7:06 PM

Mayor Gustafson motions to adjourn the meeting;
Approved

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Randall C. Gustafson, Mayor

Dated this 25th day of March, 2026

Jack Linehan, City Administrator

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

MINUTES

March 11, 2026 at 7:00 P.M.

A. CALL TO ORDER: 7:10 PM

B. ROLL CALL: GUSTAFSON_X__ MAY_X__ MOGEN_X__

MIELKE_X__ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__

C. APPROVAL OF AGENDA

Council Member Mogen motions to approve the agenda;
Approved 5-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. February 11, 2026 City Council Regular Meeting Minutes
2. February 25, 2026 City Council Workshop Minutes
3. February 25, 2026 City Council Regular Meeting Minutes

Council Member Mielke motions to approve the meeting minutes;
approved

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 3/6/26: \$327,252.36
Payroll through 2/26/26: \$24,748.24
Wire Payments through 3/6/26: \$16,495.10
2. Approval of Resolution 26-19 Authorizing the Surplus of Various Public Works Machinery
3. Approval of Resolution 26-20 Reappointing Jake Anderson to the Planning Commission
4. Approval of Job Position Reclassification of Assistant Finance Director to Finance Director Position
5. Approval of Resolution 26-21 Appointing Alyssa Landberg as Finance Director
6. Approval of Resolution 26-22 Awarding the Contract for Sanitary Sewer Televising and Cleaning to American Environmental LLC
7. Approval of Resolution 26-23 Awarding a Contract to Municode for Online Code Hosting Services
8. Approval of the City Council Standing Rules as Modified

Mielke is looking for more information on Municode. City Administrator Linehan explains that for a website redesign, the city has moved forward with CivicPlus. They are also the owners of the online code hosting system, Municode. It's within the full budget costs for the website redesign. The current code format is all PDF. Adding new ordinances can get cumbersome. With Municode, new ordinances will be forwarded and codified by CivicPlus. Additionally, this system makes searching the City Code much easier, for a reasonable cost.

Mogen is looking for clarification regarding the reclassification of the Assistant Finance Director to the Finance Director Position. Linehan answers that the city only has 1 full-time employee in finance. Landberg served as the Interim Finance Director and has been doing an excellent job, warranting the reclassification. Council congratulates Alyssa Landberg, the City's Finance Director.

Council Member Wassenberg adds it is important to note that the city supports its staff. He is confident that Landberg will continue to support the city and council. Linehan provides a background of Landberg's progression from part-time accountant to Finance Director, that she has done a phenomenal job and has all the qualifications. Council Member May wonders with the Les Bolstad Golf Course Redevelopment, if more staff are needed in finance. Linehan notes that the City has a long-standing relationship with Ehlers, and a re-engagement with them would be beneficial for this project, as they are experts in this.

H: POLICY ITEMS:

I: INFORMATION / ANNOUNCEMENTS:

Mogen explains the Planning Commission will be reviewing an amendment to an existing PUD for the former Amber Flats site, for a 55+ housing project, as well as reviewing findings of conformity to the comprehensive plan for 1407 Larpenteur Ave. W. He also attended an online meeting regarding energy-efficient, smaller multi-family units.

Mielke notes that the Community Engagement Commission will meet on Monday.

Wassenberg and Gustafson attended the City Day on the Hill hosted by the League of Minnesota Cities. They spoke with some legislators to receive updates and provide the city's legislative priorities. There are a lot of uncertainties with the state's budget.

May explains that the Environment Commission met. The Sustainability Fair will be on April 18. They also selected July 18 for a Lawn and Garden Tour event. She also shared the application for the Community Advisory Committee. She attended the same about sustainable development as Mogen. Lastly, she will attend an LMC workshop in May, facilitated by Braver Angels on conflict resolution.

Gustafson notes that the Parks and Rec Commission met. The community garden lottery closed, and all but 1 lot got assigned to a gardener. The Ice Cream Social will be on the 3rd Thursday of July. The date will be finalized for Fall Fest, likely early October, at the

Elementary School. The commission is also working on an event at Grove Park with music.

Linehan adds that staff is working on the 2026 Spring and Summer Newsletter. The applications for the Community Advisory Committee close on March 16. Construction at Community Park is ongoing; they are working on getting the building and shelter done. The splashpad had a holdup on the back end with the state, but this has been resolved. In 2 weeks, the auditors will come in and audit the city's financials. Public Works sold the old Ford F250 truck. Staff is working with the Minnesota DNR for grant funding; once received, staff will get the playground equipment.

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:

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

Randall C. Gustafson, Mayor

Dated this 25th day of March, 2026

Jack Linehan, City Administrator

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PACKET: 03545 March 10 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====								
01-03001	CAMPBELL KNOTSON							
I-340		February General Legal Matter		935.80				
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026			1099: Y			
		February General Legal Matters			101 4114-80200-000	LEGAL FEES	935.80	
=== VENDOR TOTALS ===				935.80				
=====								
01-05886	KELLY & LEMMONS P.A.							
I-67329		February Prosecutions		2,500.00				
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026			1099: Y			
		February Prosecutions			101 4123-80200-000	LEGAL FEES	2,500.00	
=== VENDOR TOTALS ===				2,500.00				
=====								
01-05856	JACK LINEHAN							
I-202603109387		Phone Reimbursement March		60.00				
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026			1099: N			
		Phone Reimbursement March			601 4601-85015-000	CELL PHONE	60.00	
=== VENDOR TOTALS ===				60.00				
=====								
01-05273	MN PUBLIC EMPLOYEES INSURANCE							
I-1613781		April Health & Dental Insuran		14,129.61				
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026			1099: N			
		April Health & Dental Insuranc			101 4112-89000-000	MISCELLANEOUS	14,129.61	
=== VENDOR TOTALS ===				14,129.61				
=====								
01-06184	RAMSEY COUNTY - POLICE AND 911							
I-EMCOM-013206		CAD Services February		349.45				
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026			1099: N			
		CAD Services February			101 4122-81200-000	911 DISPATCH FEES	349.45	
I-EMCOM-013222		911 Dispatch Services Feb		2,325.91				
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026			1099: N			
		911 Dispatch Services Feb			101 4122-81200-000	911 DISPATCH FEES	2,325.91	
=== VENDOR TOTALS ===				2,675.36				

PACKET: 03545 March 10 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05850	RECYCLE TECHNOLOGIES					

I-INV-4532		Light Bulb Recycling	12.81			
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026		1099: N		
		Light Bulb Recycling		206 4206-89000-000	MISCELLANEOUS	12.81
=== VENDOR TOTALS ===			12.81			
=====						
01-05914	DAVID SIMONS					

I-202603109388		Shop Supplies Reimbursement	3.10			
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026		1099: N		
		Shop Supplies Reimbursement		101 4131-70110-000	SUPPLIES	3.10
=== VENDOR TOTALS ===			3.10			
=====						
01-06020	THE HARTFORD					

I-177017928718		March LTD Insurance	95.38			
3/10/2026	APBNK	DUE: 3/10/2026 DISC: 3/10/2026		1099: N		
		March LTD Insurance		101 4112-89000-000	MISCELLANEOUS	95.38
=== VENDOR TOTALS ===			95.38			
=== PACKET TOTALS ===			20,412.06			

PACKET: 03547 March 13 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-03110	CENTURY LINK						
I-202603139389		Lift Station Auto Dialer Marc		80.60			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Lift Station Auto Dialer March			601 4601-85011-000	TELEPHONE - LANDLINE	80.60
=== VENDOR TOTALS ===				80.60			
=====							
01-03123	CINTAS CORPORATION						
I-4259225172		Floor Mats Svc 2/11		122.19			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Floor Mats Svc 2/11			101 4131-87010-000	CITY HALL MAINTENANCE	122.19
I-4260578096		Floor Mats Svc 2/24		122.19			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Floor Mats Svc 2/24			101 4131-87010-000	CITY HALL MAINTENANCE	122.19
=== VENDOR TOTALS ===				244.38			
=====							
01-03120	CITY OF WHITE BEAR						
I-20040		2026 GIS Fees		540.66			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		2026 GIS Fees			101 4117-80500-000	GIS SUPPORT	540.66
=== VENDOR TOTALS ===				540.66			
=====							
01-04066	RANDALL GUSTAFSON						
I-202603139390		Parking Reimbursement		16.00			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Parking Reimbursement			101 4111-86100-000	CONFERENCES/EDUCATION/TR	16.00
=== VENDOR TOTALS ===				16.00			
=====							
01-05134	HEJNY RENTAL, INC.						
I-397486		Lift Rental		414.16			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Lift Rental			101 4131-87010-000	CITY HALL MAINTENANCE	414.16
=== VENDOR TOTALS ===				414.16			

PACKET: 03547 March 13 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-05235	JAN-PRO	CLEANING SYSTEMS					
I-142427		Janitorial Service March		550.00			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Janitorial Service March			101 4131-87010-000	CITY HALL MAINTENANCE	550.00
		=== VENDOR TOTALS ===		550.00			
=====							
01-05856	JACK	LINEHAN					
I-202603139391		Parking Reimbursement		14.00			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Parking Reimbursement			101 4112-89000-000	MISCELLANEOUS	14.00
		=== VENDOR TOTALS ===		14.00			
=====							
01-05908	METRO-INET						
I-3338		March IT		4,938.00			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		March IT			101 4116-85070-000	TECHNICAL SUPPORT	4,938.00
		=== VENDOR TOTALS ===		4,938.00			
=====							
01-05494	MK	MECHANICAL INC					
I-16874		Radiant Heat Repair		2,980.00			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Radiant Heat Repair			101 4131-87010-000	CITY HALL MAINTENANCE	2,980.00
		=== VENDOR TOTALS ===		2,980.00			
=====							
01-06053	O'REILLY	AUTO PARTS					
I-3243-110432		Oil		29.99			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Oil			101 4141-74000-000	MOTOR FUEL & LUBRICANTS	29.99
I-3243-110554		Shop Supplies		3.92			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Shop Supplies			101 4131-70110-000	SUPPLIES	3.92
		=== VENDOR TOTALS ===		33.91			

PACKET: 03547 March 13 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-06581	TRI-STATE BOBCAT INC						
I-A59878		Snowblower Parts		396.99			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Snowblower Parts			101 4132-70120-000	SUPPLIES	396.99
		=== VENDOR TOTALS ===		396.99			
=====							
01-07070	VIKING ELECTRIC						
I-S010076297.001		Retrofit of Lighting in Garag		840.00			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Retrofit of Lighting in Garage			101 4131-87010-000	CITY HALL MAINTENANCE	840.00
		=== VENDOR TOTALS ===		840.00			
=====							
01-06010	JAMES WASSENBERG						
I-202603139392		Parking Reimbursement		14.00			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Parking Reimbursement			101 4111-86100-000	CONFERENCES/EDUCATION/TR	14.00
		=== VENDOR TOTALS ===		14.00			
=====							
01-07898	WSB						
I-R-023655-000-29		Feb Planning Community Park		977.75			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Feb Planning Community Park			403 4403-91500-000	COMMUNITY PARK LAND/BUIL	977.75
		=== VENDOR TOTALS ===		977.75			
=====							
01-05870	XCEL ENERGY						
I-967473779		Electricity		2,447.64			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	2,447.64
I-967659595		Electricity		13.71			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	13.71
I-967673849		Electricity		12.19			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	12.19
I-967684093		Electricity		10.96			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	10.96

PACKET: 03547 March 13 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05870	XCEL ENERGY	(** CONTINUED **)					
I-967690605		Electricity		276.22			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			101 4141-85020-000	ELECTRIC/GAS	276.22
I-967757764		Electricity		67.86			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	67.86
I-967765515		Electricity		36.11			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	36.11
I-967768330		Gas		1,387.84			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Gas			101 4131-85030-000	NATURAL GAS	1,387.84
I-967897542		Electricity		57.66			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			101 4141-85020-000	ELECTRIC/GAS	57.66
I-967938531		Electricity		68.38			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	68.38
I-967977522		Electricity		34.13			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	34.13
I-968050947		Electricity		30.87			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			101 4141-85020-000	ELECTRIC/GAS	30.87
I-968154440		Electricity		28.70			
3/13/2026	APBNK	DUE: 3/13/2026 DISC: 3/13/2026			1099: N		
		Electricity			101 4121-85020-000	ELECTRIC	28.70
		=== VENDOR TOTALS ===		4,472.27			
		=== PACKET TOTALS ===		16,512.72			

PACKET: 03549 March 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
=====							
01-00161	ANCHOR PAPER COMPANY						
I-10796627-00		City Hall Supplies		232.48			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Bath Tissue/Hand Towels/Kleene			101 4131-70110-000	SUPPLIES	232.48
=== VENDOR TOTALS ===				232.48			
=====							
01-05955	CIVICPLUS LLC						
I-365319		MuniCode and Hosting		4,575.00			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		MuniCode and Hosting			101 4116-85060-000	WEBSITE	4,575.00
=== VENDOR TOTALS ===				4,575.00			
=====							
01-01012	COREMARK METALS						
I-5667066		Rolled Steel		19.79			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Rolled Steel			101 4131-87010-000	CITY HALL MAINTENANCE	19.79
=== VENDOR TOTALS ===				19.79			
=====							
01-05166	GRAINGER, W. W., INC.						
I-9841387732		Furnace Filters		207.96			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Furnace Filters			101 4131-70110-000	SUPPLIES	207.96
=== VENDOR TOTALS ===				207.96			
=====							
01-05058	JOSH JORDAN						
I-202603209393		Tae Kwon Do Instructor - 3/26		544.00			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: Y		
		Tae Kwon Do Instructor - 3/26			201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	544.00
=== VENDOR TOTALS ===				544.00			
=====							
01-05450	LEAGUE MN CITIES INSURANCE TRU						
I-202603209394		2026 Property & Casualty Insu		55,935.00			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		2026 Property & Casualty Insur			101 4112-88000-000	INSURANCE & BONDS	55,935.00
=== VENDOR TOTALS ===				55,935.00			

PACKET: 03549 March 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
=====							
01-05509	LEAGUE OF MN CITIES						
I-447273		APMP Meeting - Elke		25.00			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		APMP Meeting - Elke			101 4112-86100-000	CONFERENCES/EDUCATION/AS	25.00
=== VENDOR TOTALS ===				25.00			
=====							
01-06053	O'REILLY AUTO PARTS						
I-3243-114344		Hydrolic Fluid for Dump Truck		160.97			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Hydrolic Fluid for Dump Truck			101 4132-87000-000	REPAIR EQUIPMENT	160.97
=== VENDOR TOTALS ===				160.97			
=====							
01-06024	ON SITE SANITATION						
I-2039737		Portable Toilet Curtiss Field		260.00			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Portable Toilet Curtiss Field			601 4601-85080-000	PORTABLE TOILET PARKS	260.00
I-2039738		Portable Toilet Community Par		260.00			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Portable Toilet Community Park			601 4601-85080-000	PORTABLE TOILET PARKS	260.00
=== VENDOR TOTALS ===				520.00			
=====							
01-06190	RAMSEY COUNTY - HAZARDOUS WAST						
I-625224		Hazardous Waste Generator Lic		102.00			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Hazardous Waste Generator Lic			101 4131-89000-000	MISCELLANEOUS	102.00
=== VENDOR TOTALS ===				102.00			
=====							
01-05925	SECURIAN LIFE INSURANCE COMPAN						
I-91856861-00		March Life Insurance		220.46			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		March Life Insurance			101 4112-89000-000	MISCELLANEOUS	220.46
I-98961961-00		April Life Insurance		220.46			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		April Life Insurance			101 4112-89000-000	MISCELLANEOUS	220.46
=== VENDOR TOTALS ===				440.92			

PACKET: 03549 March 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
=====							
01-05870	XCEL ENERGY						
I-968002409		Electricity		66.08			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	66.08
I-968049029		Electricity		43.21			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	43.21
I-968057118		Electricity		9.85			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	9.85
I-968464233		Electricity		45.09			
3/20/2026	APBNK	DUE: 3/20/2026 DISC: 3/20/2026			1099: N		
		Electricity			101 4141-85020-000	ELECTRIC/GAS	45.09
=== VENDOR TOTALS ===				164.23			
=== PACKET TOTALS ===				62,927.35			

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REQUEST FOR COUNCIL ACTION

Meeting Date	March 25, 2026
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Administrative Services Director/ Deputy Clerk

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Massage Therapy</u> License for 2026. Staff have received the necessary documents for licensure. 1. Matthew French; French Made, Inc., dba Crocus Hill Acupuncture & Herbal Medicine 2. Ruizhi Xin; Oriental Kung Fu Massage
^^	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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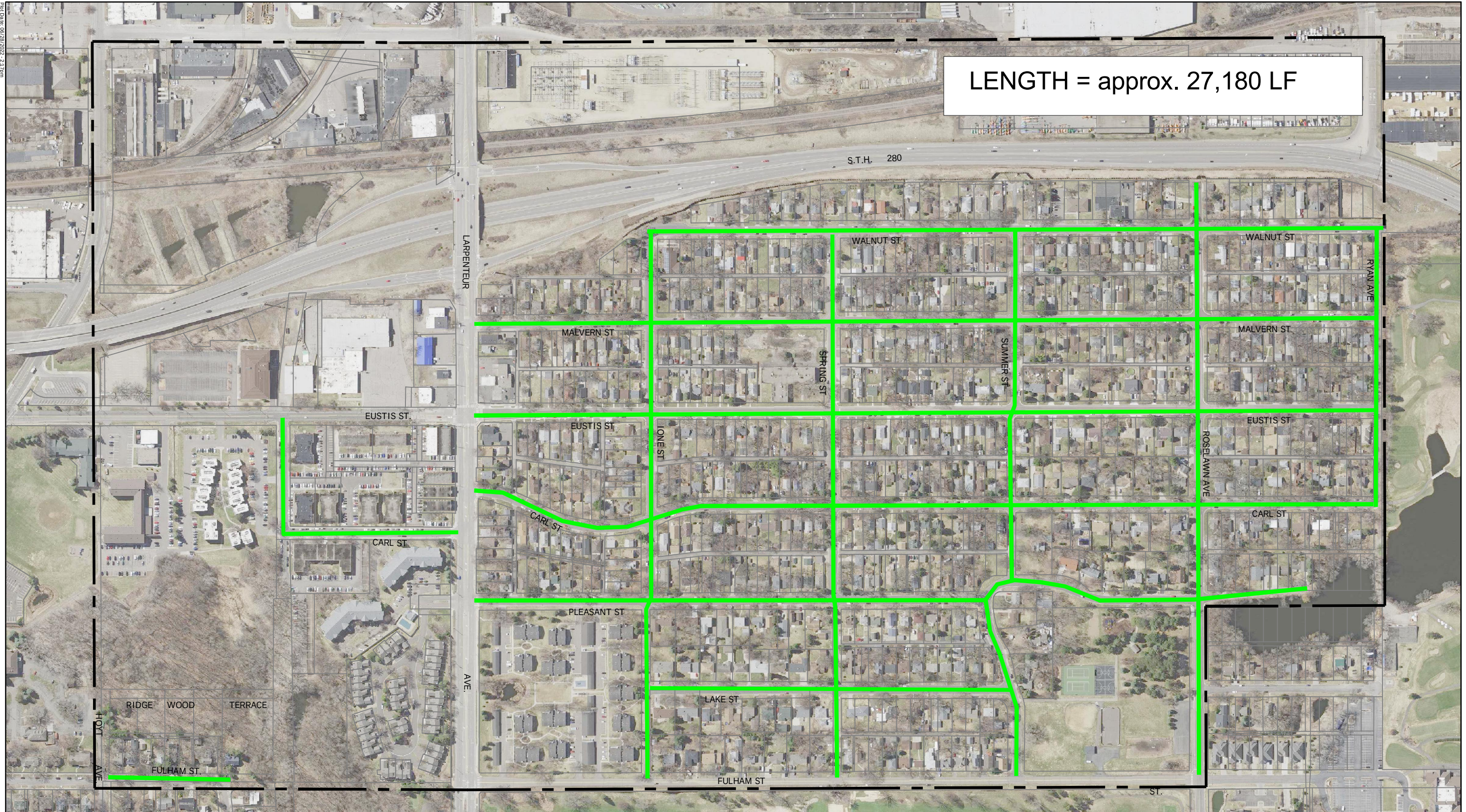
The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	March 25, 2026
Agenda Item	Policy H1
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 Map • Lauderdale Street Sweeping Agreement

Action(s) Requested	Approve the attached agreement with Lauderdale to provide street sweeping services for the community.
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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

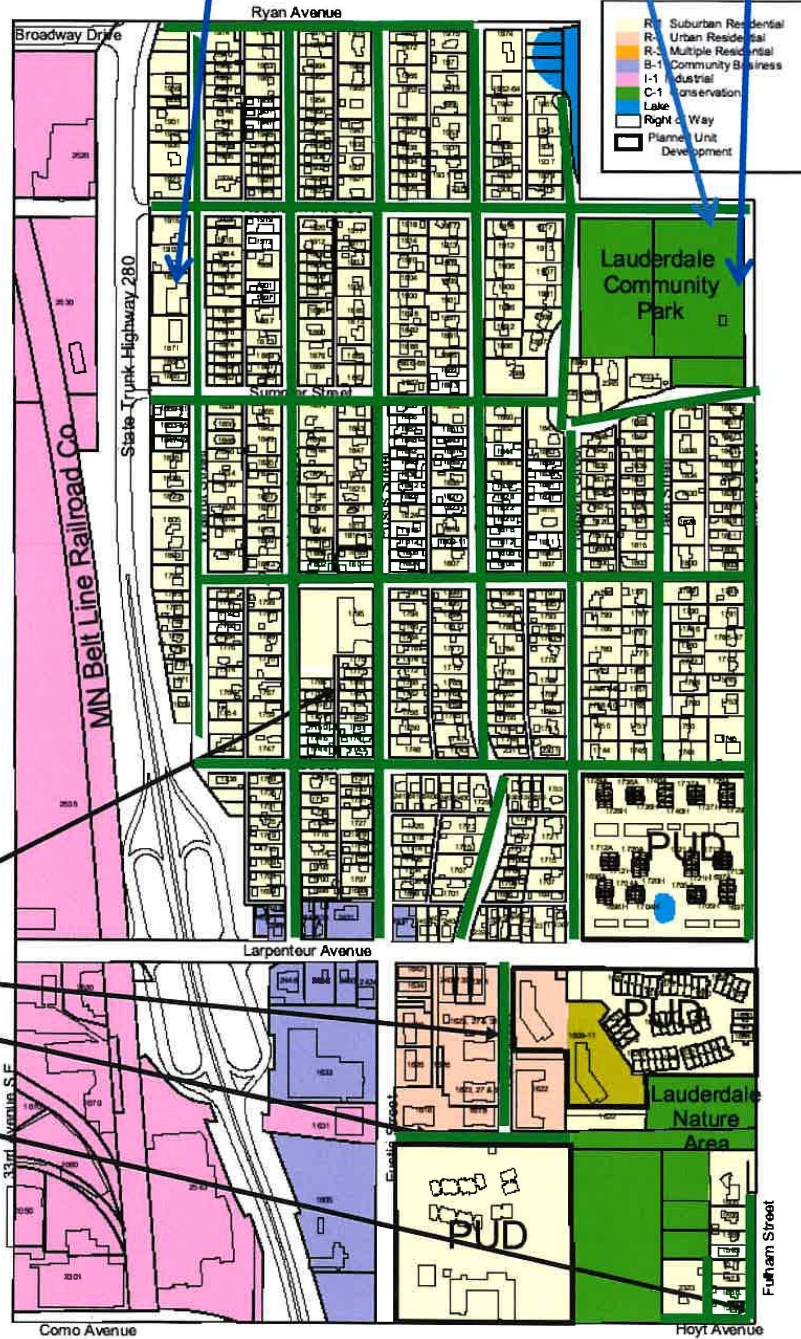
All Residential Alleys

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 Larpen Avenue)

Carl Street (North
and south of
Larpen Avenue)

Pleasant Street

Lake Street

Fulham Street
(North and south of
Larpen Avenue)

East/West Streets
to be swept:

Ryan Avenue

Roselawn Avenue

Summer Street

Spring Street

Lone Street

Idaho Avenue

Sweep all alleys

Easy to miss
spots

Eustis/Malvern
Alley

Carl Street

Idaho Avenue

Fulham Street
south of
Larpen Avenue

Map 1
August
1997

350 0 350 Feet



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ITEM FOR DISCUSSION

Meeting Date	March 25, 2026
Agenda Item	H2
Attachment	See Below
Submitted By	Elke Johnson, Administrative & Communications Coordinator

Item	Approval of 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. 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. 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 have been allocated in 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

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REQUEST FOR COUNCIL ACTION

Meeting Date	March 25, 2026
Agenda Item	H3
Attachment	See below
Submitted By	Kelly Nelson, Administrative Services Director

Item	Approval of Resolution 26-25 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
Description	On May 28, 2025, the City of Falcon Heights accepted the proposal from New Look Contracting, Inc. for the Falcon Heights Community Park Improvements Project FH-01. The original proposal for the full project was for \$855,830 for their base bid. Two alternate bids were also provided at that time and were separate from the base bid amount. As work has progressed, the estimated completion date was updated to reflect June 1, 2026, and additional expenses were identified, resulting in an increase of \$20,952.51 on Change Order #1. These additional expenses were approved on November 12, 2025 on Resolution 25-98 and resulted from: • Adding saw cutting and gravel patching of the parking lot for the new sanitary and storm crossings • Modifications of the NW storm structure in Roselawn to fit new storm pipe and avoid the current gas main • Additional depth of asphalt pavement within Roselawn for both the street pathing and trail patching. • Replacement of storm pipe to comply with Department of Labor and Industry (DoLI) requirements • Material revision of B612 curb and gutter to B624 to match existing conditions in Roselawn as part of the utility improvements. Since then, an additional \$5,335 in expenses has been identified, the result of adding a 10-gallon water heater, a mop sink, and a faucet. The quote does not include the wiring of the water heater. Therefore, Council is asked to approve Change Order #2 not to exceed \$7,500. Depending on the exact usage of the concessions area and food to be prepared and served in the space, MN health requirements can require a dedicated service sink with hot/cold water for washing mops and dumping waste water from the mop bucket, which cannot be done in a handwashing sink. This will allow the City more flexibility with future usage of the space.

Budget Impact	- The additional expenses not to exceed \$7,500 will be funded from Capital. The project remains within budget.
Attachment(s)	- Quote - Resolution 26-25 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
Action(s) Requested	Motion to approve Resolution 26-25 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01

QUOTE

105666-02-01 • 03/17/2026



Change Order - Mop Sink Addition

Customer:

City of Falcon Heights
2050 Roselawn Ave W
Roseville, MN 55113
United States

Ship to Zip: 55113

Prepared for:

Jack Linehan
Phone: (651) 792-7611
jack.linehan@falconheights.org

Prepared by:

MWP Recreation
4800 Olson Memorial Hwy, Suite 130
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 |
riley@MWPrecreation.com

ACCOUNT
EXECUTIVE: RILEY
RICHARDSON

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
1	INSTALL	Cedar Forest Products - Mop Sink & Faucet - Supply and installation of Mustee M63M and Proflo PF1119 mop sink faucet in mechanical room	\$1,500.00	\$1,500.00	\$1,500.00
1	INSTALL	Cedar Forest Products - Heater Option with Bracket - Supply and install commercial 10-gallon electric water heater (ADEL1010D011S19) above the mop sink in the mechanical room. - Does not including wiring of water heater - Supply and install bracket to sit above the mop sink for the water heater (H30SWHPWM). - Credit -\$200 included	\$3,350.00	\$3,350.00	\$3,350.00
			Sub Total		\$4,850.00
			Grand Total		\$4,850.00

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

QUOTE

105666-02-01 • 03/17/2026



Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product), attainability of raw materials and severe tariffs. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.

Wet Site Conditions: installation areas located near wetlands, where a high water table exists or in any environment that produces excessive moisture will require additional planning prior to installation of your project. Unless excessively wet conditions have been conveyed prior to installation quote and accounted for in some manner, your installation will not proceed. Ideal dry conditions need to be present to begin, and complete, your project as quoted.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

QUOTE

105666-02-01 • 03/17/2026



Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Email: _____ Email: _____

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **\$4,850.00**



14045 Northdale Blvd., Rogers, MN 55374

Job Number

25-5867

Quote

Job Name: Falcon Heights Community Park

DATE: 3/24/2026

Location of Work: Building

Owner: Falcon Heights

Owner's Rep: Robert S

Install mop sink and water heater.

Item #	Description	Units	Quantity	Rate	Total
					\$ -
	MWP Install Quote	LS	1	\$4,850.00	\$ 4,850.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				subtotal	\$ 4,850.00
Laborer/Operator		Hours		Rate	
					\$ -
					\$ -
					\$ -
				subtotal	\$ -
Materials		Units	Quantity	Rate	
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				subtotal	\$ -
tax-				7.38%	\$ -
Mark up on total				10%	\$ 485.00

TOTAL:

\$ 5,335.00

Owner/Representative:

Date:

Jason Marquette

New Look Contracting, Inc.

2/24/2026

Date:

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

March 25, 2026

No. 26-25

**RESOLUTION AUTHORIZING CHANGE ORDER #2 TO NEW LOOK CONTRACTING, INC.
FOR COMMUNITY PARK IMPROVEMENTS PROJECT FH-01**

WHEREAS, on May 28, 2025, the City Council of the City of Falcon Heights approved Resolution 25-60, authorizing the Mayor and City Administrator to execute a contract with New Look Contracting, Inc. for their base bid in the amount of \$855,830.00 for improvements to be made at Community Park; and

WHEREAS, New Look Contracting identified an additional \$20,952.51 in improvements to be made resulting from modifications of the NW storm structure, additional depth of asphalt patching needed, and material revisions for curb and gutter to match existing within Roselawn Avenue; and

WHEREAS, New Look Contracting identified additional improvements to be made resulting from adding a mop sink, faucet, and water heater with expenses not to exceed \$7,500 on Change Order #2.

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

1. The City Council hereby approves change order #2 to New Look Contracting, Inc. not to exceed \$7,500 for the additional improvements needed for the Community Park Improvements Project FH-01.

ADOPTED by the Falcon Heights City Council this 25th day of March, 2026.

Moved by:

GUSTAFSON

MAY

MIELKE

MOGEN

WASSENBERG

_____ In Favor

_____ Against

Approved by: _____

Randall C. Gustafson

Mayor

Attested by: _____

Jack Linehan

City Administrator