

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

AGENDA - AMENDED
May 13, 2026 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON___ MAY___ MOGEN ___
MIELKE ___ WASSENBERG___
STAFF PRESENT: LINEHAN___ JOHNSON___
- C. APPROVAL OF AGENDA
- D. PRESENTATION
1. Presentation of the 2025 Annual Comprehensive Financial Report (ACFR) by City Auditors BerganKDV
- E. APPROVAL OF MINUTES:
1. April 22, 2026 City Council Workshop Meeting Minutes
2. April 22, 2026 City Council Meeting Minutes
- F. PUBLIC HEARINGS:
- G. CONSENT AGENDA:
1. General Disbursements through 5/8/26: \$354,815.67
Payroll through 5/7/26: \$46,680.79
 • 4/23/26: \$24,793.81
 • 5/7/26: \$21,886.98
Wire Payments through 5/8/26: \$36,740.34
2. Approval of Resolution 26-41 Accepting the Resignation of Elke Johnson from the Position of Administrative and Communications Coordinator
3. Approval of Resolution 26-42 Approving Joint Powers Agreement with St. Paul for Chelsea Heights Safe Routes to School Intersection Improvement at Hoyt Avenue and Hamline Avenue
4. Approval of Resolution 26-43 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
- H. POLICY ITEMS:
1. Appointment of a Council Liaison to the Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC)
2. Approval of Ordinance 26-04 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions

3. Amendment to the Personnel Policy to Include Processes for Summer Hours and Holidays Under Summer Hours
4. **Approval of Resolution 26-44 Authorizing Change Order #3 with New Look Contracting, Inc. for 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:

*Amendments to the agenda are noted in **bold** for additions and ~~striketrough~~ for removals.*

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 13, 2026
Agenda Item	Presentation D1
Attachment	See Below
Submitted By	Alyssa Landberg, Finance Director

Item	Year-End 2025 Annual Audit Report
Description	Brianna Schlicht of BerganKDV will present the Annual Comprehensive Financial Report for the year-ended December 31, 2025. The financial report is a complex document that includes evaluation and analysis of the financial stability of the City as it relates to the General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, and Proprietary Funds.
Budget Impact	N/A
Attachments	• 2025 ACFR Presentation • Resolution 26-40 • 2025 Communications Letter • 2025 Legal Compliance Report • 2025 Annual Comprehensive Financial Report
Action(s) Requested	Motion to accept and approve the Year-End 2025 Annual Audit Report and Annual Comprehensive Financial Report.

City of Falcon Heights, MN

Audit Presentation



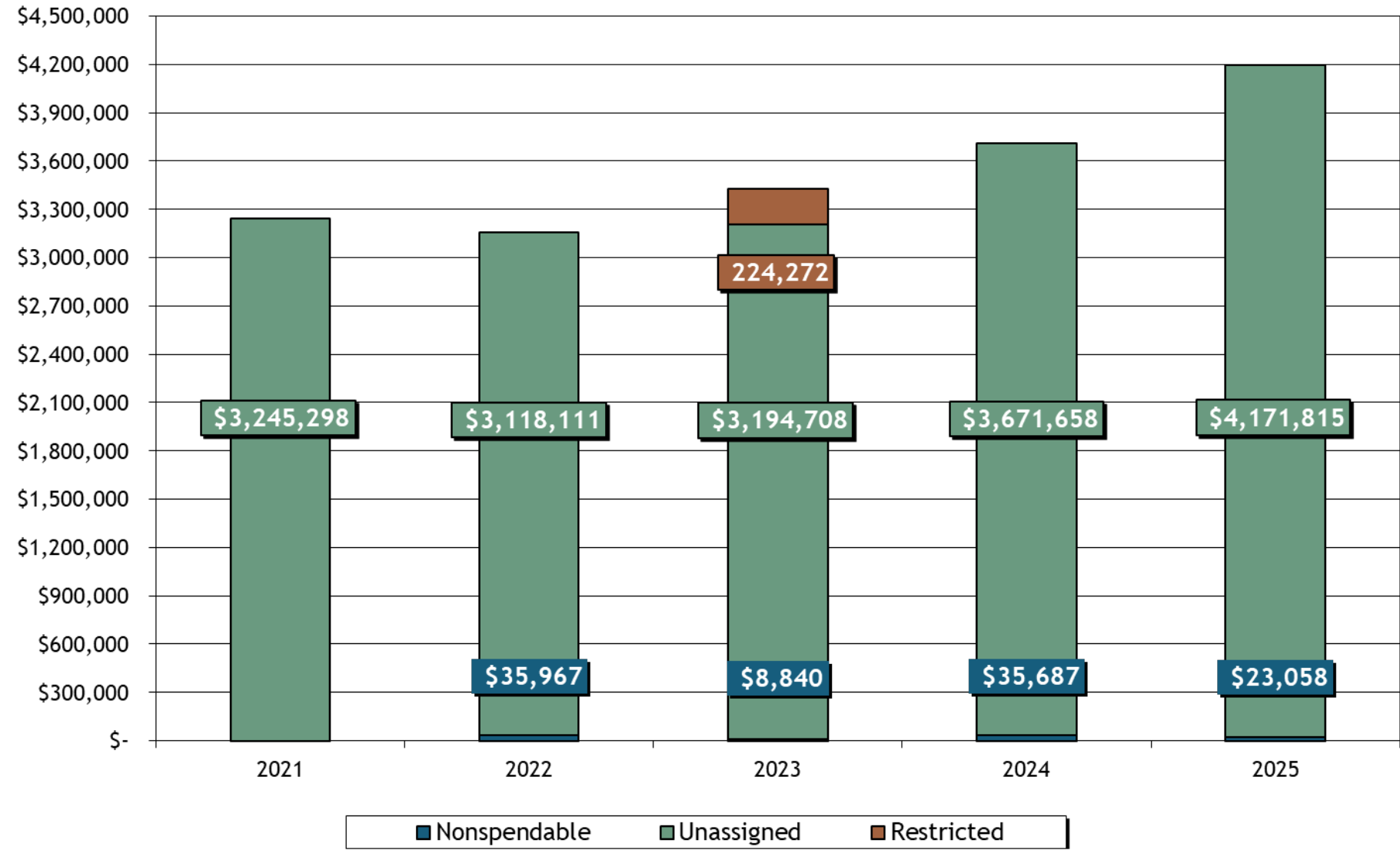
The Audit

Independent Auditor's Report

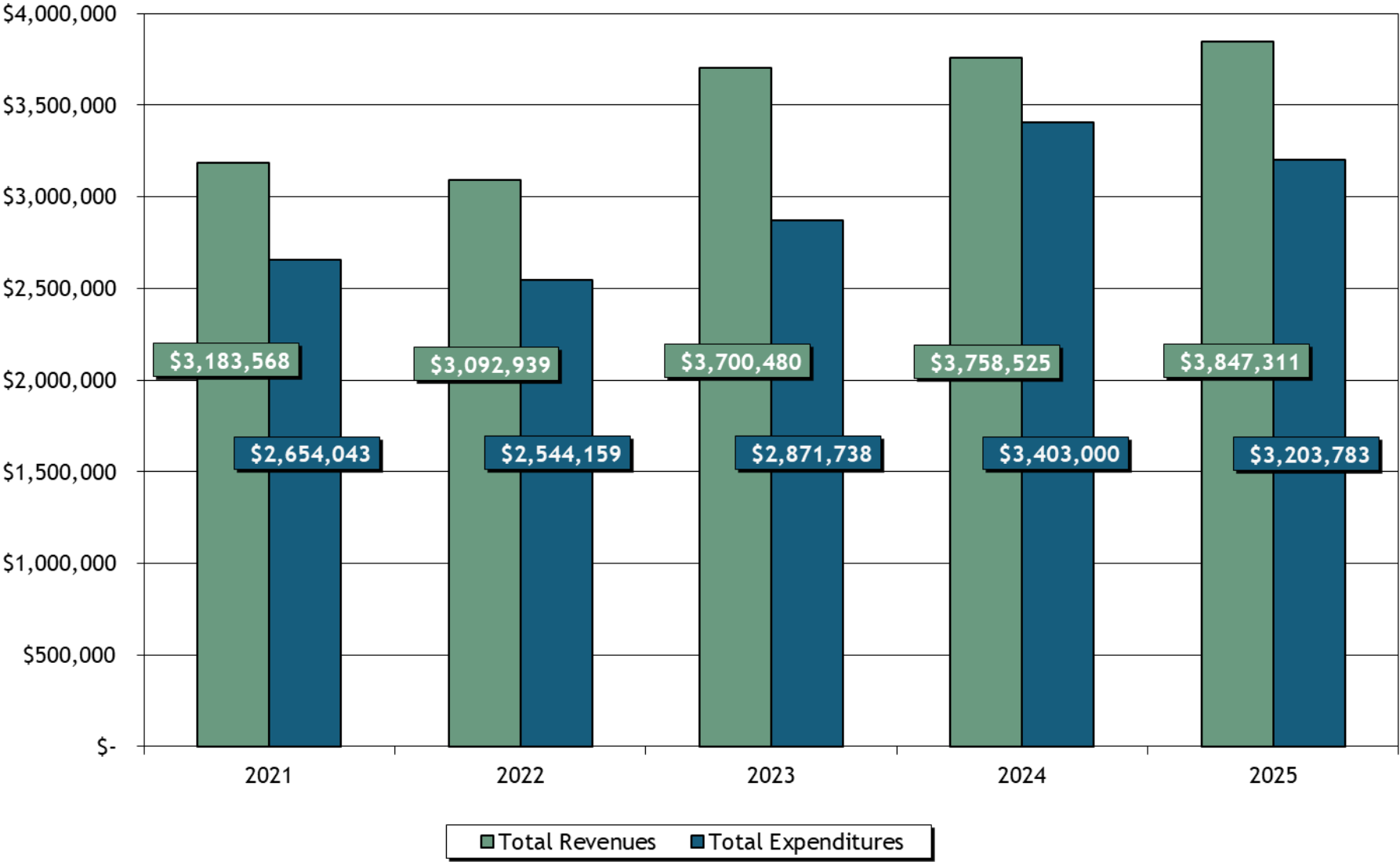
- ◆ Management is responsible for the financial statements
- ◆ Auditor is responsible to express an opinion on the financial statements
- ◆ Unmodified Opinion - best opinion an auditor is able to offer
- ◆ Provides assurance that the financial statements are fairly presented in all material respects
- ◆ Legal Compliance Audit - No findings
- ◆ Internal Control - Lack of Segregation of Accounting Duties

Financial Communications

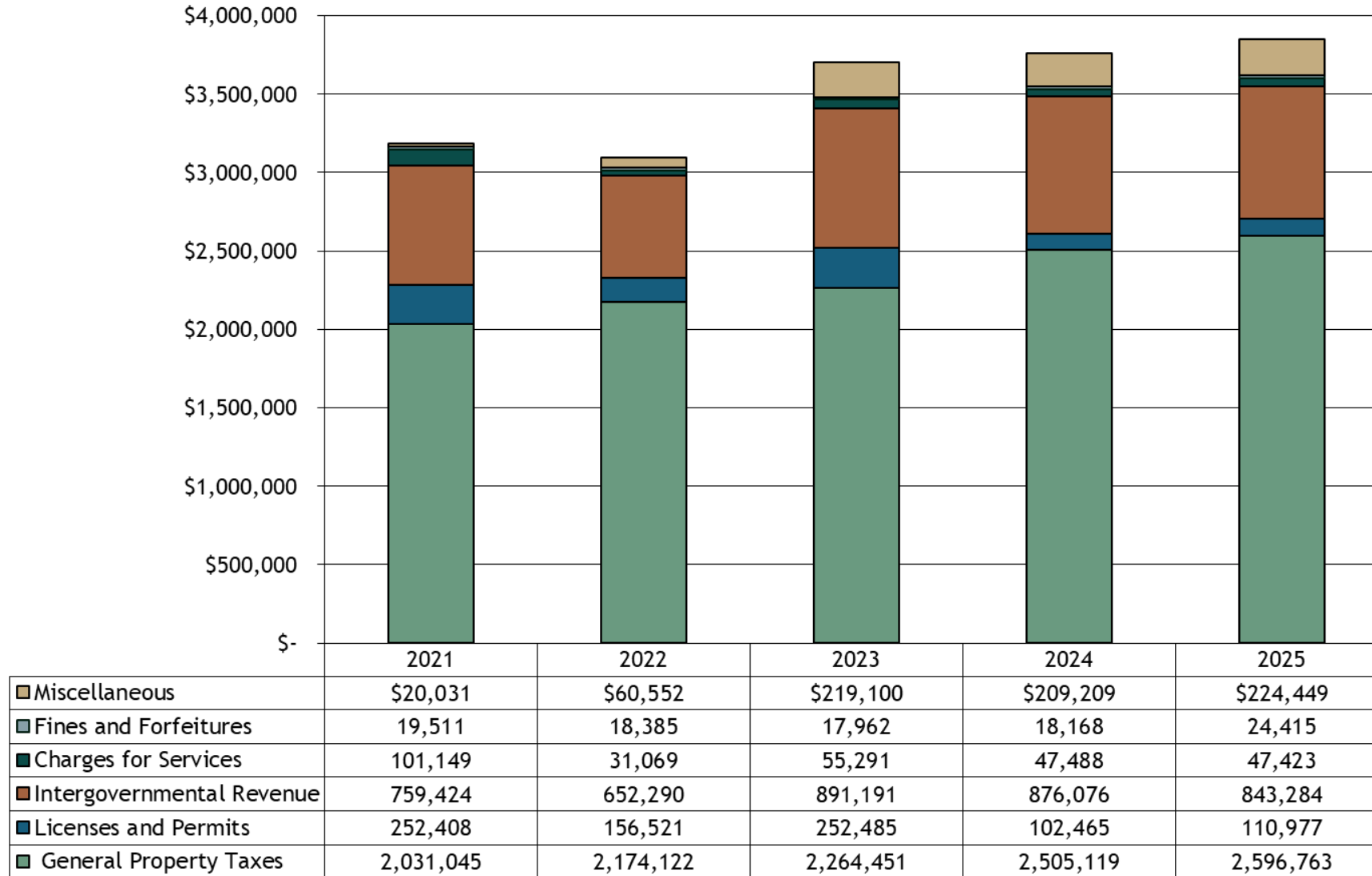
General Fund Balance



General Fund

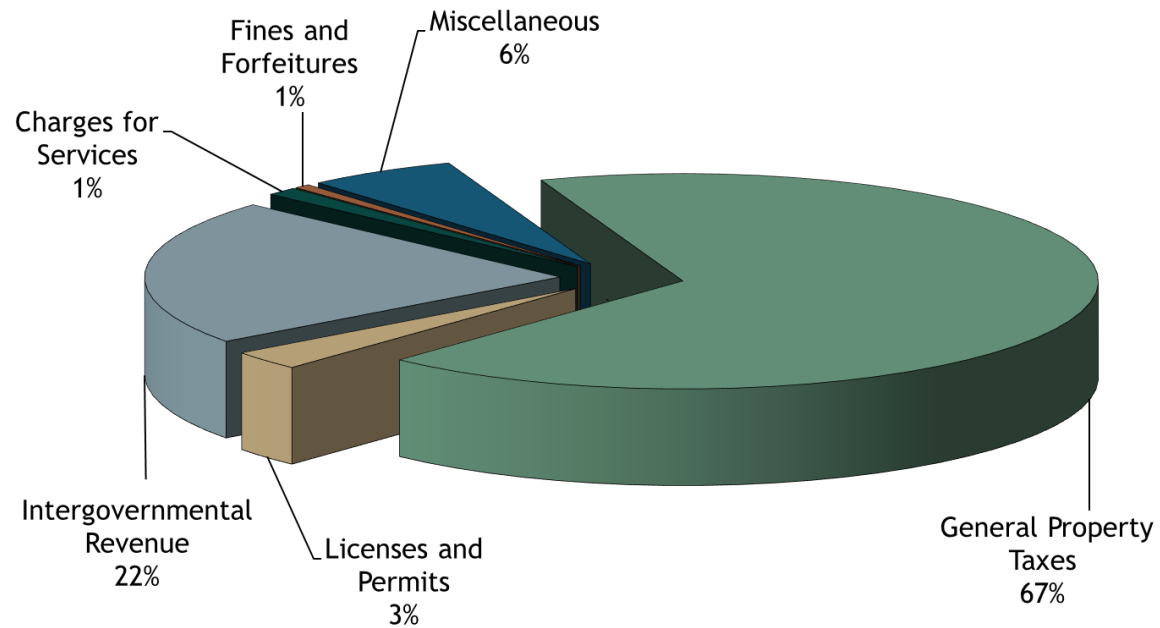


General Fund Revenues

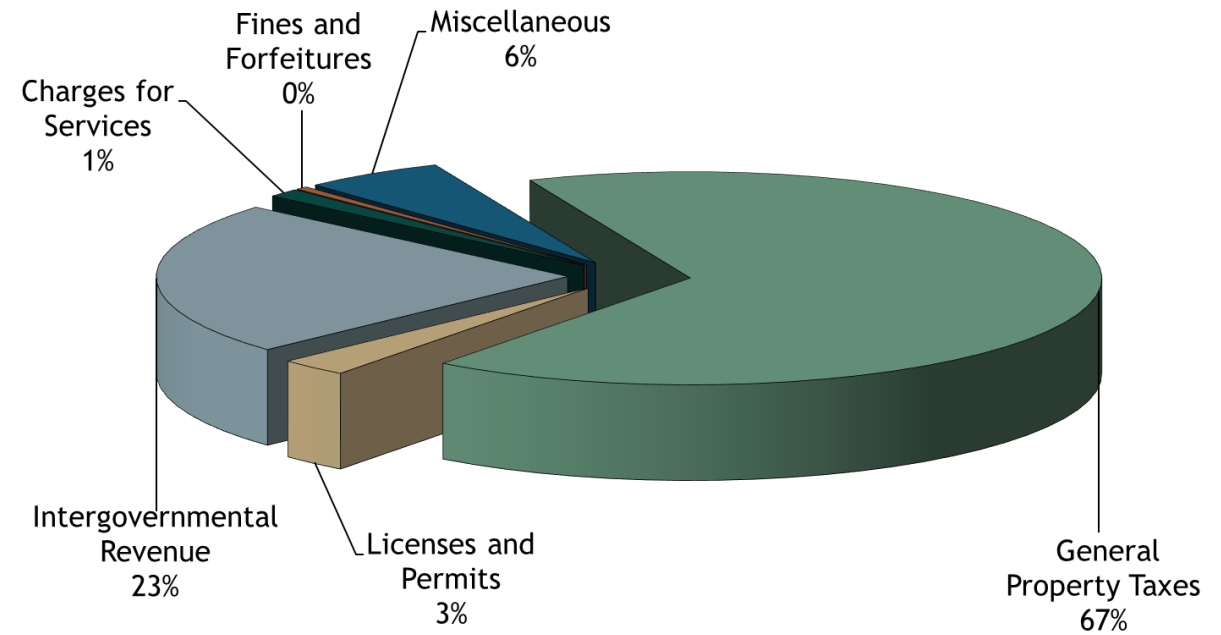


General Fund - Revenues

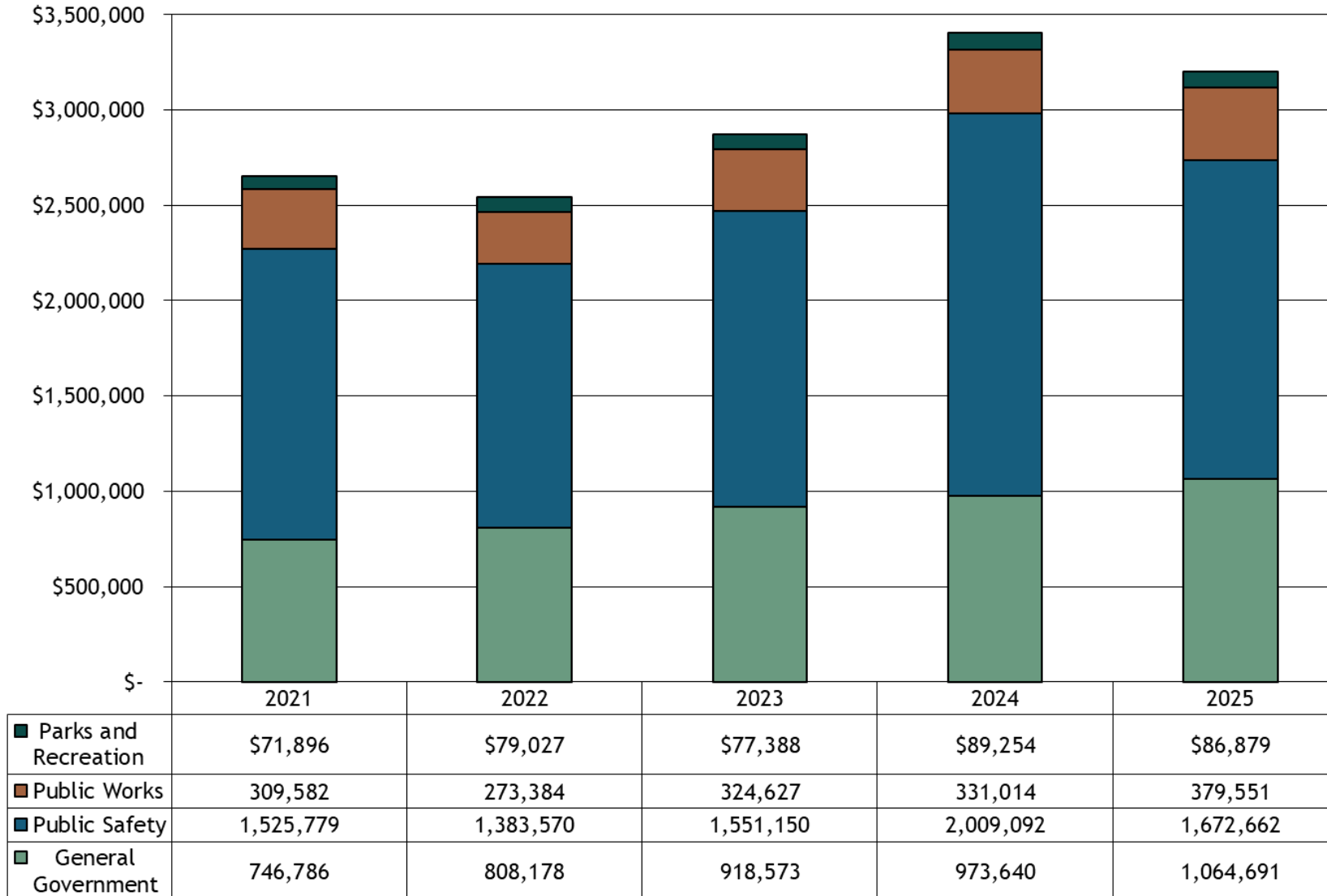
General Fund Revenues 2025



General Fund Revenues 2024

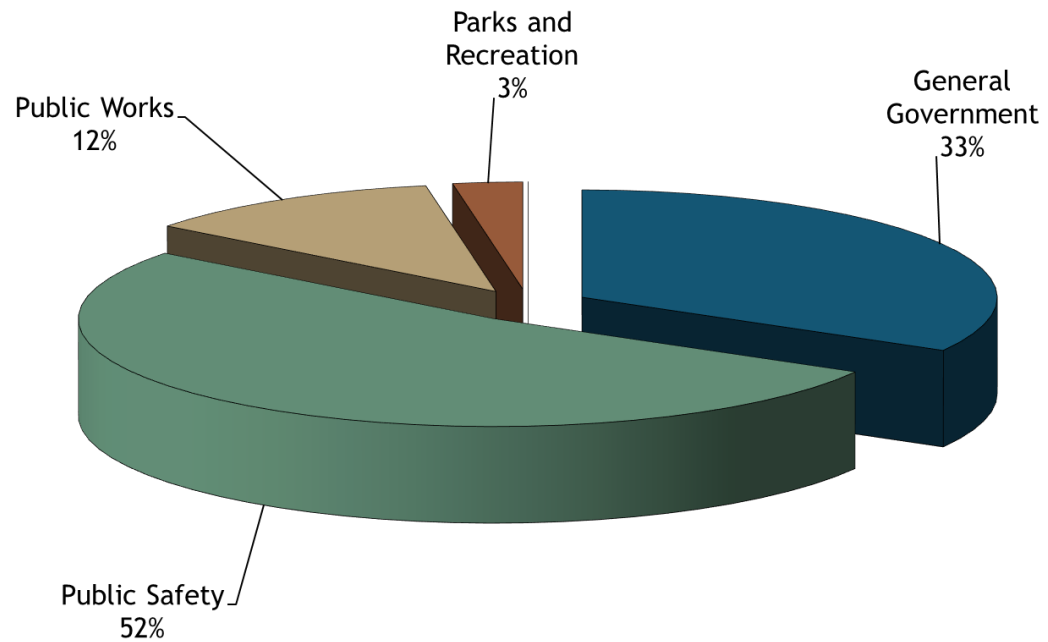


General Fund – Expenditures

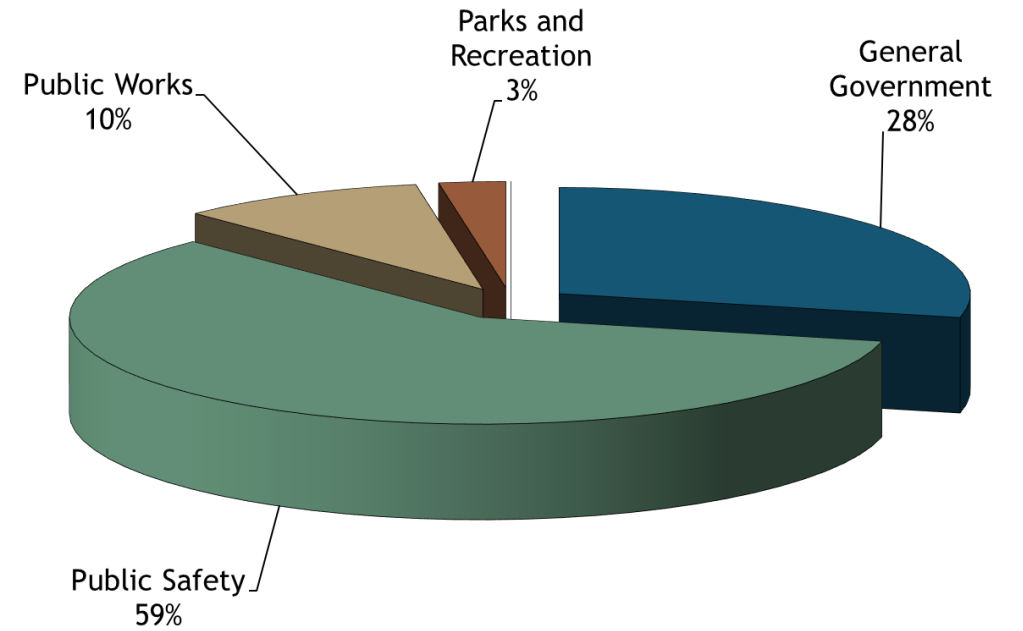


General Fund – Expenditures

General Fund Expenditures 2025



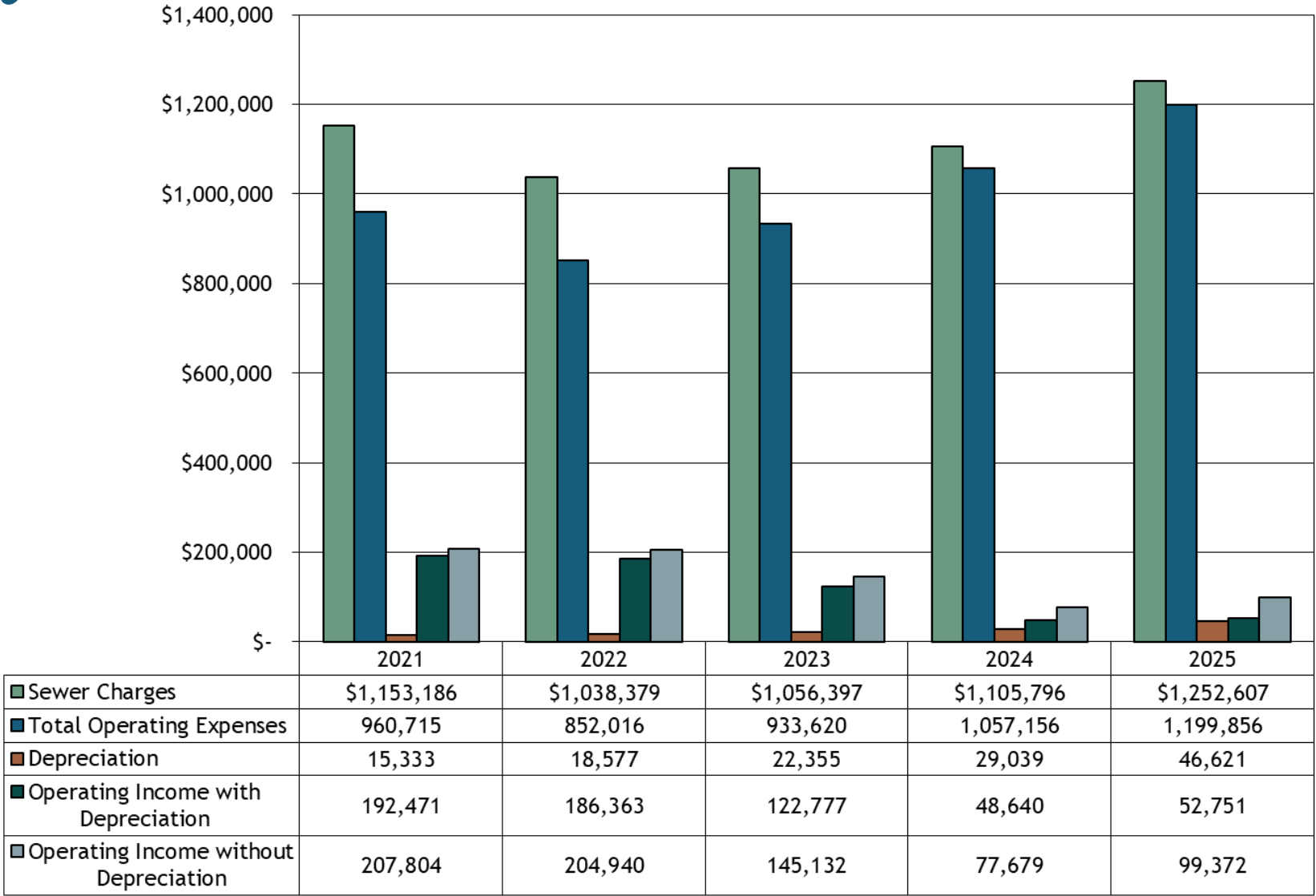
General Fund Expenditures 2024



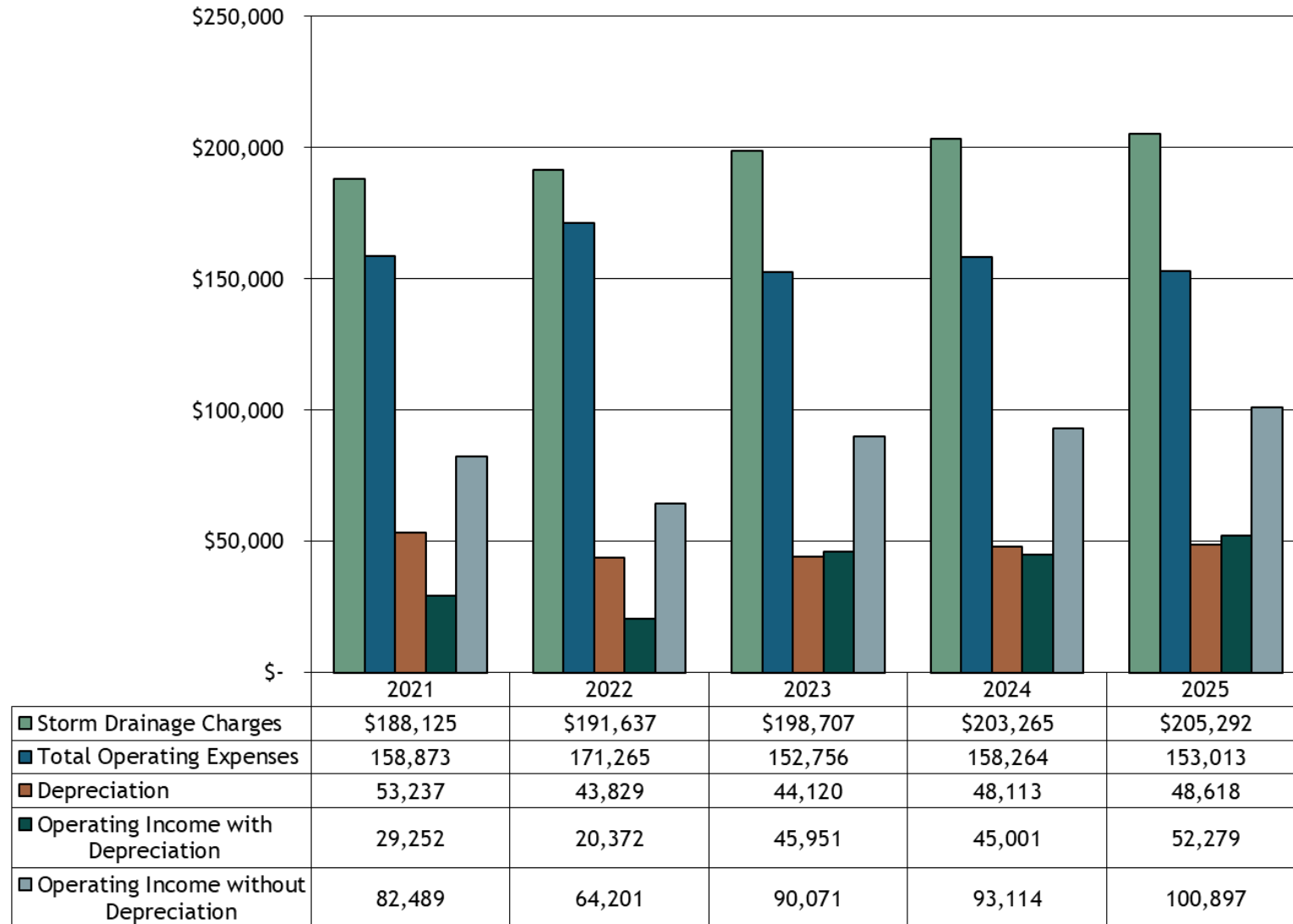
General Fund Budget to Actual

	Original and Final Budget	Actual Amounts	Variance with Final Budget - Over (Under)
Revenues			
Taxes	\$ 2,626,701	\$ 2,596,763	\$ (29,938)
Tax increments	-	35,342	35,342
Licenses and permits	100,250	110,977	10,727
Intergovernmental	842,046	843,284	1,238
Charges for services	47,480	47,423	(57)
Fines and forfeitures	15,000	24,415	9,415
Miscellaneous	21,000	189,107	168,107
Total revenues	<u>3,652,477</u>	<u>3,847,311</u>	<u>194,834</u>
Expenditures			
General government	1,142,202	1,064,691	(77,511)
Public safety	1,881,119	1,672,662	(208,457)
Public works	439,206	379,551	(59,655)
Parks and recreation	113,950	86,879	(27,071)
Total expenditures	<u>3,576,477</u>	<u>3,203,783</u>	<u>(372,694)</u>
Excess of receipts over (under) disbursements	76,000	643,528	567,528
Other Financing Uses			
Transfers out	<u>(76,000)</u>	<u>(156,000)</u>	<u>(80,000)</u>
Net change in fund balance	\$ -	\$ 487,528	\$ 487,528

Sanitary Sewer Fund



Storm Drainage Fund



Auditor



Brianna Schlicht

AUDIT MANAGER

952-563-6800

BRIANNA.SCHLICHT@CREATIVEPLANNING.COM

Thank You



This commentary is provided for general information purposes only, should not be construed as investment, tax or legal advice, and does not constitute an attorney/client relationship. Past performance of any market results is no assurance of future performance. The information contained herein has been obtained from sources deemed reliable but is not guaranteed.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 13, 2026

No. 26-40

**RESOLUTION ACCEPTING THE ANNUAL FINANCIAL AUDIT AND ANNUAL
COMPREHENSIVE FINANCIAL REPORT ENDING DECEMBER 31, 2025**

WHEREAS, the City of Falcon Heights is required to have an annual audit of its financial records according to Minnesota State Statute § 471.697; and

WHEREAS, the City of Falcon Heights engaged BerganKDV, a certified accounting and audit firm, to conduct an independent audit of the City's financial statements for the fiscal year ending December 31, 2025; and

WHEREAS, BerganKDV has completed said audit and presented the Annual Comprehensive Financial Report to the City Council; and

WHEREAS, the City Council has reviewed and considered the results of the audit and finds that it fairly presents the financial position of the City of Falcon Heights in all material aspects.

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

1. The City Council hereby accepts the annual financial audit for the fiscal year ending December 31, 2025, as prepared by Bergan KDV.
2. The Finance Director is authorized to file the accepted audit and take any action necessary to comply with state and regulatory reporting requirements.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MAY
MIELKE
MOGEN
WASSENBERG

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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CITY OF FALCON HEIGHTS
City Council Workshop
City Hall – Flex Meeting Area (**Not Televised**)
2077 West Larpentour Avenue

MINUTES

Wednesday, April 22, 2026
6:00 P.M.

A. CALL TO ORDER: 6:00 PM

B. ROLL CALL: GUSTAFSON_X_ MAY_X_
MIELKE_X_ MOGEN_X_ WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_ JOHNSON_X_

C. POLICY ITEMS:

1. Meet & Greet with St. Anthony Police Chief Jeff Spiess and St. Anthony Police Department Officers

Linehan introduced members of the St. Anthony Police Department and provided an opportunity for the Council to ask questions and discuss department operations, challenges, and community policing efforts.

Chief Spiess shared that staffing and recruiting high-quality officers remain major challenges. SAPD has created a recruitment team, attends career fairs, and utilizes a cadet program to build a hiring pipeline. Retaining quality officers and maintaining a strong department reputation are priorities, though hiring can take one to two years.

Discussion focused on community visibility, proactive policing, and relationship building. SAPD noted residents appreciate seeing squad cars in neighborhoods, and officers proactively address speeding concerns, conduct apartment walkthroughs, and focus on higher-crime areas. The department also discussed partnerships with organizations such as Northeast Youth and Family Services to help connect residents with support services and reduce repeat calls for service.

Councilmembers discussed State Fair operations, including balancing parking enforcement with service calls. SAPD shared that parking citations can pull officers away from higher-priority calls and expressed interest in administrative citations as a potential solution. The department also discussed coordinated traffic enforcement efforts with Ramsey County and state agencies during the Fair.

The Council discussed theft trends, youth intervention programs, and efforts to connect residents with services. SAPD stated there are no significant crime trends currently standing out and emphasized a compassionate approach focused on long-term solutions.

Councilmembers also discussed automated ticketing and Flock camera technology. Chief Spiess stated that other agency's Flock cameras have been useful in solving crimes. SAPD does not currently operate its own system, and the Council agreed additional research would be needed before considering the technology further and that it was not an initiative to explore this time.

D. ADJOURNMENT: 6:58 PM

Councilmember Wassenberg 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.

Dated this 13th day of May, 2026

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

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

MINUTES - AMENDED
April 22, 2026 at 7:00 P.M.

A. CALL TO ORDER: 7:03 PM

B. ROLL CALL: GUSTAFSON__X__ MAY_X__ MOGEN_X__

MIELKE_X__ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__ JOHNSON_X__ BROWN_X__

C. APPROVAL OF AGENDA

Linehan walks through amendments, stating that consent agenda item 3 was removed and policy item H2 was added; added a sample of a purchase agreement for playground equipment. Changes have been updated.

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

D. PRESENTATION

1. St. Anthony Police Department Annual Report from Chief Spiess

Chief Spiess presented the St. Anthony Police Department Annual Report, highlighting department growth and key accomplishments. SAPD has expanded from 1 officer to 26 full-time officers, along with Community Service Officers, a cadet program, and 3 civilian staff.

Crime data showed no significant concerns. Both Part 1 and Part 2 crimes were consistent with surrounding communities, and the Investigative Division achieved a 42% clearance rate in 2025, reflecting strong case resolution.

The Patrol Division focuses on 911 response, proactive policing, traffic safety, and community engagement, with traffic enforcement driven largely by community concerns. The department tracks 37 performance metrics to monitor trends and guide decision-making.

Chief Spiess noted full compliance with training requirements and highlighted ongoing initiatives, including a therapy dog program, safety camp funding efforts, and expanded social media outreach. Technology updates included continued use of body cameras, a new video system, and the launch of a drone program used for missing persons and investigative support under strict guidelines.

Recruitment remains a priority, with career fairs, grant-funded hiring pathways, and a growing cadet program supporting efforts to attract and retain high-quality officers.

Officer wellness and community engagement are also key focuses, with 260 documented engagement activities in Falcon Heights.

The report concluded with updates on long-term goals, including continued regional integration, recruitment and retention strategies, facility planning, and expanded support services.

2. Presentation of Updated City Website

Linehan introduced Johnson and Brown, who presented the City's new website and outlined the next steps for launch.

Johnson explained that the City contracted with CivicPlus to redesign the website. The project focused on improving navigation, modernizing the design, and ensuring compliance with updated ADA accessibility requirements for government websites. Brown and Johnson highlighted key design updates, including new layouts, fonts, and colors, and shared sample pages to demonstrate the updated look and structure.

A key addition is CivicSend, which allows staff to create newsletters and post news updates directly on the website, improving communication with residents. Staff is also working with CivicPlus to migrate the City Code to Municode, an online code hosting platform.

Next steps include continued content updates, document migration, system testing, and collecting feedback from staff and Council prior to launch.

Councilmembers asked about access to a live version of the site. Staff noted that a post-launch survey will be available for public feedback and that most staff have already completed training with CivicPlus. They also clarified that the website search function is keyword-based and does not search documents.

Staff emphasized that the new site improves usability and accessibility compliance, while full document accessibility will be addressed as a separate project. Linehan noted that staff will continue working with Council on opportunities for feedback.

E. APPROVAL OF MINUTES:

1. March 25, 2026 City Council Workshop Meeting Minutes
2. April 8, 2026 City Council Workshop Meeting Minutes
3. April 8, 2026 City Council Meeting Minutes

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

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 4/17/26: \$85,011.91
Payroll through 4/9/26: \$21,955.79
Wire Payments through 4/17/26: \$15,571.04
2. Approval of City Licenses

- ~~3. Approval of Ordinance 26-04 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions~~
4. Approval of Resolution 26-31 Reappointing Jacob Brooks to the Planning Commission
5. Approval of Resolution 26-32 Approving a Contract with Electro Watchman Inc. for the Expansion of Current Lenel/S2 Netbox System for Added Access at Community Park
6. Approval of Resolution 26-33 Authorizing the Budget Amendments to Transfer Funds and for the Purchase of 1407 Larpenteur Ave. W. – Get Pressed
7. Approval of Resolution 26-34 Authorizing a Change Order for 2026 Sanitary Sewer CCTV & Clean Project #26-02 with American Environmental, LLC
8. Consideration of City Hall Operating Under Summer Hours
9. Approval of Resolution 26-35 Awarding Bid for the 2026 Sanitary Sewer Lining Project FH 25-03 to Visu-Sewer
10. Approval of Resolution 26-36 Authorizing the City to Enter into a Grant Agreement with the Minnesota Department of Natural Resources Outdoor Recreation Grant Program
11. Approval of Resolution 26-37 Authorizing the Purchase Agreement for Playground Equipment from Northland Recreation at Community Park

Mayor Gustafson motions to approve the consent agenda;
Approved 5-0

H: POLICY ITEMS:

1. Approval of Resolution 26-38 Appointing Members to the Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC)

Linehan outlined the process used to establish the CAC and the recruitment of members, noting the committee is now ready for appointments.

Councilmembers Wassenberg and May expressed appreciation for the strong experience of the applicants. Councilmember Mogen noted that only one member has formal planning experience and suggested adding Scott Wilson, given his background on the Planning Commission. He proposed either expanding the committee to 10 members or replacing one of the at-large seats to include additional planning expertise, emphasizing the importance of development knowledge for the group.

Councilmember Mielke asked whether Bolton & Menk staff would attend CAC meetings. Linehan confirmed that they will, and also that he and City Planner Hannah Myhren will participate. Wassenberg also noted that SAP representative involvement brings valuable development expertise and emphasized balancing skills and perspectives across the committee.

Councilmember May expressed concern about altering the selection process after it had been established, noting the importance of maintaining consistency and transparency. Councilmember Gustafson supported moving forward with the recommended slate, stating that the process was clearly defined, the candidates were evaluated collectively, and additional input could be provided through staff and consultant participation.

Councilmembers discussed the CAC's role, emphasizing it is advisory and intended to represent community perspectives while incorporating technical expertise through staff and consultants. Mogen ultimately withdrew the request to modify the committee composition.

The Council proceeded with the appointments as presented.

Councilmember Wassenberg motions to approve Approval of Resolution 26-38
Appointing Members to the Les Bolstad Golf Course Redevelopment Community
Advisory Committee (CAC);
Approved 5-0

2. Request of Out-of-State Travel Reimbursement for an Elected Official

Linehan explained that state law requires cities to have an out-of-state travel policy for elected officials, establishing clear standards for reimbursement and approval.

Councilmember Mielke requested approval to attend the Strong Towns conference in 2026, which she also attended in 2025. Linehan noted that the conference budget line is expected to be exceeded regardless, but could be adjusted in future budget cycles, including in 2027.

Mielke asked that in lieu of attending the LMC conference, the estimated \$800 cost to attend that event be applied toward the cost of attending the Strong Towns National Gathering, and she would cover the balance.

Gustafson asked whether covering the full cost of the conference would require a formal budget amendment. Linehan responded that a budget amendment is not necessary at this time, as expenses still fall within the overall fund structure, but staff will continue to monitor spending to ensure the general fund remains balanced.

Councilmember Wassenberg motions to approve Resolution 23-29 the Request of Out-of-State Travel Reimbursement for an Elected Official;
Approved 5-0

I: INFORMATION / ANNOUNCEMENTS:

Councilmember Wassenberg expressed excitement about advancing grant funding for the playground project.

Councilmember May suggested involving additional individuals who were interviewed for the CAC, noting the strong pool of community talent. She also shared that the Sustainability Fair was successful.

Councilmember Mielke reported that the Community Engagement Commission met on Monday, now has a full membership, and is preparing for the May 16 Spring Together event. The Commission is also working on its mission statement and planning two pilot listening sessions in May.

Councilmember Mogen attended the Metro Cities Annual Meeting. He also noted that the Planning Commission will meet next Tuesday to discuss city code updates and thanked staff and volunteers for the Sustainability Fair.

Mayor Gustafson echoed appreciation for the Sustainability Fair and reminded everyone of upcoming events, including Spring Together on May 16 and the Ice Cream Social on July 16.

Linehan shared excitement about moving forward with DNR grant funding and noted continued progress at the Community Park. The existing playground will remain in place until the new one is installed. He also reported that Public Works has completed spring street sweeping operations and that planning continues toward a Community Park grand opening.

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: 9:02

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

*Amendments to the agenda are noted in **bold** for additions and ~~striketrough~~ for removals.*

Dated this 13th day of May, 2026

Randall C. Gustafson, Mayor

Jack Linehan, City Administrator

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PACKET: 03560 April 24 Payables

VENDOR SET: 01

**** CHECK LISTING ****

BANK : APBNK US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00265	AMERICAN ENVIRONMENTAL LLC I-4674	Cleaning & CCTV Inspection	R	4/24/2026		61,804.75CR	095017	61,804.75
03103	CANON FINANCIAL SERVICES I-42990253	Copier Contract April	R	4/24/2026		163.59CR	095018	163.59
06290	CITY OF ROSEVILLE I-242728	Engineering Feb & March	R	4/24/2026		4,961.06CR	095019	4,961.06
05171	FRA DOR INC I-2604019	Black Dirt	R	4/24/2026		25.00CR	095020	25.00
05008	HUMANA INSURANCE CO I-673999323	Vision May	R	4/24/2026		72.32CR	095021	72.32
05912	ELKE JOHNSON I-202604249407	March & April Mileage	R	4/24/2026		39.88CR	095022	39.88
05058	JOSH JORDAN I-202604249408	TKD Instructor through 5/7/26	R	4/24/2026		748.80CR	095023	748.80
05509	LEAGUE OF MN CITIES I-450350	LMC Conference	R	4/24/2026		595.00CR	095024	595.00
05440	LOFFLER COMPANIES, INC I-5325802	Mail System Supplies	R	4/24/2026		44.00CR	095025	44.00
05843	MN NCPERS LIFE INSURANCE I-458800052026	Life Insurance May	R	4/24/2026		96.00CR	095026	96.00
05884	HANNAH MYHREN I-202604249409	Jan - April Mileage	R	4/24/2026		71.85CR	095027	71.85
07299	KELLY NELSON I-202604249410	Jan - March Mileage	R	4/24/2026		17.11CR	095028	17.11
06184	RAMSEY COUNTY - POLICE AND 911 DISPATCH I-EMCOM-013278	CAD Services March	R	4/24/2026		349.45CR	095029	
	I-EMCOM-013294	911 Dispatch Services March	R	4/24/2026		2,325.91CR	095029	2,675.36
06303	REPUBLIC SERVICES #923 I-0923-0061647430	Street Sweeping Waste Disposal	R	4/24/2026		1,579.76CR	095030	1,579.76

PACKET: 03560 April 24 Payables

VENDOR SET: 01

**** CHECK LISTING ****

BANK : APBNK US BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
07898	WSB							
	I-R-023655-000-30x	March Planning - Comm Park	R	4/24/2026		342.00CR	095031	342.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	15	0.00	73,236.48	73,236.48
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	15	0.00	73,236.48	73,236.48

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 03561 May 5 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
=====							
01-06008	ECO	SHRED MN INC					
I-413023		Shredding		1,140.00			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Shredding			206 4206-82050-000	SUSTAINABILITY	1,140.00
=== VENDOR TOTALS ===				1,140.00			
=====							
01-03421	GENERAL	REPAIR SERVICE					
I-87485		Lift Station Maintenance		965.00			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Lift Station Maintenance			601 4601-87000-000	REPAIR EQUIPMENT	965.00
=== VENDOR TOTALS ===				965.00			
=====							
01-05115	GOPHER	STATE ONE CALL					
I-6040393		Locates April		98.55			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Locates April			601 4601-88030-000	LOCATES	98.55
=== VENDOR TOTALS ===				98.55			
=====							
01-05153	HOME DEPOT	CREDIT SERVICES					
I-202605059411		Supplies		152.81			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Shop Supplies			101 4131-70110-000	SUPPLIES	26.00
		Curtiss Field Repair Supplies			101 4141-70100-000	SUPPLIES	71.84
		City Hall Landscaping			101 4131-87010-000	CITY HALL MAINTENANCE	54.97
=== VENDOR TOTALS ===				152.81			
=====							
01-05912	ELKE	JOHNSON					
I-202605059412		MCMA Conference Mileage		192.85			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		MCMA Conference Mileage			101 4112-86010-000	MILEAGE & PARKING	192.85
=== VENDOR TOTALS ===				192.85			
=====							
01-05993	KERN	LANDSCAPE RESOURCES					
I-5906798		Brush Disposal		17.50			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Brush Disposal			101 4134-84010-000	TREE TRIMMING	17.50

PACKET: 03561 May 5 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
=====							
01-05993	KERN LANDSCAPE RESOURCES	(** CONTINUED **)					
=====							
I-5906980		Brush Disposal		35.00			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Brush Disposal			101 4134-84010-000	TREE TRIMMING	35.00
		=== VENDOR TOTALS ===		52.50			
=====							
01-05509	LEAGUE OF MN CITIES						
=====							
I-450527		LMC Conference		490.00			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		LMC Conference			101 4111-86100-000	CONFERENCES/EDUCATION/TR	490.00
		=== VENDOR TOTALS ===		490.00			
=====							
01-05582	MENARDS						
=====							
I-202605059413		Supplies		441.96			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Carpet Cleaner Rental			101 4131-87010-000	CITY HALL MAINTENANCE	79.98
		Thermostat			101 4131-70110-000	SUPPLIES	36.99
		Switchplate			101 4131-70110-000	SUPPLIES	1.56
		Trailer Repair Supplies			101 4132-87000-000	REPAIR EQUIPMENT	38.55
		Public Works Supplies			101 4132-70120-000	SUPPLIES	30.12
		Planter Box Repair Supplies			403 4403-89000-000	MISCELLANEOUS	254.76
		=== VENDOR TOTALS ===		441.96			
=====							
01-06185	RAMSEY COUNTY						
=====							
I-PUBW-022056		Bulk Road Salt Dec 25- Apr 26		11,663.30			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Bulk Road Salt Dec 25- Apr 26			101 4132-83030-000	SNOW REMOVAL	11,663.30
		=== VENDOR TOTALS ===		11,663.30			
=====							
01-05914	DAVID SIMONS						
=====							
I-202605059414		Work Pants		28.98			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Work Pants			101 4132-77000-000	CLOTHING	28.98
		=== VENDOR TOTALS ===		28.98			

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-00935	ST PAUL REGIONAL WATER SERVICE						
I-202605059415		City Hall Water & Sanitary Se		251.41			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		City Hall Water			101 4131-85040-000	WATER	204.63
		City Hall Sanitary Sewer			601 4601-85075-000	CITY BUILDINGS SANITARY	46.78
		=== VENDOR TOTALS ===		251.41			
=====							
01-05988	SUPERIOR SAND & GRAVEL						
I-43272		Disposal Fee		30.00			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Disposal Fee			101 4132-89000-000	MISCELLANEOUS	30.00
		=== VENDOR TOTALS ===		30.00			
=====							
01-07282	SURPLUS SERVICES						
I-20042300		Office Chair		30.00			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Office Chair			101 4131-70110-000	SUPPLIES	30.00
		=== VENDOR TOTALS ===		30.00			
=====							
01-06020	THE HARTFORD						
I-177014187285		May LTD Insurance		95.38			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		May LTD Insurance			101 4112-89000-000	MISCELLANEOUS	95.38
		=== VENDOR TOTALS ===		95.38			
=====							
01-08003	WARNING LITES OF MINNESOTA INC						
I-26-1777		Barriers & Signs for Repairs		665.00			
5/05/2026	APBNK	DUE: 5/05/2026 DISC: 5/05/2026			1099: N		
		Barriers & Signs for Repairs			403 4403-89000-000	MISCELLANEOUS	665.00
		=== VENDOR TOTALS ===		665.00			
		=== PACKET TOTALS ===		16,297.74			

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05976	ABDO LLP						
I-523563		April Payroll		1,480.00			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		April Payroll			101 4113-80330-000	FINANCIAL CONSULTANT	1,480.00
		=== VENDOR TOTALS ===		1,480.00			
=====							
01-00028	ALLSTREAM						
I-22372150		Emergency Landline 4/23-5/22		211.78			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Emergency Landline 4/23-5/22			101 4116-85010-000	TELEPHONE	211.78
		=== VENDOR TOTALS ===		211.78			
=====							
01-00875	BHE COMMUNITY SOLAR, LLC						
I-12211620		Solar Garden Electricity Marc		1,828.73			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Solar Garden Electricity March			101 4137-85025-000	SOLAR ELECTRIC	1,828.73
		=== VENDOR TOTALS ===		1,828.73			
=====							
01-03001	CAMPBELL KNUTSON						
I-342		April Legal Matters		4,555.40			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: Y		
		April General Legal Matters			101 4114-80200-000	LEGAL FEES	3,966.40
		April Legal Matters			430 4430-81900-000	OTHER PROFESSIONAL SERVI	589.00
		=== VENDOR TOTALS ===		4,555.40			
=====							
01-03117	CITY OF LITTLE CANADA						
I-20736		1st Qtr Inspector Mileage		503.23			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		1st Qtr Inspector Mileage			101 4117-81210-000	BUILDING INSPECTORS	503.23
		=== VENDOR TOTALS ===		503.23			
=====							
01-07228	CITY OF ST ANTHONY						
I-4710		April Police Services		146,418.51			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		April Police Services			101 4122-81000-000	POLICE SERVICES	146,418.51
		=== VENDOR TOTALS ===		146,418.51			

PACKET: 03563 May 8 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
=====							
01-03583		DELL MARKETING L.P.					
I-10818605288		3x Dell Pro Micro		2,324.19			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		3x Dell Pro Micro			401 4401-90100-000	FURNITURE & EQUIPMENT	2,324.19
		=== VENDOR TOTALS ===		2,324.19			
=====							
01-05119		GFOA					
I-64252001-2026		GFOA Membership 6/26-5/27		250.00			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		GFOA Membership 6/26-5/27			101 4113-86110-000	MEMBERSHIPS	250.00
		=== VENDOR TOTALS ===		250.00			
=====							
01-05235		JAN-PRO CLEANING SYSTEMS					
I-143901		Janitorial Service May		550.00			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		Janitorial Service May			101 4131-87010-000	CITY HALL MAINTENANCE	550.00
		=== VENDOR TOTALS ===		550.00			
=====							
01-05264		JOEL SMITH HEATING & AIR CONDI					
I-38069		Thermostat Repair		295.00			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Thermostat Repair			101 4131-87010-000	CITY HALL MAINTENANCE	295.00
		=== VENDOR TOTALS ===		295.00			
=====							
01-05886		KELLY & LEMMONS P.A.					
I-67671		April Prosecutions		2,500.00			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: Y		
		April Prosecutions			101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===		2,500.00			
=====							
01-05993		KERN LANDSCAPE RESOURCES					
I-5907120		Brush Disposal		17.50			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Brush Disposal			101 4134-84010-000	TREE TRIMMING	17.50
		=== VENDOR TOTALS ===		17.50			

PACKET: 03563 May 8 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
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01-05440	LOFFLER COMPANIES, INC						
I-5334674		Copier Charge April		328.97			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Copier Charge April			101 4112-87000-000	REPAIR OFFICE EQUIPMENT	328.97
		=== VENDOR TOTALS ===		328.97			
=====							
01-05908	METRO-INET						
I-3464		May IT		4,938.00			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		May IT			101 4116-85070-000	TECHNICAL SUPPORT	4,938.00
		=== VENDOR TOTALS ===		4,938.00			
=====							
01-05665	METROPOLITAN COUNCIL						
I-1205706		June Waste Water Services		61,778.43			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		June Waste Water Services			601 4601-85060-000	METRO SEWER CHARGES	61,778.43
		=== VENDOR TOTALS ===		61,778.43			
=====							
01-05273	MN PUBLIC EMPLOYEES INSURANCE						
I-1629421		June Health & Dental Insuranc		16,501.83			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		June Health & Dental Insurance			101 4112-89000-000	MISCELLANEOUS	16,501.83
		=== VENDOR TOTALS ===		16,501.83			
=====							
01-06002	NINENORTH						
I-2026-056		Webstreaming/Cablecast April		672.76			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Webstreaming/Cablecast April			101 4116-85050-000	CABLE TV	672.76
		=== VENDOR TOTALS ===		672.76			
=====							
01-06053	O'REILLY AUTO PARTS						
I-1799-101124		Engine & Transmission Oil		47.96			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		Engine & Transmission Oil			101 4141-74000-000	MOTOR FUEL & LUBRICANTS	47.96
		=== VENDOR TOTALS ===		47.96			

PACKET: 03563 May 8 Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06024	ON SITE SANITATION					
I-17569		Hand Wash Station-Spring Even	77.00			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026		1099: N		
		Hand Wash Station-Spring Event		601 4601-85080-000	PORTABLE TOILET PARKS	77.00
I-2060452		Portable Toilet Grove Park	94.28			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026		1099: N		
		Portable Toilet Grove Park		601 4601-85080-000	PORTABLE TOILET PARKS	94.28
=== VENDOR TOTALS ===			171.28			
=====						
01-06112	PIONEER PRESS					
I-64651		Legals April	70.68			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026		1099: N		
		Legals April		101 4111-70410-000	LEGAL NOTICES	70.68
=== VENDOR TOTALS ===			70.68			
=====						
01-06500	REPOWERED					
I-38371-01		Fair - Electronics Recycling	1,158.10			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026		1099: N		
		Fair - Electronics Recycling		206 4206-82050-000	SUSTAINABILITY	1,158.10
=== VENDOR TOTALS ===			1,158.10			
=====						
01-06303	REPUBLIC SERVICES #923					
I-0923-006174156		Street Sweeping Waste Dispos	5,472.57			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026		1099: N		
		Street Sweeping Waste Disposal		602 4602-84000-000	STREET SWEEPINGS	5,472.57
=== VENDOR TOTALS ===			5,472.57			
=====						
01-05942	RETOLD RECYCLING					
I-RR_FalHts&Laud_042		Sustainability Fair Textiles	742.40			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026		1099: N		
		Sustainability Fair Textiles		206 4206-82050-000	SUSTAINABILITY	742.40
=== VENDOR TOTALS ===			742.40			

PACKET: 03563 May 8 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
=====							
01-05374	TENNIS SANITATION LLC						
I-4682550		April Recycling		11,608.30			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		April Recycling			206 4206-82030-000	RECYCLING CONTRACTS	11,608.30
I-4682551		SWMT&CEC Charges April		74.26			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		SWMT&CEC Charges April			101 4131-87010-000	CITY HALL MAINTENANCE	74.26
=== VENDOR TOTALS ===				11,682.56			
=====							
01-05784	UPPER CUT TREE SERVICES						
I-431		Stump Removal		570.00			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Stump Removal			101 4134-84020-000	TREE REMOVAL	570.00
=== VENDOR TOTALS ===				570.00			
=====							
01-05870	XCEL ENERGY						
I-974625189		Electricity		34.56			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Electricity			101 4141-85020-000	ELECTRIC/GAS	34.56
I-974631945		Electricity		12.58			
5/07/2026	APBNK	DUE: 5/07/2026 DISC: 5/07/2026			1099: N		
		Electricity			101 4121-85020-000	ELECTRIC	12.58
I-976024324		Electricity		13.65			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		Electricity			209 4209-85020-000	STREET LIGHTING POWER	13.65
I-976056256		Electricity		150.78			
5/08/2026	APBNK	DUE: 5/08/2026 DISC: 5/08/2026			1099: N		
		Electricity			101 4141-85020-000	ELECTRIC/GAS	150.78
=== VENDOR TOTALS ===				211.57			
=== PACKET TOTALS ===				265,281.45			

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 13, 2026
Agenda Item	Consent G2
Attachment	Resolution 26-41
Submitted By	Jack Linehan, City Administrator

Item	Resignation of Elke Johnson from the Position of Administrative & Communications Coordinator
Description	The City appointed Elke Johnson as Administrative & Communications Coordinator during the March 22, 2023 City Council meeting. On April 28, 2026, Elke Johnson submitted her letter of resignation. Her last day with the City will be on Friday, May 22, 2026. We wish Elke the best of luck as she continues to grow her public service career and will serve as the City Clerk for the City of West St. Paul.
Budget Impact	N/A
Attachment(s)	• Resignation letter • Resolution 26-41 Accepting the Resignation of Elke Johnson as Administrative and Communications Coordinator
Action(s) Requested	Staff recommends approval of the attached resolution to accept the resignation of Elke Johnson as Administrative & Communications Coordinator.

Dear Jack and Kelly,

Please accept this letter as formal notice of my resignation from my position as Administrative and Communications Coordinator with the City of Falcon Heights. My last day of employment will be May 22, 2026.

I have accepted a new opportunity as City Clerk for the City of West St. Paul, where I will begin on May 26, 2026. While I am excited for this next chapter, I will always be grateful for my time with Falcon Heights and for the support, mentorship, and trust I have received here.

This was not an easy decision, as my time with Falcon Heights has been incredibly meaningful. I have truly valued the opportunity to serve this community and work alongside this incredible team.

The relationships I have built here and the experiences I have gained will stay with me throughout my career. I would not be who I am today, personally or professionally, if it were not for my time with Falcon Heights.

Over the coming weeks, I am committed to doing everything I can to ensure a smooth transition and to assist with handing off my responsibilities.

Thank you again for the opportunity to be part of the Falcon Heights team. I sincerely wish the City continued success in the years ahead.

Sincerely,

Elke Johnson

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 13, 2026

No. 26-41

**RESOLUTION ACCEPTING THE RESIGNATION OF ELKE JOHNSON FROM THE
POSITION OF ADMINISTRATIVE AND COMMUNICATIONS COORDINATOR FOR THE
CITY OF FALCON HEIGHTS**

WHEREAS, Council appointed Elke Johnson to the position of Administrative and Communications Coordinator on March 22, 2023;

WHEREAS, Elke Johnson started with the City in the position on April 17, 2023;

WHEREAS, Elke Johnson submitted her resignation letter to the City on April 28, 2026;

WHEREAS, Elke Johnson's last day with the City will be May 22, 2026;

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

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

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MAY
MIELKE
MOGEN
WASSENBERG

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 13, 2026
Agenda Item	G3
Attachment	Resolution, Joint Powers Agreement
Submitted By	Erik Henricksen, City Engineer

Item	Approve Joint Powers Agreement with the City of Saint Paul for the 2026 Chelsea Heights Safe Routes to School Project at the Intersection of Hamline Avenue and Hoyt Avenue
Description	On April 13, 2022, the City Council approved a letter of support for the City of Saint Paul's Regional Solicitation application for pedestrian safety improvements near the intersection of Hamline Avenue and Hoyt Avenue adjacent to Chelsea Heights Elementary School. The project was subsequently awarded federal funding through the regional solicitation process and is now scheduled for construction in 2026. The proposed project includes curb extensions and associated pedestrian safety improvements along the corridor, including at the intersection of Hamline Avenue and Hoyt Avenue. The improvements are intended to enhance pedestrian visibility, shorten crossing distances, and improve overall safety for students and pedestrians traveling to and from Chelsea Heights Elementary School. Because a portion of the intersection and roadway improvements are located within the City of Falcon Heights, the City of Saint Paul has prepared a Joint Powers Agreement (JPA) between the two cities for project delivery and cost participation. Under the agreement, the City of Saint Paul will be responsible for project design, bidding, construction administration, and inspection services. Falcon Heights has reviewed and approved final plans and specifications prior to advertisement for bids and will review and approve any change orders affecting Falcon Heights' share of project costs. The agreement also grants Saint Paul the right to utilize Falcon Heights right-of-way and easements necessary for project construction. Falcon Heights' estimated share of the project costs is \$18,766.16, representing 25% of the local share associated with improvements within Falcon Heights jurisdictional limits. These costs are eligible for Municipal State Aid funding. Staff recommends approval of the Joint Powers Agreement with the City of Saint Paul for the 2026 Chelsea Heights Safe Routes to School Project.

Budget Impact	The estimated City cost for the project is \$18,766.16. Funding for the City's share of the project is eligible through Municipal State Aid funds. Should actual project costs exceed the estimated amount, the City of Saint Paul and the City of Falcon Heights will confer regarding allocation of additional costs.
Attachment(s)	Resolution 26-42, Joint Powers Agreement
Action(s) Requested	Approve the Joint Powers Agreement between the City of Saint Paul and the City of Falcon Heights for the 2026 Chelsea Heights Safe Routes to School Project at the intersection of Hamline Avenue and Hoyt Avenue.

JOINT POWERS AGREEMENT
City of Saint Paul/City of Falcon Heights
2026 Safe Routes to School Project
between
Hamline Avenue and Hoyt Avenue Intersection

THIS JOINT POWERS AGREEMENT (the “Agreement”) is made and entered on this 23rd day of March, 2026, by and between the City of Saint Paul, a Minnesota municipal corporation (“Saint Paul”), and the City of Falcon Heights, a Minnesota municipal corporation (“Falcon Heights”).

WHEREAS, Saint Paul and Falcon Heights, pursuant to the provision of Minnesota Statutes, section 471.59, are authorized to enter into agreements to exercise jointly the governmental powers and functions each has individually; and,;

WHEREAS, Saint Paul is proposing to conduct curb extensions and associated improvements on Hoyt Avenue and Hamline Avenue intersection from Midway Parkway to Hoyt Avenue in 2026 (the “Project”); and,

WHEREAS, a portion of this segment of Hoyt Avenue and Hamline Avenue is located within the boundary of Falcon Heights; and,

WHEREAS, the Saint Paul wishes to improve its roadway system by performing pedestrian improvements on Hamline Avenue and Hoyt Avenue; and associated improvements,

WHEREAS, Falcon Heights wishes to improve its roadway system by cooperating with Saint Paul’s work in performing pedestrian improvements and associated improvements on Hamline Avenue and Hoyt Avenue; and,

WHEREAS, Saint Paul agrees to include the subject work listed above, consistent with the design plans, as a part of its 2026 Cheslea Heights Safe Routes to School Project; and,

WHEREAS, Saint Paul Street Design and Construction Division will provide final plans and specifications for said improvements to Hamline Avenue and Hoyt Avenue.

NOW, Saint Paul and Falcon Heights agree to the following:

1. **Saint Paul** shall be responsible for the design and construction of the entire Project. Therefore, the parties agree that:
 - a. **Saint Paul** shall plan and design, advertise and receive bids, award the contract, administer the construction and conduct inspections of the Project. Saint Paul shall retain full authority over procurement, contract award, and contract administration, including approval of change orders. For any change orders or modifications that would increase costs allocable to Falcon Heights under this Agreement, Saint Paul shall provide advance written notice to Falcon Heights. Falcon Heights shall not be responsible for any increase in its cost share resulting from such changes unless it provides prior written approval.
 - b. **Falcon Heights** grants to **Saint Paul** the right to use its portion of Hamline Avenue and Hoyt Avenue, public rights-of-way, and easements in Falcon Heights for purposes of constructing the Project. Falcon Heights agrees to cooperate with Saint Paul in the execution of the Project.
2. **Falcon Heights** will pay an estimated amount of **\$18,766.16** to the **City of Saint Paul** for the roadway improvements to **Falcon Heights**'s portion of Hamline Avenue and Hoyt Avenue. Should actual costs exceed the combined estimated amounts, **Saint Paul** and **Falcon Heights** will confer to determine how to handle the additional costs.
3. **Saint Paul** and **Falcon Heights** agree that they will be responsible for their own acts or omissions and the results of those acts/omissions to the extent authorized by law, and shall not be responsible for the acts/omissions of the other party and their results. Any liability of the Parties will be governed by Minnesota Statutes Chapter 466 and other applicable law, as may be amended from time to time.
4. This Agreement shall remain in full force and effect until terminated by mutual agreement of **Saint Paul** and **Falcon Heights** or upon completion of the Project and expiration of any applicable warranty periods, whichever occurs first.

5. It is agreed that, except as specifically provided herein, neither party, by the execution of this Agreement, relinquishes any rights or powers possessed by it and neither party is relieved of any responsibility, duty or obligation imposed on it by law or regulation.
6. With regard to Data Practices; the parties agree as follows:
 - a. **Saint Paul** and **Falcon Heights** agree to comply with the Minnesota Government Data Practices Act and all other state and federal laws relating to data privacy or confidentiality;
 - b. **Saint Paul** and **Falcon Heights** will immediately report to each other any requests from third parties for information relating to this Agreement.
 - c. **Saint Paul** and **Falcon Heights** agree to promptly respond to each other's inquiries concerning data requests.
7. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties regarding the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.
8. For purposes of delivery of any notice required by this Agreement, the notice shall be effective if delivered by certified or registered U.S. mail, postage prepaid, or hand delivered to:
 - a) As to Saint Paul: City of Saint Paul
25 W. Fourth Street
Saint Paul, MN 55102
Attn: Public Works Director
 - b) As to Falcon Heights: City of Falcon Heights
2660 Civic Center Drive
Roseville, MN 55113

Attn: City Engineer

9. This Agreement shall be interpreted under the laws of Minnesota.
10. This Agreement may be executed in any number of counterparts, each of which shall be considered one and the same instrument.

[signature pages follow]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

Dated

5/6/26

CITY OF SAINT PAUL

By 
City of Saint Paul Mayor

Apr 28, 2026

By Deb Barber
Deb Barber (Apr 28, 2026 17:16:51 CDT)
City of Saint Paul Public Works Director

Dated

CITY OF FALCON HEIGHTS

By _____
City of Falcon Heights Mayor

By _____
Falcon Heights City Engineer

This Agreement was drafted
by the City of Saint Paul.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 13, 2026

No. 26-42

**RESOLUTION APPROVING THE JOINT POWERS AGREEMENT WITH THE CITY
OF SAINT PAUL FOR THE 2026 CHELSEA HEIGHTS SAFE ROUTES TO SCHOOL
PROJECT AT THE INTERSECTION OF HAMLINE AVENUE AND HOYT AVENUE**

WHEREAS, on April 13, 2022, the City Council of the City of Falcon Heights approved a letter of support for the City of St. Paul's Regional Solicitation application for pedestrian safety improvements near the intersection of Hamline Avenue and Hoyt Avenue; and

WHEREAS, the project was subsequently awarded federal funding through the regional solicitation process and is now scheduled for construction in 2026; and

WHEREAS, the Joint Powers Agreement allows for project delivery and cost participation since a portion of the intersection is located within Falcon Heights and the other within Saint Paul; and

WHEREAS, the Joint Powers Agreement grants Saint Paul the right to utilize Falcon Heights right-of-way and easements, and makes them responsible for project design, bidding, construction administration, and inspection services;

WHEREAS, the estimated share of the project costs that Falcon Height is responsible for is \$18,766.16, representing 25% of the local share, and is eligible for Municipal State Aid funding.

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

1. That the Joint Powers Agreement with the City of Saint Paul for the 2026 Chelsea Heights Safe Routes to School Project at the Intersection of Hamline Avenue and Hoyt Avenue is approved.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON _____ In Favor
MAY
MIELKE _____ Against
MOGEN
WASSENBERG

Attested by: _____
Jack Linehan
City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 13, 2026
Agenda Item	G4
Attachment	See below
Submitted By	Kelly Nelson, Administrative Services Director

Item	Approval of Resolution 26-43 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
Description	History: 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 has been updated to reflect June 5, 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. Because the City had applied for and is a recipient of grant funds to help construct an accessible and inclusive playground, and because the removal of the existing play container, equipment, and the seeding and grading of the new play area will shift to Northland Recreation rather than remain with New Look Construction, Change Order #2 reduces the amount owed to New Look Contracting, Inc. Doing this will allow the existing playground to remain until Northland Recreation finishes the installation of the new playground, estimated for early Fall.
Budget Impact	The change order removes \$5,626 from the contract cost with New Look Contracting. These savings will then go towards our contract with Northland Recreation.
Attachment(s)	- Change Order #2 - Resolution 26-43 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
Action(s) Requested	Motion to approve Resolution 26-43 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01



May 5, 2026

Mr. Jack Linehan
City Administrator, City of Falcon Heights
2077 Larpenteur Avenue W
Falcon Heights, MN 55113

Re: Construction Change Order No. 2
Falcon Heights Community Park Improvements
City Project No. FH-01
WSB Project No. 023655-000

Mr. Linehan,

Attached you will find Change Order #2 for the aforementioned project which has been signed by WSB and the Contractor and is ready for formal execution by the City. Please review and, if acceptable to you, sign and date the Owner section of the Change Order form. Once processed, please keep for your records and return a copy for WSB and New Look (scanned document is fine).

The following bulleted list provides a summary of Change Order #2:

- Item 1 relates to removal of existing play equipment and containers (deduct scope and associated fee, to be completed by Northland Recreation).
- Item 2 relates to grading of new and existing/demo play containers (deduct scope and associated fee, to be completed by Northland Recreation).
- Item 3 relates to seeding around new and existing/demo play containers (deduct scope and associated fee, to be completed by Northland Recreation).
- Item 4 relates to the potential need for imported topsoil with the new play container being completed by other (add scope).

Let me know if you have any questions or wish to discuss further.

Sincerely,

WSB

Bob Slipka
Project Manager

Attachments:
Change Order #2

CC:
Jason Marquette, New Look Contracting

Change Order

PROJECT:

Falcon Heights Community Park
City of Falcon Heights
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113

CHANGE ORDER #:

2

Date: 5/5/2026

City Project No: FH-01

WSB Project No: 023655-000

TO CONTRACTOR:

New Look Contracting
Attn: Jason Marquette
14045 Northdale Blvd
Rogers, MN 55374

DISTRIBUTION TO:

- ☐ Consultant
☐ Contractor
☐ Owner
☐ Other

Contract Summary to Date

Change in Contract Amount:			Change in Contract Time:		
Original Contract Sum:	\$	855,830.00	Original Contract Completion Date:		12/1/2025
Net Change from Previous Change Orders:	\$	20,952.51	Change in Working Days from Previous Change Orders:		0 Days
Contract Price Prior to This Change Order:	\$	876,782.51	Completion Date Prior to This Change Order:		12/1/2025
Net Change from This Change Order:		-\$5,626.00	Increase in Time for This Change Order:		182 Days
Current Total Contract Sum:	\$	871,156.51	Current Contract Completion Date:		6/1/2026

The contractor is hereby notified that the contract documents are changed as follows:

Contract Changes

No.	Description	Qty.	Unit	Unit Price	ADD	DEDUCT
1	DEDUCT: REMOVE PLAY CONTAINER, EQUIPMENT AND SURFACING	-1	LS	\$4,500.00	\$ -	\$ (4,500.00)
2	DEDUCT: SITE GRADING	-0.083	LS	\$50,000.00	\$ -	\$ (4,150.00)
3	DEDUCT: SEEDING TYPE I SEED MIX	-0.14	AC	\$2,700.00	\$ -	\$ (378.00)
4	ADD: IMPORT TOPSOIL	70	CY	\$48.60	\$ 3,402.00	\$ -
5					\$ -	\$ -
6					\$ -	\$ -
7					\$ -	\$ -
TOTAL CHANGE ORDER ADDS AND DEDUCTS:					\$ 3,402.00	\$ (9,028.00)
NET CHANGE ORDER TOTAL:					\$ (5,626.00)	DEDUCT

NOT VALID UNTIL SIGNED BY THE CONSULTANT, CONTRACTOR AND OWNER

Consultant:

WSB & Associates, Inc.
701 Xenia Ave. South - Suite 300
Minneapolis, MN 55416

Robert A. Slipka III

Signature
Robert Slipka, PLA
Name (Printed)

5/5/2026

Date
Project Manager
Title

Contractor:

New Look Contracting
14045 Northdale Blvd
Rogers, MN 55374

Jason Marquette
Signature
Jason Marquette
Name (Printed)

5-5-26

Date
Owner
Title

Owner:

City of Falcon Heights
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113

Signature

Date

Name (Printed)

Title



14045 Northdale Blvd., Rogers, MN 55374

Job Number

25-5867

Quote

Job Name: Falcon Heights Community Park

DATE: 4/23/2026

Location of Work: Site

Owner: Falcon Heights

Owner's Rep: Robert S

Remove contract scope items to keep playground in place longer.

Item #	Description	Units	Quantity	Rate	Total
					\$ -
1040	REMOVE PLAY CONTAINER, EQUIPMENT AND SURFACING	LS	-1	\$4,500.00	\$ (4,500.00)
1190	SITE GRADING	LS	-0.083	\$50,000.00	\$ (4,150.00)
1313	DECIDUOUS TREE 2.5" OAL D&D	Each	1	\$315.00	\$ (315.00)
1323	DECIDUOUS TREE 1.5" OAL D&D	Each	1	\$375.00	\$ (375.00)
1700	SEEDING TYPE I SEED MIX	AC	-0.14	\$2,700.00	\$ (378.00)
					\$ -
3000	Import topsoil	CY	70	\$48.60	\$ 3,402.00
					\$ -
				subtotal	\$ (7,416.00)
Laborer/Operator		Hours		Rate	
					\$ -
					\$ -
					\$ -
				subtotal	\$ -
Materials		Units	Quantity	Rate	
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				subtotal	\$ -
tax-				7.38%	\$ -
Mark up on total					\$ -

TOTAL:

\$ (7,416.00)

Owner/Representative:

Date:

Jason Marquette

New Look Contracting, Inc.

4/23/2026

Date:

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 13, 2026

No. 26-43

**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 Council approved on Change Order #1 on November 12, 2025, on Resolution 25-98; and

WHEREAS, the City of Falcon Heights will receive grant funds to help construct a new accessible and inclusive playground, and because the removal of the existing play container, equipment, and seeding and grading of the new play area will shift to Northland Recreation, rather than remain with New Look Contracting, Inc., Change Order #2 will reduce the amount owed to New Look Contracting, Inc.

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

1. The City Council hereby approves change order #2, removing \$5,626 from the contract with New Look Contracting, Inc., from the Community Park Improvements Project FH-01.

ADOPTED by the Falcon Heights City Council this 13th day of May, 2026.

Moved by:

GUSTAFSON

MAY

MIELKE

MOGEN

WASSENBERG

_____ In Favor

_____ Against

Approved by: _____

Randall C. Gustafson

Mayor

Attested by: _____

Jack Linehan

City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 13, 2026
Agenda Item	Policy H1
Attachment	
Submitted By	Jack Linehan, City Administrator

Item	Appointment of a Council Liaison to the Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC)
Description	As the University of Minnesota moves forward with interviewing potential developer candidates for the Les Bolstad Golf Course sale, consultant Andrew Dresdner of Bolton & Menk has advised the City to consider forming two committees: a Technical Advisory Committee and a Community Advisory Committee for developing a master plan for the redevelopment. The Technical Advisory Committee will be made up of individuals from organizations such as Ramsey County, the Met Council, St. Paul Regional Water, Rice Creek Watershed District, Capitol Region Watershed District, Falcon Heights staff, and any other appropriate parties. The Community Advisory Committee is made up of local community members who represent various economic, demographic, and neighborhoods within the City of Falcon Heights and adjacent cities. During the April 22, 2026 City Council Meeting, Council appointed nine representatives to the CAC. At the request of a Council Member, Council was asked to discuss whether or not to assign a Council Liaison to the CAC similar to how Council Members are assigned to serve as a liaison between City Council and various commissions each year. This will occur during the workshop meeting at 6PM. If the City Council supports a liaison, they should consider using this time to appoint the member so that they may attend the May 20th CAC meeting.
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	If recommended during the workshop, staff recommends that Council make a motion to name a member as the council liaison to the CAC.

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ITEM FOR DISCUSSION

Meeting Date	May 13, 2026
Agenda Item	Policy H2
Attachment	See below.
Submitted By	Hannah Myhren, Community Development Coordinator

Item	Ordinance 26-04 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions
Description	With the Les Bolstad Golf Course Redevelopment in the future, the City will eventually receive a request for a new subdivision. As a part of this, all subdivisions are required to have land dedicated for parkland purposes, or be paid a fee-in-lieu. To provide more clarity to this section of City Code, two small changes have been proposed. These are intended to clarify that parkland dedicated as part of the subdivision process is to be “city-owned”, and clarifies the different “B” districts.
Budget Impact	N/A
Attachment(s)	• Posted Notice of Ordinance 26-04 • Ordinance 26-04 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions • Summary Ordinance 26-04 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions
Action(s) Requested	Staff recommends approval of Ordinance 26-04 and Summary Ordinance 26-04 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions

CITY OF FALCON HEIGHTS, MINNESOTA

NOTICE OF PROPOSED ORDINANCE 26-04

NOTICE IS HEREBY GIVEN, that the Falcon Heights City Council will meet on May 13, 2026 at approximately 7:00 p.m. at Falcon Heights City Hall, 2077 Larpenteur Avenue West, Falcon Heights, Minnesota 55113, to consider adopting an ordinance 26-04 concerning parkland dedication for subdivisions. A copy of the proposed ordinance is available at City Hall or online at www.falconheights.org.

Additional information can be obtained by contacting the City of Falcon Heights at (651) 792-7600 or online at www.falconheights.org.

Dated: April 29, 2026

A handwritten signature in black ink that reads "Hannah Myhren". The signature is written in a cursive, flowing style.

Hannah B. Myhren, Community Development Coordinator
City of Falcon Heights, Minnesota

ORDINANCE NO. 26-04

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

**AN ORDINANCE AMENDING CHAPTER 109 OF THE FALCON HEIGHTS CITY
CODE CONCERNING PARKLAND DEDICATION FOR SUBDIVISIONS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Section 109-53 of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (additions are underlined and deletions are shown with strikethrough):

Section 109-53 – Parkland dedication

- (a) As a condition to approval of any subdivision of land, the owner shall dedicate a portion of the gross area of such land for a city-owned public park, playground, open space, trail system or other public recreational purposes according to the following schedule:
 - (1) Eight percent for land zoned R-1 one-family residential district;
 - (2) Nine percent for land zoned R-2 two-family residential district;
 - (3) Ten percent for land zoned R-4 medium density multiple-family district - apartment buildings;
 - (4) Ten percent for land zoned R5-M mixed use high density residential district;
 - (5) Ten percent for land zoned B-1, B-2, or B-3 business district; and
 - (6) Prorated percentage according to subsections (1)-(4) of this section for land zoned planned unit development district.
- (b) The land to be dedicated for public purposes under subsection (a) of this section shall be reasonably adaptable to the use intended, shall be at a location convenient to people to be served thereby, and shall not be used in computing compliance with open space or density requirements under chapter 113, zoning.
- (c) Where private open space for park and recreation purposes is provided in a proposed subdivision, such areas may be used for credit, at the discretion of the city council, against the land or cash dedication requirement for park and recreation purposes, provided the city council finds it is in the public interest to do so.
- ~~(e) The area of land required to be dedicated for said purposes shall be reduced by not more than one-half by the area of land in the subdivision which by restrictive covenant or other instrument on terms satisfactory to the city will be available as a common area for use by owners or occupants of such land.~~
- (d) At the option of the city and in lieu of such dedication, the owner shall pay to the city for such purposes a cash payment equal to the fair market value of the land that would otherwise be required to be dedicated under this section.

- (e) The dedication requirements are presumptively appropriate. A subdivider may request a deviation from the presumptive requirements based upon the anticipated impact of that particular subdivision. The request must be made before final subdivision approval by the city.
- (f) Property being subdivided without an increase in the number of lots shall be exempt from the dedication requirements if similar requirements were satisfied in conjunction with an earlier subdivision. If the number of lots is increased, then the dedication shall be based on the additional lots created.

SECTION 2. Effective Date. This ordinance is effective immediately upon its passage and publication.

ADOPTED this _____ day of _____ 2026, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

SUMMARY ORDINANCE NO. 26-04

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

**AN ORDINANCE AMENDING CHAPTER 109 OF THE FALCON HEIGHTS CITY
CODE CONCERNING PARKLAND DEDICATION FOR SUBDIVISIONS**

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

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council does the following:

- Clarifies that parkland dedicated as part of a subdivision is to be city-owned parkland; and
- Clarifies the business zoning district names.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this _____ day of _____, 2026.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	May 13, 2026
Agenda Item	Policy H3
Attachment	Personnel Policy Amendment and Notices
Submitted By	Jack Linehan, City Administrator

Item	Approval of Modification of Administrative Manual Sections III and IV - Personnel Policy				
Description	City Council has historically considered and approved City Hall operating under summer hours on an annual basis. In 2025, Council supported adding language to the Administrative Manual Personnel Policy to include summer hours, removing it as a yearly housekeeping task. In addition, Council was asked to consider how to handle company holidays occurring during summer hours, both when the July 4th holiday occurred on a Friday during summer hours in 2025, and then for long-term consideration during the December 3, 2025 City Council Workshop. Council supported giving a permanent directive in the Administrative Manual for holidays occurring during summer hours. <u>Summer Hours</u> Currently, normal hours of operation are Monday – Friday, 8:00 a.m. – 4:30 p.m. Historically, Summer Hours have occurred between Memorial Day and Labor Day. But, more recently, Summer Hours were revised to begin prior to Memorial Day, allowing Staff more flexibility to travel that weekend, and ending earlier, prior to the Minnesota State Fair, when City Hall is busiest. Staff proposes adding summer hours language to the Administrative Manual, both for transparency and to remove the housekeeping task of Council approving it annually. Summer hours would begin two weeks prior to Memorial Day, and end the Friday prior to the Minnesota State Fair starting. For 2026, Council approved summer hour dates to be in effect from May 11 through August 21, with the following hours worked: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Monday – Thursday</td><td style="width: 50%;">7:30 am – 5:00 pm</td></tr> <tr> <td>Friday</td><td>8:00 am - noon</td></tr> </table>	Monday – Thursday	7:30 am – 5:00 pm	Friday	8:00 am - noon
Monday – Thursday	7:30 am – 5:00 pm				
Friday	8:00 am - noon				

This allows City Hall to still be open a similar number of hours per week (42 vs 42.5 during non-summer hours) and for employees to still work the same number of total hours (40, with one ½ hour break each day, except on Fridays, when staff would prefer to start thirty minutes later and to also not to take a break).

HOURS OF WORK

POLICY

1. Forty (40) hours of actual attendance on duty will constitute the regular work week.
2. Except as otherwise provided, the regular work day will begin at 8:00 a.m. and end at 4:30 p.m., with one-half (1/2) hour unpaid period therein constituting a lunch period. Two 15-minute breaks are also awarded per full workday. The regular work week will consist of five (5) consecutive eight (8) hour work days, Monday through Friday, or an equivalent number of hours pursuant to a work schedule arranged with the supervisor and approved by the City Administrator.
3. Beginning two (2) weeks prior to Memorial Day and ending the Friday prior to the start of the Minnesota State Fair, summer hours shall be observed and will consist of four (4) consecutive nine (9) hour work days, Monday through Thursday, with one-half (1/2) hour unpaid period therein constituting a lunch period, and two 15-minute breaks are also awarded per full workday. On Friday, one (1) four (4) hour workday will be observed.

The City has policies that spell out the thirteen (13) City holidays to be observed each year, and accounts for such holidays falling on either a Saturday or Sunday, but it currently does not state how a holiday will be observed if it occurs during summer hours.

Two recognized city holidays will occur on Fridays in 2026 during the time period in which City Hall typically operates under summer hours. The holidays provided in our personnel policy are reflected as a benefit that employees receive and traditionally assume 8.0 hours of holiday provided.

HOLIDAYS

POLICY

The following days are observed as paid holidays:

*New Year's Day, January 1
Martin Luther King Jr. Day, the third Monday in January
President's Day, the third Monday in February
Memorial Day, the last Monday in May
Juneteenth, June 19
Independence Day, July 4
Labor Day, first Monday in September*

*Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
The day following Thanksgiving Day
Christmas Eve, December 24
Christmas Day, December 25
Floating Holiday, to be used at employee's discretion (must be used before the end of each year).*

Regular Hours

Whenever one of the above holidays falls on a Saturday, the preceding Friday will be observed as a holiday. Whenever one of the above holidays falls on a Sunday, the following Monday will be observed as a holiday.

If December 25 falls on a Saturday, the December 24 and 25 holidays will be observed on Thursday, December 23 and Friday, December 24. If the December 24 holiday falls on a Sunday, the December 24 and 25 holidays will be observed on Monday, December 25 and Tuesday, December 26.

*

In 2026, July 4th falls on a Saturday during summer hours. If a holiday falls on a Saturday, the 8.0 hours are recognized on Friday. In this scenario, staff would only work 4 hours on Friday, July 3, from 8:00 AM to noon, and staff would lose out on 4.0 awarded hours.

Friday, June 19, is also a recognized city holiday (Juneteenth) that will occur during summer hours when staff will only work 4 hours from 8:00 AM to noon and lose out on 4.0 awarded hours.

In 2025, July 4th occurred on a Friday during summer hours, and Council approved Staff working until 1:00 PM the day prior so that it made up the difference in four hours of vacation time. Council should discuss the two affected holidays this year which will occur while the city is under summer hours.

If Council supports it, Staff would work until 1:00 PM on July 2 (4 hours of vacation) and have Friday, July 3 off (4 hours of vacation) to compensate them for the holiday, July 4, occurring on a Saturday and being observed on Friday per the personnel policy.

And, Staff would work until 1:00 PM on June 18 (4 hours of vacation) and then have Friday, June 19 off (4 hours of vacation) to make up 8.0 total hours of vacation time.

Language would then be added to the Administrative Manual – Holidays Policy to address holidays occurring during summer hours.

***Summer Hours**

Whenever one of the above holidays falls on a Saturday during the period in which summer hours are observed, the preceding Friday will be observed as a holiday, providing four hours of vacation time, as well as the preceding Thursday for four hours, allowing Staff to leave four hours early the Thursday prior and resulting in a total for 8 hours of holiday time recognized.

	Whenever one of the above holidays falls on a Friday during the period in which summer hours are observed, the preceding Thursday will be observed as a holiday.
Budget Impact	Holiday/OT: It is anticipated to result in a cost that can reasonably be absorbed by the existing budget lines for compensation / contingency.
Attachment(s)	City of Falcon Heights Personnel Policy Draft
Action(s) Requested	Staff recommends approving the Personnel Policy amendment to include summer hours language and clarification on holidays which occur during summer hours.

CITY OF FALCON HEIGHTS



PERSONNEL POLICY

May 13, 2026

INTRODUCTION

This handbook contains personnel policies and procedures approved by the Falcon Heights City Council regarding Falcon Heights employee relations. These policies and procedures are guidelines only and are not to be construed as contractual terms of employment. Any aspect of these policies and procedures may be changed at any time at the sole discretion of the City Council without prior notice.

Employees covered by an employment contract for any of the provisions in the handbook will be governed by the employment contract with regard to those provisions.

It is the responsibility of each employee to know all of the policies, procedures, and regulations contained in this manual. Violation of the personnel policies may be grounds for disciplinary action up to and including discharge.

Each employee, upon being issued a copy of the personnel policies, will sign a dated form indicating the policy has been received. The employee is required to read the personnel policies within 30 days.

Besides these personnel policies, employees are expected to read and be familiar with the special orders and other publications specific to the employee's job performance or job safety. Employees are expected to develop the same familiarity with these publications as with the personnel policies.

Except as otherwise prohibited by law, the city of Falcon Heights has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

DEFINITIONS

The following words used in this handbook are defined to mean:

Full-Time Employee: an employee who works at least forty hours per week throughout the year.

Part-Time Employee: an employee who works under forty hours per week throughout the year.

Temporary, Seasonal or As-Needed Employee: an employee retained to fill a position, full or part-time, which is of a temporary or seasonal or as-needed nature.

Independent Contractors/Consultants: persons or firms contracted by the City who determine their own hours of operation and/or use of their own resources in the performance of their duties and are not employed by the City.

Overtime: time worked by non-exempt employees in excess of forty hours per week.

Good Standing: not under suspension or given notice of discharge by the City Council.

Termination: a complete separation of an employee from employment as a result of discharge, resignation, retirement or death.

Exempt Employee: employees not covered under the overtime and minimum wage provisions of the Fair Labor Standards Act.

Work Week: for purposes of calculating overtime compensation, the work week shall begin at 12:00 a.m. on Monday and conclude at 11:59 p.m. on Sunday.

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EMPLOYER AUTHORITY

POLICY

The City Council retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the use of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; to perform any inherent managerial function and to amend this handbook at any time.

NON-DISCRIMINATION

POLICY

1. It is the policy and intent of the City of Falcon Heights (herein after “the City”) to provide equality of opportunity in employment to all persons.
2. This policy prohibits discrimination because of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, religion, national origin, place of residence, political affiliation, sexual orientation, disability, marital status, status with regard to public assistance, membership or activity in a local commission, sex or age in all aspects of its personnel policies, programs, practices and operations.
3. This policy applies to all phases of employment including, but not limited to, recruitment, hiring, placement, promotion, demotion, or transfer; layoff, recall, or termination; rates of pay, or other forms of compensation and selection for training. This policy also applies to the use of all facilities and participation in all City-sponsored employment activities.
4. It is the responsibility of the City Administrator and every supervisor to cooperate in the implementation of this policy.
5. Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from the City's employ.

DISCRIMINATION RECOURSE

POLICY

1. Equal employment opportunity is the right of a person to work and to advance on the basis of merit, ability, and individual potential.
2. Any employee who feels that he or she is a victim of discrimination or who believes he or she has witnessed discrimination should immediately report such actions in accordance with the following procedure:
 - a. Any employee who has witnessed or believes that he or she is a victim of discrimination should report the act immediately to the City Administrator or any member of the City Council.
 - b. The City will investigate every reported incident immediately. Any employee or supervisor who has been found to have discriminated against another employee may be subject to appropriate disciplinary action, up to and including immediate discharge.
 - c. The City will conduct all investigations in a discreet manner. The City recognizes that every investigation requires a determination based on all the facts in the matter.
 - d. The City will not tolerate retaliation against an employee who files a complaint alleging discrimination. The City will discipline any employee who retaliates against another employee who files a complaint alleging discrimination or who testifies, assists or participates in any manner in any investigation into a complaint alleging discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
3. A charge of discrimination may be filed with the Minnesota Department of Human Rights and the United States Equal Employment Opportunity Commission by a person or group of persons who believe they are victims of unlawful employment discrimination. Charges may also be filed on behalf of a person or group of persons by their representative. Charges may also be filed by the Commissioner of Human Rights or by the EEOC when there is reason to believe that a person is engaging in an unfair discriminatory practice. A charge must be filed with the EEOC within 180 days of the alleged unlawful employment practice and with the Minnesota Department of Human Rights within one year after the occurrence of the practice.

RESPECTFUL WORKPLACE POLICY

(including sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the

general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.

- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). If comfortable (but not required) politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of illegal harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the

impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed

anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Any employee found to have made a knowingly false allegation under this policy or found to have given knowingly false information during an investigation of such a complaint will also be subject to disciplinary action.

SAFETY PROGRAM

POLICY

1. The City will endeavor through its safety program to maintain a safe and healthy work place. The City will provide safe working equipment. The City will inform employees of proper work habits and procedures which will maximize the potential of an accident-free work environment, and will monitor the existence of proper first aid and emergency equipment and procedures as well as employee knowledge and training in the use of such equipment and procedures. The City will insure the availability and speedy access of City employees to emergency medical services in the event of an accident or medical emergency.
2. The City safety program provides:
 - a. Safety inspections of the work place environment, machines and equipment, procedures and work habits, as well as access to first aid and emergency medical support.
 - b. Incident or complaint review of specific work locations, accidents or injuries, machines, or equipment, recommended work habits or procedures to be carried out in the event of a lost-time accident, a reported or suspected health hazard, an employee complaint, or a supervisor's request.
 - c. Safety and protection procedures that make known to employees the existence of potential health hazards, proper protective procedures, and

safety and health rules and requirements, as well as emergency procedures.

- d. Safety education programs which provide safety information and training to employees through demonstrations, training sessions, and verbal and written communications.
 - e. Program enforcement through managers and supervisors who are knowledgeable in safety procedures, who promulgate safe safety attitudes, and who publish and enforce compliance with employee safety and health rules and regulations within the sphere of their work authority.
3. The responsibilities for safety must be shared.
- a. City Administrator. The City Administrator is provided with the authority to establish, promulgate and enforce City safety and health procedures, rules and regulations.
 - b. Employees. Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing their work duties. Each employee's safety and health commitment includes, but is not limited to, the following:
 - Using appropriate safety equipment.
 - Wearing required dress/uniform and footwear.
 - Warning co-workers of unsafe conditions or practices that could lead to or cause an accident.
 - Operate equipment only after receiving proper training.
 - Reporting defective or damaged equipment.
 - Reporting dangerous, unsafe or unhealthy conditions that exist in the City work place.
 - Reporting of all injuries and accidents.
 - Taking proper protective measures to minimize unsafe conditions that could present a hazard to the public resulting from City work.
 - Maintaining tools and equipment in a proper manner, to ensure that they are in the best possible condition during usage.

APPOINTMENTS AND VETERANS' PREFERENCE

POLICY

1. All appointments to positions of City employment will be based on merit and qualifications of the applicants for the position to be filled. To evaluate the merit and qualifications of the applicants, a criteria will be established for each such position. The criteria established must be capable of being reduced to a 100-point rating system. A 100-point system must be applied to all positions of City employment except for those positions specifically exempted from the Veterans' Preference Act, Minn. Stat. § 43A.11, by Minn. Stat. § 197.46.
2. In accordance with Minn. Stat. § 43A.11 and Minn. Stat. § 197.455, a credit of five points will be added to a veteran's rating at the election of the veteran so long as the City position being sought is not exempted from veterans' preference by Minn. Stat. § 197.46. The receipt of the credit is conditional on the veteran obtaining a passing rating under the criteria and 100-point system established for the position without the addition of the credit points.
3. In accordance with Minn. Stat. § 43A.11 and Minn. Stat. § 197.55, a credit of ten points will be added to a disabled veteran's rating at the election of the disabled veteran so long as the City position being sought is exempted from veterans' preference by Minn. Stat. § 197.46. The receipt of the credit is conditional on the veteran obtaining a passing rating under the criteria and 100-point system established for the position without the addition of the credit points.

PROBATIONARY PERIOD

POLICY

1. Purpose: The probationary period will be regarded as an integral part of the examination process and will be used for closely observing the employee's work, for securing the most effective adjustment of the employee to this position and for rejecting any employee whose performance does not meet the required standards. Employment remains "AT WILL" both during and following the probationary period.
2. Duration: All appointments will be probationary and subject to a probationary period of up to six (6) months service after appointment. The City can extend the probationary period beyond six (6) months for such period of time as the City at its discretion deems fit and necessary. At any time during the probationary period, any employee may be transferred or dismissed at the City's discretion.
3. Applies to Promotions: All promotions will be subject to a probationary period of up to six (6) months. If the employee who has been promoted is found unsuited

for the work of the position to which promoted, at the City's discretion the employee may be reinstated to the position and rate of pay of the position from which the employee was promoted.

4. Affects Leave Benefits: During the initial probationary period, but not during a promotional period, an employee will not be entitled to vacation leave during the first six months of employment. Vacation leave accrues from the start of employment.

DRUG, ALCOHOL, AND CANNABIS TESTING AND DRUG-FREE WORKPLACE ACT POLICY FOR NON-COMMERCIAL DRIVERS (NON-DOT)

Purpose

The city of Falcon Heights has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The city of Falcon Heights does not intend to intrude into the private lives of its employees, but strongly believes that a drug, alcohol and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The city of Falcon Heights's Drug, Alcohol and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the city's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the city must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

Persons Subject to Testing and Circumstances Under Which Testing May Be Required

Under this policy, the city may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

a. Reasonable Suspicion Testing:

Consistent with Minn. Stat. § 181.951, subd. 5, employees will be subject to alcohol and/or drug testing, including cannabis testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, drugs or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, alcohol, or cannabis, while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, drugs or cannabis or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city's policies concerning alcohol, drugs or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all city employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the City Administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Right of Refusal: Employees and job applicants have the right to refuse to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal will subject an

employee to immediate termination. If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn. Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug alcohol or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, alcohol, or cannabis testing of a urine sample.

Prohibition Against Drugs and Alcohol

Prohibition. Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while “on call” and subject to return to work. Having a medical marijuana card, patient registry number, and/or marijuana prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug, alcohol and cannabis testing policy. Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when

reporting for work; while on duty; while should be while on the city's premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Driving While Impaired: A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

Criminal Drug Convictions: Any employee convicted of any criminal drug statute must notify his or her supervisor and the City Administrator in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs: Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Review and Notification of Test Results

Notification of Negative Test Results: In the case of job applicants and in accordance with Minn. Stat. § 181.953, the City Administrator or designee will notify a job applicant of a negative drug result within three days of receipt of result by the city, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from the City Administrator or designee. In the case of current employees and in accordance with Minn. Stat. § 181.953, the City Administrator or designee will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the city. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from the City Administrator or designee.

Notification of Positive Test Results: In the event of a confirmed positive blood or urine alcohol drug, or cannabis test result, the city will notify the employee of a positive result within three days of receipt of the result. The City Administrator or designee will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact the City Administrator or designee to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results: Within three working days after notice of a positive drug, alcohol, or cannabis test result on a confirmatory test, the employee or job applicant may submit information to the city to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the city will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest: A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the city in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the city will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the city's job offer will be reinstated, and the city will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the city will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports: In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test

results and to the testing process, including all information gathered as part of that process.

Dilute Specimens: A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

Consequences for Employees Engaging in Prohibited Conduct

Job Applicants:

The city's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees:

- **No Adverse Action without Confirmatory Test.** The city will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- **Suspension Pending Test Result.** The city may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the city believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.
The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

Discipline and Discharge

Confirmatory Positive Test Result: The city will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The city has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the city after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct:

Nothing in this policy limits the right of the city to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other city personnel policies.

Emergency Call Back to Work Provisions:

If an employee is called out for a city emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs or cannabis and who is called out for a city emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

Non-Discrimination

The city of Falcon Heights' policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. 363, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

Furthermore, the city will not retaliate against any employee for asserting his or her rights under this policy.

Definitions

Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the city.

Cannabis: Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

Cannabis testing: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

City: Means the city of Falcon Heights.

City premises: Means, but is not limited to, all city job sites and work areas. For the purposes of this policy, city premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the city.

City vehicle: Means any vehicle which employees are authorized to use solely for city business when used at any time; or any vehicle owned or leased by the city when used for city business.

Collection site: Means a place designated by the city where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

Confirmatory test: Means a drug, alcohol or cannabis test on a sample to substantiate the results of a prior drug, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: Includes any “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a “drug” for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the city and includes independent contractors except where specifically noted in this policy.

Initial screening test: Means a drug, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant: Means a person who applies to become an employee of the city and includes a person who has received a job offer made contingent on the person passing drug testing.

Positive test result: Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the city. Minimum threshold detection levels are subject to change as determined in the city's sole discretion.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the city to conclude that the employee is impaired because of illegal drug use or alcohol use.

SERVICE TIME

POLICY

1. Service time is the employee's length of continuous service with the City commencing with the first day of hire. Employees will be on a probationary basis for at least six (6) months from the date of hire. Upon a successful completion of the probationary period, service time will be accumulated from the first day of hire.
2. From time to time, personal circumstances, illness or civic duty may require an employee's absence from work for periods of varying duration. Authorized leaves

of absence for vacation, sick leave, funeral leave, medical leave, maternity absence, leave under the Family and Medical Leave Act, parenting leave, school conference and activities leave, sick child care leave, military leave, injury leave, and jury duty will not interrupt the accumulation of continuous service, provided the employee meets the conditions required by the City of such leaves.

3. Service time will not accumulate during a general leave of longer duration than one week.

TEMPORARY, CASUAL, AND PART-TIME EMPLOYMENT

POLICY

1. Persons whose employment is temporary or seasonal will not be entitled to vacation leave, holiday pay or insurance benefits, except for workers compensation insurance.
2. Temporary employees do not accumulate service time.
3. Employee positions must be established by the budget.
4. Employees who are hired for positions requiring less than full time may be granted certain employee benefits based on actual hours worked, as determined by the City and as may be required by law.
5. An employee on a temporary, casual, or part-time status will be entitled to such public employee benefits as may be provided under the Public Employment Labor Relations Act, Minnesota Statutes Chapter 179A.

EMPLOYMENT OF SPOUSES AND RELATIVES

POLICY

1. An applicant related to any elected or appointed official or employee will not be considered for employment in a work situation where the relative would also be employed if it would result in a conflict of interest. The words "related" or "relative" for the purpose of this policy will mean: mother, father, spouse, domestic partner, son, daughter, brother or sister.
2. Conflict of interest means:
 - a. Where one employee would supervise or have the authority to appoint, remove or discipline a relative.

- b. Where one relative would be responsible for auditing the work of another relative.
 - c. Where circumstances exist which would place a relative in a situation of actual or foreseeable conflict between the City's interests and the relative's interest.
 - d. Where the employment of a relative of a policy level employee of an organization with whom the City deals would give the appearance of improper influence or favor.
 - e. Where confidentiality of the City would be jeopardized.
3. Promotions or transfers of a relative which would result in a conflict of interest will not be acted upon until the conflict is satisfactorily resolved.

OUTSIDE EMPLOYMENT

POLICY

- 1. Full-time employees may not engage in outside employment which might in any way hinder the objectives and performance of their duties or impair their efficiency on the job.
- 2. Outside employment must be requested in writing and approved in advance by the City Administrator.

PROMOTIONS/TRANSFERS/DEMOTIONS

POLICY

- 1. It is the City's policy to fill employment vacancies by promotion or transfer insofar as practical, and in case of equal qualifications to give consideration to length of service.
- 2. All promotions will be subject to a probationary period of six (6) months. If the employee who has been promoted is found unsuited for the work of the position to which promoted, at the City's discretion the employee may be reinstated to the position and rate of pay of the position from which the employee was promoted.

3. Employees will be entitled to vacation leave during a probationary promotion period if they have fulfilled the requirements for vacation time in their prior position.
4. If an employee is transferred, promoted or demoted, the rate of pay will be determined as follows:
 - a. In the case of a transfer or promotion, if the rate of pay for the former position is less than the minimum rate established for the new position, the rate will be advanced to the minimum of the position to which transferred or promoted.
 - b. In the case of a transfer or demotion, if the rate of pay in the former position is more than the maximum rate established for the new position, the rate of pay may be reduced to the maximum rate or to an intermediate rate of the position to which transferred or demoted. Such determination will be made by the City Administrator.
 - c. In case of a transfer for the good of the City and/or the employee and not in the nature of a promotion or demotion, the rate of pay will remain the same.
5. An applicant for City employment or a City employee seeking promotion must not directly or indirectly render any service or pay any money or other valuable consideration to any person for or in connection with the applicant's or employee's employment test or proposed appointment or promotion.

RESIGNATION

POLICY

1. Any employee wishing to leave City employment in good standing must file with the employee's supervisor, at least 14 days before leaving, a written resignation stating the effective date of the resignation. Failure to comply with this particular procedure may be cause for denying such employee future employment by the City and denying termination leave benefits.
2. Unauthorized absence from work for a period of three (3) working days may be considered by the City as a resignation, without benefits.
3. An employee who has resigned from a position may be considered for re-employment but will have no inherent right to any position.

LAYOFFS

POLICY

The City may layoff any employee whenever such action is necessary due to shortage of work or funds or when a position has been abolished.

DISCIPLINARY ACTION

POLICY

1. City employees are subject to disciplinary actions for failing to fulfill their duties and responsibilities, including failure to observe policies and work rules. It is the policy of the City to administer disciplinary penalties without discrimination. A supervisor will investigate any allegation for which disciplinary action might be based before any disciplinary action is taken. Employees serve at the will of the City and notwithstanding anything in this policy, may be dismissed with or without cause.
2. Possible disciplinary actions include the following:
 - a. An employee may be given an oral reprimand by the employee's immediate supervisor. Documentation of the oral reprimand will be placed in the employee's personnel file.
 - b. An employee may be given a written reprimand by the employee's immediate supervisor. A written reprimand will state that the employee is being warned for misconduct. The written reprimand will contain a description of the misconduct, past action taken by the supervisor to correct the problem, a statement urging prompt correction or improvement by the employee, time tables and goals for improvement when appropriate, and an outline of future penalties that may be imposed should the misconduct continue. The employee will be given a copy of the reprimand after the employee signs the original acknowledging its receipt. The signature of the employee on the reprimand will not mean that the employee agrees with the reprimand. The reprimand will be placed in the employee's personnel file.
 - c. An employee may be suspended up to ten (10) days with pay by the employee's immediate supervisor. The immediate supervisor will notify the City Administrator of the suspension with pay. The suspension with pay will continue only upon the approval of the City Council. Upon the City Council's approval of the suspension, the employee will be notified in writing of the reason for the suspension and its length. Upon the employee's return to work, the employee will be provided a written statement outlining further disciplinary actions that may be taken should the misconduct continue.

Suspension with pay will include suspending an employee pending investigation of allegations of misconduct against the employee. All suspensions with pay will be reduced to writing and placed in the employee's personnel file. If the suspension with pay is for investigation of allegations of misconduct and the allegations prove to be false, at the discretion of the City Council the written suspension with pay will be removed from the employee's personnel file and back pay may be issued.

- d. An immediate supervisor may suspend an employee with pay pending a decision by the City Administrator to suspend the employee without pay. Prior to the suspension without pay or as soon thereafter as possible, the employee will be notified in writing of the reason for the suspension without pay and its length. Upon the employee's return to work, the employee will be provided a written statement outlining further disciplinary actions that may be taken against the employee should the misconduct continue.
 - e. An employee may also be suspended without pay by the City Council. The suspension without pay will be reduced to writing and placed in the employee's personnel file. If the suspension without pay is for investigation of allegations of misconduct and the allegations prove to be false, the written suspension without pay will be removed from the employee's personnel file and the employee will be entitled to any compensation to which the employee is entitled had the suspension not taken place.
 - f. An employee may be involuntarily demoted, required to transfer to a comparable employment position, or have the employee's salary decreased or the employee's salary increase withheld by the City Council. In no event will an employee's salary be decreased below the salary schedule approved for the employee's position by the City. Prior to such action or as soon thereafter as possible, the employee will be notified of the reason for the action. The action taken will be reduced to writing and placed in the employee's personnel file.
 - g. Any employee may be dismissed by the City Council.
 - h. Veterans' Preference Act Exception: Notwithstanding the possible disciplinary actions listed in this handbook, no City employee who is a veteran as defined by Minn. Stat. § 197.447 may be removed from City employment, except in accordance with and as provided by Minn. Stat. § 197.46.
3. In the case of suspension, or demotion, an employee will be granted a review by the City Council if the employee submits a written request for a review to the City Administrator within five (5) working days of notification of the action taken.

PERFORMANCE APPRAISALS

POLICY

Employees will receive formal performance appraisals generally annually from their designated supervisor. A copy of the performance appraisal will be placed in the employee's personnel file and provided to the employee. Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis.

POLITICAL ACTIVITY

POLICY

1. City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes.
2. Further, any political activity in the workplace must be pre-approved by the city to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.
3. If any employee is elected or appointed to the City Council, the employee must resign or obtain a leave of absence.

TRAVEL

POLICY

APPROVAL AND ADVANCES

1. All travel and seminar attendance by City employees require prior approval by the City Administrator or the City Administrator's designee. All travel and seminar attendance by the City Administrator must be in accordance with the City's adopted budget.
2. Approval for travel must be obtained prior to seminar registration or other final travel arrangements. Approval must be requested at least 72 hours prior to departure.

ALLOWABLE EXPENSES

4. Accommodations must be selected at reasonable cost, consistent with the facility available and convenient to location of the conference or business meeting attended. An employee may claim only the actual and necessary cost of single occupancy where a double or multiple-occupancy has occurred.
5. Allowable transportation costs will include reimbursement for: mileage accumulated on personal vehicle at prevailing mileage rate; actual round trip coach rate airfare; or actual receipted expenses for City-owned vehicles, as required and as approved.
6. Reimbursement for meals will be made at reasonable cost, as required and as approved. A per diem amount of up to \$40 per day will be reimbursed to employees for actual costs of meals. There is no reimbursement for alcoholic beverages. An explanation must be included for cost of meals exceeding per diem guideline. Other miscellaneous expenses may be authorized, as required and as approved.
7. Reimbursement for long distance telephone calls will be allowed as follows:
 - City business
 - One call to a family member per day of 10 minutes or less

EMPLOYEE EXPENSE REPORTS

8. Within five (5) working days upon return to work, an employee must submit an Employee Expense Report for approval by the employee's supervisor and the City Administrator or the City Administrator's designee. Receipts for expense items must accompany each expense report.

USE OF VEHICLES

POLICY

1. An employee using a City vehicle must have a valid driver's license in the appropriate class. Any violation of this provision shall subject the employee to disciplinary action up to and including termination.
2. Employees using City vehicles must be particularly mindful of all traffic regulations and courtesies of the road. Abuses and violations may subject the employee to disciplinary action, up to and including termination.

3. Unless approved by the City Administrator, the use of City vehicles for personal reasons is prohibited. Violation of this provision may subject the employee to disciplinary action.
4. The mileage rate for reimbursement shall be the rate approved by the City Council and the IRS. Claims shall be submitted on an Employee Expense Report provided by the Finance Director, and shall be itemized, showing the date, destination, purpose of the trip, and mileage, and be signed by the person making the claim. Mileage reimbursement shall be made upon the City Administrator's or immediate supervisor's approval of the claim. Employees using their personal vehicle and claiming mileage reimbursement on City business shall assume liability through the employee's own vehicle insurance carrier for personal injury, property damage, and comprehensive/collision damage to their vehicle. Any traffic violations incurred while on City business are the responsibility of the employee to satisfy. Use of the employee's private vehicle for City business must also meet requirements of the U.S. Internal Revenue Service as to the reporting of claims for mileage paid by the City.
6. An accident while on City business with either a City vehicle or a private vehicle shall be immediately reported verbally to the supervisor and to the City Administrator. This initial report shall be followed up with completion of the required insurance carrier form and pertinent incident reports as soon as possible.

USE OF TELEPHONE

POLICY

1. The telephone is recognized as a most important means of communication with citizens, the general public, and fellow workers, often the first impression a person has of City government. Employees will answer promptly and identify themselves. They will be courteous, tactful and use good judgment at all times.
2. Adequate coverage of telephones will be a main consideration in scheduling lunch periods, breaks, and time off.
3. The receiving and making of local telephone calls for personal reasons must be kept to a minimum. Abuse of this privilege may subject the employee to disciplinary action.
4. Employees must reimburse the City for long distance charges on personal calls.

EMAIL

POLICY

1. The City maintains an email system. This system is provided by Metro-Inet to assist in conducting City business.
2. All messages composed, sent, or received on the email system are and remain the property of the City. They are not the private property of any employee.
3. The use of the email system is reserved for conducting City business.
4. The email system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
5. The email system is not to be used to create, send, print or disseminate any offensive or disruptive messages. Among those which are considered offensive, are any messages which are pornographic or which contain sexual implications, racial slurs, gender-specific comments, discriminatory comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Additionally, offensive or sexually oriented emails are in violation of the City's Offensive Behavior policy.
6. The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information or similar materials without prior authorization.
7. The email system shall not be used for engaging in any activity in violation of local, state, or federal law.
8. The City has and will exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the email system for any purpose. The contents of the email properly obtained for legitimate business purposes, may be disclosed within the City without the permission of the employee. An employee should have no expectation of privacy in messages or files they create, send, read or listen to on City computers.
9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. E-mail messages should be drafted in the same manner and with the same care as any communication in printed form on the City letterhead.

10. Notwithstanding the City's right to retrieve and read any email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Network Administrator.
11. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission.
12. Employees must also abide by Metro-INET's Acceptable Use Policy (see appendix).

INTERNET

POLICY

As an employee of the City of Falcon Heights you are provided with access to the vast information resources of the Internet. The facilities to provide that access represent a considerable commitment of the City resources for telecommunications, networking, software, storage, etc. This Internet usage policy is designed to help you understand our expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the City and expose the City to significant legal liabilities.

This policy applies to all users of City-owned-and-operated computer systems and networks. Any exceptions to this policy require the expressed written consent of the City.

Any employee who discovers a violation of this policy shall immediately notify the City Administrator.

Any employee who violates this policy or uses the Internet system for improper purposes shall be subject to discipline, up to and including discharge.

1. The use of the City's Internet is intended for City business, including research, communication and professional purposes within the business objectives of the City.
2. The City reserves the right to monitor and review all employee Internet usage.

No employee should have any expectation of privacy as to his or her Internet usage.

3. The confidentiality of any electronic message using the City's Internet system should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.
4. Personal use of Internet service cannot interfere with business operations and should be limited to non-working hours. Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race (including traits associated with race, including, but not limited to, hair texture and hairstyles such as braids, locs and twists), national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission
5. Internet services, or any other network or computer resources, shall not be used for viewing, archiving, storage, distribution, editing or recording of threatening, obscene, harassing or derogatory material or transmittal of material that is confidential to the City.
6. Internet services, or any other network or computer resources, shall not be used for the viewing, archiving, storage, distribution, editing or recording of any kind of sexually explicit image, material or document.
7. Use of the Internet system to receive (download) software programs, utilities or software extensions is prohibited without prior authorization from the Network Administrator. This includes, but is not limited to, screen savers, games and utility programs. It does not include files such as Word documents, Excel documents, Adobe Portable Document Format (pdf) files and the like.
8. Any software or files downloaded via the Internet into the network become the property of the City. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
9. No employee may use City facilities knowingly to download or distribute pirated software or data. The use of file swapping software on City computers and City networks is prohibited.

10. No employee may use the City's Internet facilities to deliberately propagate any virus, worm or other illegal program code.
11. No employee may use the City's Internet facilities knowingly to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
12. The City's Internet facilities and computer resources shall not be knowingly used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City resources for illegal activity is grounds for immediate dismissal, and the City will cooperate with any legitimate law enforcement activity.
13. Users of the City's information systems are prohibited from using password protection to restrict access to files on the City's systems without authorization from the Network Administrator.
14. Each employee using the Internet facilities of the City shall identify himself or herself honestly, accurately and completely (including one's company affiliation and function where requested) when participating in chats or newsgroups or when setting up accounts on outside computer systems.
15. Anything an employee writes in email or on the Internet in the course of working for the City can be taken as representing the City's posture. For this reason, users of the City's Internet system are prohibited from using their City email address or otherwise identifying themselves as employees of the City when participating in non-work related online discussion forums, bulletin board, web sites or chat sessions.
16. Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal private or confidential data. Employees releasing protected information via a newsgroup or chat, whether or not the release is inadvertent, will be subject to discipline.
17. Use of the City's Internet facilities to commit infractions such as misuse of City assets or resources, offensive behavior, illegal activity, unauthorized public speaking and misappropriation or theft of intellectual property are prohibited.
18. Employees must also abide by Metro-INET's Acceptable Use Policy (see appendix).

NEWS RELEASE

POLICY

1. To the extent possible, any employee who is requested by the news media to provide information regarding City business will refer the request to the City Administrator or the City Administrator's designee.
2. Employees will not issue City news releases without prior approval of the City Administrator or the City Administrator's designee.
3. Except during regular working hours, any individual employee has the right to comment on any public matter in the employee's individual capacity as a private citizen.

PERSONNEL RECORDS OF EMPLOYEES

POLICY

Personal records are the official personnel records of the City and are, therefore, important to all employees. It is the responsibility of each employee to check annually to ensure that the data listed below is correct and reflects current information about the employee. It is the employee's responsibility to see that the following items are kept current at all times:

- a. Correct home address and telephone number;
- b. Changes in dependents (for withholding tax purposes);
- c. Person to contact in case of emergency;
- d. Beneficiary changes (group life insurance and pension); and
- e. Legal change in name.

PROHIBITION AGAINST REQUESTING OR ACCEPTING GIFTS

POLICY

1. City employees may not solicit or accept gifts from any person or company that has a direct financial interest in a decision that the City Council is authorized to

make. Gifts may not be accepted from consultants, vendors, job applicants, local businesses, or others that have a financial interest in the decision the City Council may make.

2. The only exceptions to the ban on gifts are:
 - services of insignificant monetary value;
 - a plaque or similar memento recognizing individual services in a field of specialty or a charitable cause;
 - a trinket or memento with a value of \$5 or less;
 - informational material of unexceptional value;
 - food or beverage given at a reception, meal, or meeting away from the employee's place of work by an organization before whom the employee appears to make a speech or answer questions as part of a program;
 - gifts given because of the employee's membership in a group, a majority of whose members are not local officials, and an equivalent gift is given to the other members of the group; or
 - gifts given by a person who is a member of the employee's family unless the gift is given on behalf of the City to someone who is not a member of the family.
3. All employees who are "appointed officials" must also comply with Minn. Stat. § 471.895.

HOURS OF WORK

In order to adequately provide City services and to provide the basis for employee compensation, the City must assure the availability of personnel and specify the number of hours and days the City Council expects employees to be at their jobs.

POLICY

1. Forty (40) hours of actual attendance on duty will constitute the regular work week.
2. Except as otherwise provided, the regular work day will begin at 8:00 a.m. and end at 4:30 p.m., with one-half (1/2) hour unpaid period therein constituting a lunch period. Two 15-minute breaks are also awarded per full workday. The regular work week will consist of five (5) consecutive eight (8) hour work days, Monday through Friday, or an equivalent number of hours pursuant to a work schedule arranged with the supervisor and approved by the City Administrator.
3. Beginning two (2) weeks prior to Memorial Day and ending the Friday prior to the start of the Minnesota State Fair, summer hours shall be observed and will consist

of four (4) consecutive nine (9) hour work days, Monday through Thursday, with one-half (1/2) hour unpaid period therein constituting a lunch period, and two 15-minute breaks are also awarded per full workday. On Friday, one (1) four (4) hour workday will be observed.

4. The City Administrator may establish the scheduled hours of work for employees. Such hours cannot be less than the minimum hours described in this policy, but may vary for shift requirements and other times deemed necessary to properly provide City services beyond regular business hours.
5. Flex-time schedules may be established only with the approval of the City Administrator. Each employee must adhere to a schedule which has been established by taking into consideration the work load and necessary services provided by the City.
6. All overtime must be approved by the appropriate supervisor.

WORK TIME REQUIREMENT AND REPORTING

POLICY

1. Employees are required to fill out weekly time reports.
2. If an employee is late for work, the employee will report to their supervisor the reason for the late arrival. If possible, the employee will contact the supervisor ahead of time and inform the supervisor that the employee will be late and the time the employee expects to arrive. The supervisor may deduct the lost time from the time report when there is insufficient reason for the late arrival or there is repeated lateness. Repeated late arrivals will result in written reprimand, suspension or termination.
3. Employees are expected to be at their work areas at the start of their work day, and promptly return to their work areas at the conclusion of their lunch break and coffee breaks.

PAY PERIOD

POLICY

1. Payday for all employees will be bi-weekly. Employees will receive pay on a bi-weekly basis.

2. Time cards for the prior week must be completed and submitted to the Administrator or designee by noon on Monday for the preceding workweek.
3. All employees are encouraged to have their paycheck automatically deposited in their checking or savings account on payday. You don't have to change your present banking relationship to take advantage of this service.

OVERTIME PAYMENT

POLICY

1. Authorized overtime work performed by non-exempt employees will be compensated at one and one-half (1-1/2) times the regular rate of pay.
2. Supervisors are responsible to schedule work so as to minimize overtime payment. When authorized by the appropriate supervisor or designee, overtime payment will be made.
3. Non-exempt employees will receive one and one-half (1-1/2) times their normal hourly rate for all overtime in excess of 40 hours worked in any regular work week.
4. Vacation, sick leave, bereavement leave or any other type of leave does not count towards the 40 hours worked for overtime calculation purposes. Holiday pay will count towards an employee's hours worked in the event overtime worked during a holiday week is unavoidable and is authorized by the employee's supervisor and/or the City Administrator (i.e snow plowing callout or an emergency response).
5. Full-time non-exempt employees called out for special duty on a regularly scheduled holiday will be compensated at one and one-half (1-1/2) times their regular hourly rate of pay in addition to their holiday pay.
6. Incidental time will be excluded from overtime consideration. Incidental overtime will mean overtime worked at the beginning or end of any non-exempt employee's shift in an amount not to exceed 15 minutes at either end of the work day.
7. For payroll purposes, overtime will be rounded off to the nearest one-quarter (1/4) of an hour.
8. At the discretion of the supervisor, a non-exempt employee may receive compensatory time off in lieu of overtime at a rate not less than one and one-half (1-1/2) hour for each hour of employment for which overtime compensation is required.

COMPENSATORY TIME

POLICY

1. Exempt employees, as designated by the City under the Fair Labor Standards Act, are not eligible for overtime compensation.
2. Employees holding positions not designated by the City as exempt will be considered non-exempt employees who are subject to the provisions of the Fair Labor Standards Act. Such non-exempt employees will be eligible for overtime compensation in accordance with the Act, subject to the following conditions:
 - a. Overtime to be accumulated as compensatory time must be approved in advance by the supervisor.
 - b. Compensatory time off must be claimed on a form provided by the City, and the request must be made to the employee's supervisor.

EMPLOYMENT BENEFITS

POLICY

Employee benefits mentioned in this section apply only to those employees hired for full-time positions and specifically exclude, contract, casual, part-time, temporary, or volunteer employees, except when such groups are expressly included by the provisions of this policy. Employees who are hired for positions requiring less than full time may be granted certain employee benefits enumerated in this policy as determined by the City Council and as may be required by law.

COMPENSATION

POLICY

Full-time employees of the City of Falcon Heights shall be compensated in accordance with the classification and compensation plan adopted by the City Council. Employees are eligible for step increases within their assigned pay range upon completion of a satisfactory annual performance review.

Cost-of-living adjustments (COLA), if any, shall be applied to all full-time and permanent part-time employees as approved by the City Council.

TUITION REIMBURSEMENT PROGRAM

POLICY

1. Eligibility:
 - a) Upon successful completion of the probationary period, a full-time or permanent part-time employee will be eligible to apply for reimbursement for job-related educational course work.
 - b) Participation in this program is voluntary. All course work will be completed outside normal working hours.
2. In order to be eligible for tuition reimbursement, all requests for course work or a degree program must receive approval from the City Administrator or designee prior to taking the course and are subject to budget appropriations.
3. Reimbursement:
 - a) All full-time employees shall be eligible for reimbursement for tuition, required books as listed on the course syllabus and institutional fees associated with post-high school level courses or programs which are work-related or part of a formal degree or certification program at institutions which are certified by the State Education Association.
 - b) The City will reimburse 100% of the expenses associated with course work which is work related and 75% of the expenses associated with the course work which is not work related but is required for the completion of a degree.
 - c) The maximum reimbursement is \$2000 per calendar year for full-time employees, with that amount pro-rated for part-time employees based upon the number of hours designated for the position compared to full-time hours.
 - d) The course must be successfully completed to be reimbursed, and the employee must re-pay this benefit if they leave the City's employ within one year of course completion.
 - a. One of the following constitutes successful completion of the course:
 - i. Letter grade of "B" or better.
 - ii. Pass in a pass/no pass system
 - iii. Certificate from the instructor indicating satisfactory completion of the course if grades are not issued.

EMPLOYEE INSURANCE

POLICY

Insurance benefits will be available to full-time employees and their immediate families. The City will contribute toward these health premiums in an amount determined by the City Council. Basic long-term disability and life insurance in an amount determined by the City Council will be at no cost to the full-time employee.

1. COBRA. The Minnesota Continuation Law and the Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") permit an employee to continue, at the employee's expense, coverage under the City's insurance plan(s) at the time of an unpaid leave, resignation, termination, or retirement if the employee does not have the same type of coverage under another employer group plan and is not entitled to Medicare.
2. Continuation Period. The length of continuation depends on the Qualifying Event that applies to the employee's loss of coverage:
 - a. 18 months, if the employee is presently a City employee and the employee's coverage would stop because the employee's employment is terminated or the employee's work hours are reduced below the qualifying level for coverage (this period may be extended to 36 months if another qualifying event, listed below, occurs during the original 18-month period--an employee must notify the City Administrator or designee within 60 days of a second qualifying event); or
 - b. 36 months, if an individual is not an employee but is:
 - i. A separated or divorced spouse or child of a City employee;
 - ii. A surviving spouse or child of a deceased City employee;
 - iii. A child of a City employee, and is no longer an eligible dependent as defined in City insurance plan; or
 - iv. A dependent that loses dependent coverage when the City employee becomes enrolled in Medicare benefits.
3. Termination of Continuation Coverage.
 - a. An employee's right to continuation coverage will cease immediately if the employee fails to pay the required premium due.
 - b. Plan eligibility ceases if:
 - i. An employee becomes covered under another group plan as a result of employment, re-employment, marriage, or remarriage; or

- ii. An employee, an employee's spouse, or an employee's dependent children become enrolled in Medicare, in which case coverage ceases for each individual so covered; or
- iii. All City insurance plans under this policy are terminated.

CHANGES IN COVERAGE

POLICY

1. The employee is responsible for notifying the City of any changes that the employee wishes to make in the employee's insurance coverage or retirement plan, such as:
 - a. Change of address or phone;
 - b. Change of name;
 - c. Change of beneficiary; and
 - d. Change in type of coverage.
2. It is very important that the City be notified immediately as these changes occur. Contact the Finance Director for the necessary forms to make these changes.

WORKERS' COMPENSATION

POLICY

1. In accordance with the laws of the State of Minnesota, the City provides coverage for medical expenses in the event of work related injury or disease, plus partial salary continuation in the event of disability, and additional benefits if the injury or disease causes partial or regular disability or death.
2. Employees are automatically covered under the workers' compensation plan as soon as employment begins. To be eligible for workers' compensation, the injury or disease must arise out of, and occur during, the course of employment.
3. The City pays the entire cost of this protection. Benefits paid depend entirely on the benefit schedule set up by the State of Minnesota and applicable at the time the work related injury or disease is incurred.

4. It is the injured employee's responsibility to immediately report any work related injury or disease to the employee's supervisor as soon as possible after the injury occurs or the disease is diagnosed.
5. The immediate supervisor is responsible to see that the First Report of Injury is filed with the City within 48 hours following the injury. This report is prepared by the supervisor during an interview (if possible) with the injured employee.
6. If an employee has a work-related injury or disease and is under a doctor's care, that employee cannot change doctors for treatment of this work-related injury or disease without first contacting the City's workers' compensation company and obtaining approval to make this change.

REQUEST FOR LEAVE

POLICY

1. An employee is required to fill out a Request for Leave form for any time absent from regularly scheduled work time. Request for Leave forms are required for:
 - a. Bereavement Leave
 - b. General Leave
 - c. Injury on Duty Leave
 - d. Jury Duty
 - e. Medical Leave
 - f. Military Leave
 - g. Earned Sick and Safe Leave
 - h. Vacation Leave
 - i. Comp. Time
 - j. Parenting Leave
 - k. School Conference and Activities Leave
 - l. Family and Medical Leave Act Leave

2. The employee must also complete the weekly time sheets in a manner that will reflect any time off, using the categories as indicated above.

BEREAVEMENT LEAVE

POLICY

1. Employees shall be allowed up to three (3) working days, with pay, as bereavement leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance. Immediate family is defined as the employee's parents, spouse, domestic partner, children, siblings, grandchild or grandparents, the spouse's parents, or a ward of the employee's household.
2. Employees shall be allowed up to one (1) working day, with pay, for the death of the spouse's grandparent or sibling, or the employee's son-in-law or daughter-in-law.
3. This leave will not be deducted from accrued sick or vacation leave.
4. Deviations from this policy may be approved by the City Administrator.

GENERAL LEAVE

POLICY

1. Employees may apply for an unpaid leave of absence for personal or emergency reasons. The granting of such leave will be at the sole discretion of the City Administrator and will not be granted for a period exceeding one hundred eighty (180) days in duration.
2. For efficiency in the conduct of City business, it is essential that the granting of such requests for leave be kept to a minimum. The City Administrator will consider:
 - a. Work load, taking into consideration the good of the services provided by the City;
 - b. Reason for leave; and
 - c. Length of service with the City.
3. Such leave may be granted by the employer for extended illness of the employee's family, civic activities or other reasons deemed appropriate by the employer.

4. Request for leave must be made in writing on a Request for Leave form with full explanation and, if possible, submitted to the appropriate supervisor fourteen (14) days in advance of the leave date.
5. An employee on unpaid leave under this policy will be entitled to retain the employee's accrued leave and other benefits. The accrued leave and other benefits will be determined by the City as of the date the leave commences and may be used upon the employee's return. The employee will accrue no leave or other benefits for the period of time the employee is on leave.
6. An employee on an unpaid leave of absence may continue to participate in City insurance programs if such participation is permitted under the City's insurance policies. Such participation would be conditioned on the employee paying the entire premium for any insurance coverage the employee wishes to retain. Payment of the premium will be required effective as of the date the leave commences.
7. Service time will not accumulate during a general leave of absence of longer duration than one week.
8. Unauthorized absence from work by an employee for a period of three (3) working days will be considered by the City as a resignation without benefits.

HOLIDAYS

POLICY

1. The following days are observed as paid holidays:
New Year's Day, January 1
Martin Luther King Jr. Day, the third Monday in January
President's Day, the third Monday in February
Memorial Day, the last Monday in May
Juneteenth, June 19
Independence Day, July 4
Labor Day, first Monday in September
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
The day following Thanksgiving Day
Christmas Eve, December 24
Christmas Day, December 25
Floating Holiday, to be used at employee's discretion (must be used before the end of each year).

Regular Hours

Whenever one of the above holidays falls on a Saturday, the preceding Friday will be observed as a holiday. Whenever one of the above holidays falls on a Sunday, the following Monday will be observed as a holiday.

If December 25 falls on a Saturday, the December 24 and 25 holidays will be observed on Thursday, December 23 and Friday, December 24. If the December 24 holiday falls on a Sunday, the December 24 and 25 holidays will be observed on Monday, December 25 and Tuesday, December 26.

Summer Hours

Whenever one of the above holidays falls on a Saturday during the period in which summer hours are observed, the preceding Friday will be observed as a holiday, providing four hours of vacation time, as well as the preceding Thursday for four hours, allowing Staff to leave four hours early the Thursday prior and resulting in a total for 8 hours of holiday time recognized. Whenever one of the above holidays falls on a Friday during the period in which summer hours are observed, the preceding Thursday will be observed as a holiday.

2. Non-exempt employees who are required to be on duty on any holiday, or who agree to be on duty on any holiday, will be compensated at one and one-half (1-1/2) times their regular rate of pay. This pay shall be in addition to their holiday pay. For hours worked in excess of their work schedule day they shall be paid at double their hourly rate of pay.

INJURY ON DUTY LEAVE

POLICY

1. When any employee of the City suffers an injury on the job, a report of such accident must be made immediately by the employee's supervisor. This report must be made on the standard form supplied by the City's worker's compensation carrier, plus the supplementary form supplied by the Employee Safety and Health Committee. These forms must be completed and returned to Administration within 48 hours following the injury.
2. Injury leave will be granted to all employees who are injured or contract an occupational disease while in the actual performance of their assigned job, and are eligible because of the injury or illness for worker's compensation insurance coverage.

3. Injury on duty leave will be earned at the rate of one eight (8) hour day per month of full-time employment up to a maximum of 180 eight (8) hour days.
4. During such injury leave the City will pay such employee either as direct payment from injury on duty leave accrued, worker's compensation insurance benefits, or both. The total amount paid will not exceed the full pay which the employee would have received for such period. Employees receiving workers' compensation payments may be granted injury on duty leave pay for the amount of the difference between the employee's workers' compensation payment and the employee's salary, to the extent that injury on duty leave is accrued. To clarify the record keeping of injury on duty leave used during the injury on duty leave, the injured employee will immediately contact Administration upon receipt of a workers' compensation check.
5. A day is defined as the combination of workers' compensation insurance and injury on duty pay sufficient to pay the employee gross pay equal to the pay the employee would receive for a scheduled work day.
6. For each day of injury time used one work day will be deducted from the employee's accumulated injury on duty leave.
7. An employee on injury time leave must keep the employee's supervisor informed of the employee's status on an established regular basis.
8. If injury leave extends beyond the employee's accrued injury time leave, the employee may use sick leave and vacation leave after the injury or duty leave is exhausted.
9. Employees using earned injury on duty leave will be considered to be working for the purpose of accumulating vacation or sick leave.
10. A full-time employee on injury leave will retain and continue to earn length of service time for the duration of the leave.
11. The City may request periodically a certificate from the employee's physician indicating sufficient disability to preclude the employee from performance of the employee's duties.
12. Before returning to work from injury leave, an employee must submit a letter from the employee's physician certifying the employee is fit and capable of performing the job the employee held before injury occurred.

COURT DUTY

POLICY

1. Regular employees subpoenaed as witnesses or called for jury duty shall be granted leave of absence for the time necessary to complete those duties.
2. All fees received as a juror, except mileage fees for the use of the employee's private vehicle, food or lodging, shall be paid to the City.
3. The employee will receive all pay and other benefits that would have accrued had the employee been performing services for the employer during the period of absence for jury duty, less all per diem allowances and any other compensation received for such duty.
4. Employees excused or released from jury duty during their regular working hours must report to their supervisor immediately thereafter.

MILITARY LEAVE

POLICY

1. Active Duty Leave
 - a. State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.
 - b. The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the 15 day paid leave of absence. Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed five (5) years.
 - c. Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used

his/her 15 days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

- d. Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.
- e. Eligibility for continuation of insurance coverage for employees on military leave beyond 15 days will follow the same procedures as for any employee on an unpaid leave of absence.

2. Military Ceremonies

- a. Unless the leave would unduly disrupt the operation of the City, the City shall grant a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. The leave time shall be limited to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member, not to exceed one day's duration in any calendar year.
- b. For purposes of this section, an "immediate family member" means the employee's grandparent, parent, legal guardian, sibling, child, grandchild, spouse, domestic partner, fiancé, or fiancée.
- c. To request leave for a military ceremony, an employee must submit a Request for Leave form and the actual time required for attendance at the ceremony. Whenever possible, an employee is required to give as much notice as possible of the pending need for a leave of absence.

3. Death or Injury of Family Member in Military

- a. The City shall grant up to ten (10) working days of leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service.
- b. For purposes of this section, as "immediate family member" means the employee's parent, child, grandparents, siblings, or spouse, domestic partner, fiancé, or fiancée.
- c. An employee must give as much notice to the City as practicable of the

employee's intent to exercise leave under this section.

EARNED SICK AND SAFE LEAVE

POLICY

1. "Earned Sick and Safe Leave" is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a calendar year for the city.
2. The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (*fifteen minutes*) for the following circumstances:
 - a. An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

- b. Care of a family member with mental or physical illness, injury or other health condition:
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- c. Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

3. For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship

- Up to one individual annually designated by the employee
4. Advance Notice for use of Earned Sick and Safe Leave. If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.
 5. Carry Over of Earned Sick and Safe Leave. Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.
 6. Retaliation prohibited. The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.
 7. Benefits and return to work protections.

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

8. Upon separation from the City or retirement of an employee who is in good standing, a cash payment of 50% of the employee's total accrued sick leave up to a maximum of 960 total accrued sick leave hours at the employee's hourly compensation rate will be made. Employees with 10 years or more of service, the total accrued sick leave would be capped at 1,260 hours.

PREGNANCY AND PARENTING

1. All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.
2. Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.
3. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

4. Effective July 1, 2023, the city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.
5. An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

DONATED MEDICAL LEAVE POLICY

With the expressed written approval of the City Administrator, City employees having accrued sick or vacation leave will be allowed to donate a portion of such accrued sick or vacation leave to fellow employees experiencing a major life-threatening disease or condition suffered by the employee, their spouse, or minor children. A major life-threatening disease or condition shall include, but not necessarily be limited to heart attack, stroke, organ transplant, or life threatening illness or condition as defined by a physician's diagnosis. The City Administrator has final discretion over all decisions regarding donated medical leave.

A donation of sick or vacation leave from one employee to another shall be subject to the following terms and conditions:

- a. An employee is only eligible to receive donated medical leave for time loss from work due to a major life threatening disease or condition as described above, equal to the number of hours of time, compensated by sick leave, vacation leave, or compensatory time, which the employee would lose from his or her job due to the major life threatening disease or condition.
- b. An employee will be eligible to receive donated medical leave only after the employee's accrued sick leave, compensatory time, and vacation have been used by the employee.
- c. No employee will be allowed to receive more than 20 days of donated medical leave for any single major life threatening disease or condition without the additional express approval of the City Administrator.
- d. An employee may donate no more than 40 hours per calendar year to a single fellow employee. This shall not be construed to prohibit donating 40 hours each per year to additional fellow employees.
- e. A written request to donate medical leave must be made to the City Administrator.

- f. The City Administrator shall have the right to deny use of donated medical leave or limit its use as shall be determined necessary and in the best interest of the City.

FAMILY AND MEDICAL LEAVE

POLICY

1. Family and Medical leave ("FMLA leave") provides up to 12 weeks of unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have been employed for a minimum of 12 months, and have worked at least 1,040 hours over those 12 months.
2. An employee may take a maximum of 12 work weeks of FMLA leave in a rolling 12 month period.
3. FMLA leave may be granted for any of the following reasons:
 - a. To care for the employee's child after birth, or placement for adoption or foster care;
 - b. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - c. For a serious health condition that makes the employee unable to perform the employee's job.
4. The employee must give the City at least 30 days advance notice. In unexpected or unforeseeable situations, the employee should give as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" written notice.

For leaves taken because of the employee's or a covered family member's serious health condition, the City may require that a "Physician or Practitioner Certification" form be completed. In addition, the City may require periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.

Where employee leave qualifies for FMLA leave, the City may designate the leave as FMLA leave by providing notice to the employee of the designation within two business days of the time the employee gives notice of the need for the leave or as soon as the City has sufficient information to determine that the leave qualifies for FMLA leave.

5. A serious health condition is an illness or injury that involves:
 - a. An overnight stay in a hospital, hospice, or residential medical care facility;
 - b. Any period of incapacity that involves continuing treatment or supervision by a health care provider and that requires absence from work, school, or other regular daily activities for more than three (3) days;
 - c. Continuing treatment or supervision by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) days;
 - d. Any period of incapacity due to pregnancy, or for prenatal care, or prior to an adoption to help complete the adoption process;
 - e. Any period of absence to receive multiple treatments by a health care provider; or
 - f. Substance abuse may qualify as a serious health condition if one of the above clauses is satisfied. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. Absence caused by substance use is not covered by this policy.
6. Accrued vacation, compensatory time, or sick leave may be used while on FMLA leave as long as the provisions within those written policies apply.
7. Employees are required to use employee's FMLA leave when employee must miss work due to an injury obtained while on duty unless employee is using sick leave or vacation leave. The FMLA leave and the injury on duty leave shall run concurrently.

The employee shall report the injury as provided in the Injury on Duty Leave and provide adequate information to establish the basis for the leave. The City shall provide employee written notification within five (5) working days specifying that any absence will be counted against the employee's remaining FMLA time and that the FMLA leave shall run concurrently with the injury on duty leave.
8. The employee will not accrue benefits such as sick leave or vacation while on unpaid FMLA leave.
9. Leave may be taken intermittently or on a reduced schedule when it is medically necessary. If an employee requests intermittent leave or leave on a reduced schedule that is foreseeable due to medical treatment, the employee may be

temporarily transferred to another position if the position has equivalent pay and benefits and better accommodates the recurring periods of leave. Any such transfer is subject to a collective bargaining agreement.

10. Eligibility for leave after birth, placement for adoption or foster care, expires 12 months after the birth, placement or adoption. If the child must remain in the hospital longer than the mother, the leave may in the alternative begin at any time up to six (6) weeks after the child leaves the hospital.
11. The employee may choose to continue existing health care benefits and life insurance while on FMLA leave. The City will continue to pay the same portion of the cost of the coverage as it did prior to the leave.

Employee contributions will be required either through payroll deduction or by direct payment to the City. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. If an employee's contribution is more than 30 days late, the City may terminate the employee's insurance coverage.

12. Upon return from FMLA leave, employees will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. If, during FMLA leave, the City experiences a layoff and an employee would have lost a position had the employee not been on leave, pursuant to the good faith operation of a bona fide layoff and recall system, including a system under a collective bargaining agreement, the employee is not entitled to reinstatement in the former or comparable position. In such circumstances, the employee retains all rights under the layoff and recall system, including a system under a collective bargaining agreement, as if the employee had not taken the FMLA leave.

MINNESOTA PAID LEAVE (MNPL)

POLICY

1. The City of Falcon Heights provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The city is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the city and employee as follows: The City of Falcon Heights will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026. Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:
 - Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
 - Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your

requested leave.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the City Administrator of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **15 minutes**. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period.

After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- **Family member** includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim with the State, employees should reach out to the City Administrator to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

How to Apply for Minnesota Paid Leave

After your leave has been discussed you may apply for MNPL through the Minnesota Paid Leave's portal online.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: the Family and Medical Leave Act (FMLA), Minnesota Women's Economic Security Act (WESA), and Minnesota Pregnancy and Parental Leave (MPL).

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement your MNPL benefits with any accrued paid leave, such as paid sick leave, paid vacation leave, or accrued comp time. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). Paid leave (i.e. PTO,

vacation, etc.) does not accrue during the time an employee is on MNPL.

Maintaining Health Coverage During Leave

Unless coverage is revoked, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may be paid by monthly prepayment as a check, cashier's check, money order, or credit card payment.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

REASONABLE WORK TIME FOR NURSING MOTHERS

POLICY

1. Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk. The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.
2. An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

BONE MARROW OR ORGAN DONATION LEAVE

POLICY

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned..

To request organ donation leave, an employee must submit a Request for Leave form. Whenever possible, an employee is required to give as much notice as possible of the pending need for a leave of absence.

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited. Effective July 1, 2023, an employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

SCHOOL CONFERENCE AND ACTIVITIES LEAVE

POLICY

1. Any employee will be granted up to a total of 16 hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours.
2. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence but are not required to do so.

VACATION LEAVE

POLICY

1. The vacation schedule for full-time employees is as follows:

From the beginning of employment through the fourth year of continuous employment	12 days of vacation per year
After the employee's fifth anniversary through the ninth year of continuous employment	15 days of vacation per year
After the employee's tenth anniversary of continuous employment	16 days of vacation per year
After the employee's eleventh anniversary of continuous employment	17 days of vacation per year
After the employee's twelfth anniversary of continuous employment	18 days of vacation per year
After the employee's thirteenth anniversary of continuous employment	19 days of vacation per year
After the employee's fourteenth anniversary of continuous employment	20 days of vacation per year

2. Vacation accrues by pay period and may be used only when accrued.

3. Request for vacation leave must be initiated on Request for Leave submitted to the supervisor and/or the City Administrator, as appropriate. Exceptions to this policy are granted on a very limited basis, taking into consideration the good of the service provided by the City.
4. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority will be given the choice of vacation period if the employee's request is made 30 days prior to the vacation time desired. When requests are made less than 30 days prior to the vacation time desired, vacation will be granted on a first-come, first-served basis.
5. Employees may accumulate up to a maximum of twice their annual vacation leave.
6. Employees must use at least one week of vacation leave per calendar year unless another vacation plan is approved by the City Administrator before the end of the calendar year.
7. Employees using earned vacation leave will be considered to be working for the purpose of accumulating vacation or sick leave.
8. Employees leaving the City employment in good standing, after giving proper notice of such termination of employment, will be compensated for vacation leave accrued up to the maximum amount permitted and unused to the date of separation. An employee who leaves employment will be given prorated vacation pay for that part of the year worked. If the employee desires, he/she may designate any/all of accrued vacation and sick leave to a qualified deferred compensation plan.

VOTING LEAVE

POLICY

1. An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the city at least twenty days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus,

employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday.

2. The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.
3. All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues. Effective July 1, 2023, employees may be absent from work for the time necessary to vote to include voting during the period allowed for voting in person before election day.
4. An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegate, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention. Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation leave during their absence.

CONTINUATION OF GROUP HOSPITAL, MEDICAL, AND DENTAL INSURANCE

POLICY

1. This policy applies to all City employees who retire on or after January 1, 1993, who participated in the City's group hospital, medical, and dental insurance program and who met the requirements necessary to receive a disability benefit or an annuity from a Minnesota public pension plan other than a volunteer fire fighter plan.
2. Minnesota law, Minn. Stat. Chapter 43A, provides that upon retirement, an eligible City employee and his or her covered dependents can participate in the group health/dental insurance program at the same premium rate as active employees until age 65.

3. Retirees who have continuously participated in the group insurance program since leaving employment and retirees who are currently continuing coverage through COBRA can participate at the same premium rate as active employees until age 65.
4. Coverages and levels of benefits provided to retirees under age 65 and their dependents must be identical to that provided for active employees and their dependents.
5. Retirees age 65 and over may stay in the group *indefinitely*, but premium rates do not have to be pooled with the active employee rates and retiree coverage does not have to be identical to active coverage.
6. The retiree must pay the entire premium.
7. Dependent coverage can only be continued after retirement if the employee carried dependent coverage prior to retirement. Employees are not required to continue dependent coverage after retirement.

PARENTAL LEAVE

POLICY

The City provides its employees with two (2) weeks (maximum of eighty (80) hours) of paid parental leave concurrent with FMLA leave under the following conditions:

If the employee becomes a biological or adoptive parent after working for the City for the preceding six (6) consecutive months for twenty (20) hours per week or more, the City will provide:

1. **Week One:** Five (5) consecutive business days of paid parental leave. A maximum of forty (40) hours will be paid to a regular full-time employee; for a regular part-time employee, hours paid will be determined by the employee's regular weekly work schedule, provided that the leave shall be taken within twelve (12) calendar weeks of the birth or placement of the child.
2. **Week Two:** After the employee has used **Week One** of the City's paid parental leave for the birth or placement of a child, the employee may utilize five (5) consecutive business days of paid parental leave. A maximum of forty (40) hours will be paid to a regular full-time employee; for a regular part-time employee, hours paid will be determined by the employee's regular weekly work schedule.

LIGHT DUTY/MODIFIED DUTY ASSIGNMENT

POLICY

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty. Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of their job due to a temporary disability, they will notify the supervisor in writing as to the nature and extent of the disability and the reason why they are unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability.

The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

REASONABLE ACCOMMODATIONS TO AN EMPLOYEE FOR HEALTH CONDITIONS RELATING TO PREGNANCY

POLICY

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent or longer restroom, food, and water breaks.
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

HEALTH CARE SAVINGS PLAN

Employees of the City of Falcon Heights who have selected early retirement under a City of Falcon Heights early retirement policy ("Eligible Employees") may participate in the Health Care Savings Plan ("HCSP") administered by the Minnesota State Retirement System ("MSRS") in lieu of health care coverage under the City's group insurance plan or a reimbursement to the employee for the cost of insurance that the employee obtains on their own as provided under the applicable early retirement policy.

The City will make payments to MSRS for the city's contribution toward single health coverage for the lowest cost provider offered by the City for a period of thirty-six (36) months following the employee's retirement date.

The payments by the City to the HCSP will be made on a quarterly basis.

Eligibility for health insurance reimbursement under this policy will cease if the retired employee is covered under another employer's group health plan or the City terminates group insurance coverage for all of its employees.

Upon the employee's death, contributions owed but not yet paid to the HCSP will be paid in cash to the employee's estate.

ACKNOWLEDGMENT OF AMENDMENTS TO PERSONNEL POLICIES

I acknowledge that I have received and reviewed the personnel policy entitled "Falcon Heights Personnel Policy" dated ~~December 22, 2025~~ **May 13, 2026**. I acknowledge that is my responsibility to read and understand this policy, and I agree to comply with it.

Date: _____

Employee signature: _____

APPENDIX
CITY OF FALCON HEIGHTS
Leave Action Form

Name:

Date Submitted:

Action:

Vacation
Sick Leave
Compensatory Time
Leave w/o pay
Other (note reason)

Date(s) of leave:

Total hours on leave:

Reason for leave:

Employee signature: _____ Date

Supervisor's signature: _____ Date

City Administrator's approval: _____ Date

Accountant recorded: (initials) _____ Date

Final copy to: Employee (original)
Accountant (copy)

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name _____ Date of Request _____

Department _____ Position Title _____

Hire Date _____

I request a Family/Medical Leave for the following reason (check one):

_____ A. The birth of a child in order to care for such child or the placement of a child for adoption or foster care.

_____ B. In order to care for an immediate family member if such family member has a serious health condition. Circle one: CHILD - SPOUSE - PARENT. (Must submit "Physician or Practitioner Certification" within 15 days).

_____ C. Employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

METHOD OF LEAVE REQUESTED

_____ A. Consecutive Leave

_____ B. Intermittent or Reduced Leave Schedule (specify schedule below):

Date Leave is to Begin _____ Expected Duration of Leave _____

If the duration of my family/medical leave (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position. I understand that if my family/medical leave should exceed 12 weeks I will be returned to my same or similar position, only if available, in accordance with applicable laws. If my same or similar position is not available, I understand that I may be terminated.

Employee Signature

Date

Supervisor Signature of Approval/Date

**CERTIFICATION OF RECEIPT
OF
FALCON HEIGHTS POLICY ON DRUG, ALCOHOL, AND CANNABIS TESTING**

I hereby acknowledge receipt of the City of Falcon Heights' Personnel Policy concerning Drug, Alcohol, and Cannabis Testing. I have read the Policy and have been able to ask my supervisor questions about any part of the Policy I do not understand.

EMPLOYEE:

DATED:_____

Signature

Print
Name:_____

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REQUEST FOR COUNCIL ACTION

Meeting Date	May 13, 2026
Agenda Item	Policy H4
Attachment	See below
Submitted By	Kelly Nelson, Administrative Services Director

Item	Approval of Resolution 26-44 Authorizing Change Order #3 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
Description	History: 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 has been updated to reflect June 5, 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. Because the City had applied for and is a recipient of grant funds to help construct an accessible and inclusive playground, and because the removal of the existing play container, equipment, and the seeding and grading of the new play area will shift to Northland Recreation rather than remain with New Look Construction, Change Order #2 reduces the amount owed to New Look Contracting, Inc. Doing this will allow the existing playground to remain until Northland Recreation finishes the installation of the new playground, estimated for early Fall. Current - Change Order #3 Council previously approved the expense of a water heater and adding a mop sink on Resolution 2-24 during the March 25, 2026 City Council Meeting. But, because the City was still pinpointing the type and quantity of water heater(s) to be used, this added expense was not previously sent over as an official Change Order #2 by WSB; it was approved administratively so that the City Administrator could negotiate the water heater(s) component with a not-to-exceed expense. So, it is now a formality to have the final number included on Change Order #3 for Council approval. In addition, Council is asked to consider and support the other portion of the change order, which is to have all wood surfaces stained and sealed, extending

	the life of the materials. Currently, both the interior of the concessions/restroom building and the entire underside of the picnic shelter roof are raw wood. They require a sealant and staining to prolong their useful life. And a simple sealant would be applied to the concrete floors to prevent stains and odors from being absorbed. Originally, we intended to do the work in-house for the stain and seal with Public Works. However, once the full scope of the work was determined, we have recognized that it is more specialized than we can do ourselves.
Budget Impact	The change order adds \$27,511 to the contract cost with New Look Contracting. The additional expense will be funded from Capital. The project remains in budget.
Attachment(s)	- Change Order #3 - Resolution 26-44 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
Action(s) Requested	Motion to approve Resolution 26-44 Authorizing Change Order #3 with New Look Contracting, Inc. for Community Park Improvements Project FH-01



May 11, 2026

Mr. Jack Linehan
City Administrator, City of Falcon Heights
2077 Larpenteur Avenue W
Falcon Heights, MN 55113

Re: Construction Change Order No. 3
Falcon Heights Community Park Improvements
City Project No. FH-01
WSB Project No. 023655-000

Mr. Linehan,

Attached you will find Change Order #3 for the aforementioned project which has been signed by WSB and the Contractor and is ready for formal execution by the City. Please review and, if acceptable to you, sign and date the Owner section of the Change Order form. Once processed, please keep for your records and return a copy for WSB and New Look (scanned document is fine).

The following bulleted list provides a summary of Change Order #2:

- Item 1 relates to the addition of mop sink and faucet in mechanical room (add scope and associated fee, to be completed by MWP under New Look Contract).
- Item 2 relates to the addition of mop sink heater option in mechanical room (add scope and associated fee, to be completed by MWP under New Look Contract).
- Item 3 relates to the addition of exterior wood finish at shelter/restroom building (add scope and associated fee, to be completed by MWP under New Look Contract).
- Item 4 relates to the addition of interior wood finish at shelter/restroom building (add scope and associated fee, to be completed by MWP under New Look Contract).
- Item 5 relates to the addition of interior concrete sealer at shelter/restroom building (add scope and associated fee, to be completed by MWP under New Look Contract).

Let me know if you have any questions or wish to discuss further.

Sincerely,

WSB

Bob Slipka
Project Manager

Attachments:
Change Order #3

CC:
Jason Marquette, New Look Contracting

Change Order

PROJECT:

Falcon Heights Community Park
City of Falcon Heights
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113

CHANGE ORDER #:

3

Date: 5/11/2026

City Project No: FH-01

WSB Project No: 023655-000

TO CONTRACTOR:

New Look Contracting
Attn: Jason Marquette
14045 Northdale Blvd
Rogers, MN 55374

DISTRIBUTION TO:

- ☐ Consultant
☐ Contractor
☐ Owner
☐ Other

Contract Summary to Date

Change in Contract Amount:		Change in Contract Time:	
Original Contract Sum:	\$ 855,830.00	Original Contract Completion Date:	12/1/2025
Net Change from Previous Change Orders:	\$ 15,326.51	Change in Working Days from Previous Change Orders:	0 Days
Contract Price Prior to This Change Order:	\$ 871,156.51	Completion Date Prior to This Change Order:	12/1/2025
Net Change from This Change Order:	\$27,511.00	Increase in Time for This Change Order:	182 Days
Current Total Contract Sum:	\$ 898,667.51	Current Contract Completion Date:	6/1/2026

The contractor is hereby notified that the contract documents are changed as follows:

Contract Changes

No.	Description	Qty.	Unit	Unit Price	ADD	DEDUCT
1	ADD: MOP SINK AND FAUCET	1	LS	\$1,650.00	\$ 1,650.00	\$ -
2	ADD: MOP HEATER OPTION WITH BRACKET	1	LS	\$3,685.00	\$ 3,685.00	\$ -
3	ADD: EXTERIOR WOOD FINISH	1	LS	\$12,936.00	\$ 12,936.00	\$ -
4	ADD: INTERIOR WOOD FINISH	1	LS	\$7,645.00	\$ 7,645.00	\$ -
5	ADD: INTERIOR CONCRETE FINISH	1	LS	\$1,595.00	\$ 1,595.00	\$ -
6					\$ -	\$ -
7					\$ -	\$ -
TOTAL CHANGE ORDER ADDS AND DEDUCTS:					\$ 27,511.00	\$ -
NET CHANGE ORDER TOTAL:					\$ 27,511.00	ADD

NOT VALID UNTIL SIGNED BY THE CONSULTANT, CONTRACTOR AND OWNER

Consultant:

WSB & Associates, Inc.
701 Xenia Ave. South - Suite 300
Minneapolis, MN 55416

Robert A. Slipka III

Signature

Robert Slipka, PLA

Name (Printed)

5/11/2026

Date

Project Manager

Title

Contractor:

New Look Contracting
14045 Northdale Blvd
Rogers, MN 55374

Jason Marquette

Signature

Jason Marquette

Name (Printed)

5-11-26

Date

Owner

Title

Owner:

City of Falcon Heights
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113

Signature

Date

Name (Printed)

Title



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:



14045 Northdale Blvd., Rogers, MN 55374

Job Number

25-5867

Quote

Job Name: Falcon Heights Community Park

DATE: 5/11/2026

Location of Work: Building

Owner: Falcon Heights

Owner's Rep: Robert S

Item #	Description	Units	Quantity	Rate	Total
					\$ -
	MWP Building Sealing Options	LS	1	\$20,160.00	\$ 20,160.00
	Cedar Forest Products - Supply and Install Sikkens Wood Finish				\$ -
	on interior and exterior wood				\$ -
					\$ -
	Supply and Install Concrete Finish on Interior Floors				\$ -
					\$ -
					\$ -
					\$ -
				subtotal	\$ 20,160.00
Laborer/Operator		Hours		Rate	
					\$ -
					\$ -
					\$ -
				subtotal	\$ -
Materials		Units	Quantity	Rate	
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				subtotal	\$ -
tax-				7.38%	\$ -
Mark up on total				10%	\$ 2,016.00

TOTAL:

\$ 22,176.00

Owner/Representative:

Date:

Jason Marquette

New Look Contracting, Inc.

5/11/2026

Date:

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 13, 2026

No. 26-44

**RESOLUTION AUTHORIZING CHANGE ORDER #3 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 Council approved on Change Order #1 on November 12, 2025, on Resolution 25-98; and

WHEREAS, the City of Falcon Heights will receive grant funds to help construct a new accessible and inclusive playground, and because the removal of the existing play container, equipment, and seeding and grading of the new play area will shift to Northland Recreation, rather than remain with New Look Contracting, Inc., Change Order #2 will reduce the amount owed to New Look Contracting, Inc.; and

WHEREAS, New Look Contracting identified an additional \$27,511 in improvements under Change Order #3, resulting from staining and sealing all wood finishes on the interior of the concessions/restroom building and the underside of the picnic shelter roof; and is now formally submitting the added expenses associated with a mop sink, faucet, and water heater that Council previously approved a not-to-exceed amount on Resolution 26-24; the City of Falcon Heights.

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

1. The City Council hereby approves change order #3, adding \$27,511 in expenses to the contract with New Look Contracting, Inc., from the Community Park Improvements Project FH-01.

ADOPTED by the Falcon Heights City Council this 13th day of May, 2026.

Moved by:

GUSTAFSON

MAY

MIELKE

MOGEN

WASSENBERG

_____ In Favor

_____ Against

Approved by: _____

Randall C. Gustafson

Mayor

Attested by: _____

Jack Linehan

City Administrator