

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

AGENDA
January 11, 2012

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ GOSLINE ____
LONG ____ MERCER-TAYLOR ____
MILLER ____
- C. PRESENTATIONS:
 - 1. Oaths of Office by Mayor-elect Lindstrom and Council members-elect Long and Mercer-Taylor
- D. APPROVAL OF MINUTES: December 14, 2011, December 15, 2011 and December 22, 2011
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 1/4/2012: \$122,328.64
Payroll through 12/28/2011: \$33,588.85
 - 2. City License Renewal
 - 3. Resolution Designating Official Depositories
 - 4. Review of Elected Officials Out-Of-State Travel Policy
 - 5. Designation of Official Newspaper
 - 6. Review and Adopt Council Standing Rules
 - 7. Appointment of City Engineer
 - 8. Appointment of City Attorneys
 - 9. Appointment of City Auditor
 - 10. Designation of 2012 Acting Mayor
 - 11. Council Liaison Assignments
 - 12. Lauderdale and Falcon Heights Recreation Program Agreement
 - 13. Mileage Reimbursement Rate for 2012
 - 14. Commission Appointment
- G: POLICY ITEMS:
 - 1.
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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

AGENDA
December 14, 2011

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM _X_ HARRIS _X_ GOSLINE _X_
LONG _X_ MERCER-TAYLOR _X_
MILLER _X_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: November 9, 2011 and November 16, 2011 Approved
- E. PUBLIC HEARINGS:
- | | |
|-------------------------------------|---|
| 1. 2012 Budget Hearing and Adoption | 11-21 Beth Mercer-Taylor Moved Approval 5-0 |
| Joann Sunderland, Falcon Woods | 11-22 Pam Harris Moved Approval 5-0 |
| 2. TIF Plan Modifications | Chuck Long Moved Approval 5-0 |
| Steven Sunderland, Falcon Woods | |
- F. CONSENT AGENDA: Keith Gosline Moved Approval 5-0
1. General Disbursements through 12/9/2011: \$245,503.23
 Payroll through 11/30/2011: \$30,053.60
 2. City License Renewal Moved to policy
 3. 2012 Housing Resource Center Consultant Services Agreement
 4. Designation of Interim City Administrator
 5. 2012 Commission Appointments
 6. SCORE Grant Application Authorization
 7. Bureau of Criminal Apprehension Joint Powers Agreement
 8. 2012 Forester Contract
 9. Designated Signor for city funds, investments, and transfers by Interim City
 Administrator/City Clerk
 10. 2012 Fee Schedule
 11. Handicapped Parking Designation at 1468 California Avenue
 12. Designation of 2012 Prosecuting Attorney
 13. City Hall Roof Repair Design and Contract Management Proposal
 14. 2012 Salary Adjustments
 15. Budget amendment to the Parks Program Special Revenue Fund (201)
 16. Budget amendment to fund 414 -TIF District # 1-3 SE Corner
 17. Budget amendments and transfer of funds to close the 2010 Larpenteur Streetscape capital
 project fund
 18. Approval of TIF Subordination Agreement Associated With Falcon Heights Town Square

G: POLICY ITEMS:
1. City License Renewal

Pam Harris Moved Approval 4-0
Keith Gosline abstain

H. INFORMATION/ ANNOUNCEMENTS:

I. COMMUNITY FORUM:

J. ADJOURNMENT:

8:12pm

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

AGENDA
December 14, 2011
3:30pm-7:00pm

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM HARRIS GOSLINE
LONG MERCER-TAYLOR
MILLER
- C) Interview City Administrator Finalists
- D) ADJOURNMENT: 6:30 pm

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

AGENDA
December 15, 2011
6:30pm

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM HARRIS GOSLINE
LONG MERCER-TAYLOR
MILLER
- C) Discussion of City Administrator Finalists
Lindstrom moved to offer position to Bart Fischer, approved 5-0
- D) ADJOURNMENT: 7:10 pm

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

AGENDA
December 22, 2011
8:30am

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM _X_ HARRIS _X_ GOSLINE _ab_
LONG _X_ MERCER-TAYLOR _X_
OLSON _X_
- C) Approve City Administrator appointment and contract
Long moved, Approved 4-0
- D) ADJOURNMENT: 8:55am



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through 1/4/2012: \$122,328.64 Payroll through 12/28/2011: \$33,588.85
Budget Impact	
Attachment(s)	General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

PACKET: 00631 DEC 15TH 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
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-122518		PRINTER DRUM	205.67			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		PRINTER DRUM		101 4112-70100-000	SUPPLIES	205.67
		=== VENDOR TOTALS ===	205.67			
=====						
01-00892	BEARCOM					
I-4077948		RADIO REPAIRS	99.72			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		RADIO REPAIRS		101 4124-87092-000	REPAIR RADIOS	99.72
		=== VENDOR TOTALS ===	99.72			
=====						
01-03110	CENTURY LINK					
I-201112153207		LANDLINE	58.49			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		LANDLINE		101 4141-85011-000	TELEPHONE - LANDLINE	58.49
		=== VENDOR TOTALS ===	58.49			
=====						
1-03300	DISCOUNT STEEL, INC					
I-1736425		STEEL FOR SHOP PROJECTS	129.33			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		STEEL FOR SHOP PROJECTS		101 4131-70110-000	SUPPLIES	129.33
		=== VENDOR TOTALS ===	129.33			
=====						
1-04000	EHLERS AND ASSOCIATES					
I-343841		TIF MODIFICATIONS	2,167.50			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		TIF MODIFICATIONS		412 4412-81900-000	OTHER PROFESSIONAL SERVI	2,167.50
		=== VENDOR TOTALS ===	2,167.50			
=====						
1-04501	FORSBERG BUILDERS LLC					
I-201112153201		2 DOOR REPLACEMENTS	2,880.00			
12/15/2011	APBNK	MANUAL CK# 078633 12/15/2011		1099: N		
		2 DOOR REPLACEMENTS		402 4402-91000-000	MACHINERY & EQUIPMENT	2,880.00
		=== VENDOR TOTALS ===	2,880.00			

PACKET: 00631 DEC 15TH 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
=====						
01-05536		LINN BUILDING MAINTENANCE				
I-21605		DEC/11 CLEANING	180.62			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		DEC/11 CLEANING		101 4131-87010-000	CITY HALL MAINTENANCE	180.62
		=== VENDOR TOTALS ===	180.62			
=====						
01-01002		JUSTIN MILLER				
I-201112153202		REIMB: COUNCIL INTERVIEW MEAL	35.25			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		REIMB: COUNCIL INTERVIEW MEALS		101 4111-70100-000	SUPPLIES	35.25
I-201112153205		MILEAGE REIMB NOV/DEC	54.39			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		MILEAGE REIMB NOV/DEC		101 4112-86010-000	MILEAGE & PARKING	54.39
		=== VENDOR TOTALS ===	89.64			
=====						
01-06024		ON SITE SANITATION				
I-A443558		PORTABLE TOILET - COMM PK	55.58			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		PORTABLE TOILET - COMM PK		601 4601-85080-000	PORTABLE TOILET PARKS	55.58
I-A443602		PORTABLE TOILET - CURTISS	55.58			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		PORTABLE TOILET - CURTISS		601 4601-85080-000	PORTABLE TOILET PARKS	55.58
		=== VENDOR TOTALS ===	111.16			
=====						
01-06059		APRIL OSS				
I-201112153209		YOGA INSTRUCTOR	590.00			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		YOGA INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	590.00
		=== VENDOR TOTALS ===	590.00			
=====						
01-06065		OXYGEN SERVICE COMPANY				
I-3182434		CYLINDER RENTALS	60.74			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		CYLINDER RENTALS		101 4124-70100-000	SUPPLIES	60.74
I-7548962		COMPRESSED AIR	110.84			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		COMPRESSED AIR		101 4124-70100-000	SUPPLIES	110.84
		=== VENDOR TOTALS ===	171.58			

PACKET: 00631 DEC 15TH 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
=====						
01-06115	TIMOTHY PITTMAN					
I-201112153203		MILEAGE REIMB	71.04			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		MILEAGE REIMB		101 4132-86101-000	MILEAGE	71.04

I-201112153206		MILEAGE REIMB	35.52			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		MILEAGE REIMB		101 4132-86101-000	MILEAGE	35.52
		=== VENDOR TOTALS ===	106.56			
=====						
01-06301	SAMS CLUB DISCOVER CARD					
I-201112153208		FUEL FOR SWEEPER & TRUCKS	1,103.41			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		FUEL FOR SWEEPER		602 4602-74000-000	FUEL & LUBRICANTS	569.44
		FUEL FOR CITY TRUCKS		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	533.97
		=== VENDOR TOTALS ===	1,103.41			
=====						
01-06514	SECRETARY OF STATE					
I-201112153200		NOTARY FOR DEB	120.00			
12/15/2011	APBNK	MANUAL CK# 078614 12/09/2011		1099: N		
		NOTARY FOR DEB		101 4112-86100-000	CONFERENCES/EDUCATION/AS	120.00
		=== VENDOR TOTALS ===	120.00			
=====						
01-08878	STATE OF MINNESOTA					
I-2DCR-50		CITATION BOOKS	668.40			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		CITATION BOOKS		101 4122-81000-000	POLICE SERVICES	668.40
		=== VENDOR TOTALS ===	668.40			
=====						
01-06525	SUBURBAN ACE HARDWARE					
I-201112153204		CAULK/BOLTS/PINS/BUSHINGS	20.79			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		CAULK		101 4141-70100-000	SUPPLIES	5.32
		BOLTS/PINS/BUSHINGS		101 4132-70120-000	SUPPLIES	15.47
		=== VENDOR TOTALS ===	20.79			

PACKET: 00631 DEC 15TH 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
=====						
01-07282		SURPLUS SERVICES				
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I-20033017		2 FILING CABINETS	30.00			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		2 FILING CABINETS		101 4117-70100-000	SUPPLIES	30.00
<hr/>						
I-9557		MAP FILE	100.00			
12/15/2011	APBNK	DUE: 12/15/2011 DISC: 12/15/2011		1099: N		
		MAP FILE		601 4601-70100-000	SUPPLIES	100.00
<hr/>						
		=== VENDOR TOTALS ===	130.00			
		=== PACKET TOTALS ===	8,832.87			
		Federal Withholdings	4868.99			
		State Withholdings	867.39			
		PERA	2613.51			
		ICMA	856.00			
			<hr/>			
			18,038.76			

PACKET: 00637 Regular 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
=====						
01-00250		AMERIPRIDE SERVICES				

I-1001030964		LINEN SVCS	39.14			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		LINEN SVCS		101 4124-82011-000	LINEN CLEANING	39.14
		=== VENDOR TOTALS ===	39.14			
=====						
01-05371		BOND TRUST SERVICES CORPORATIO				

I-6934		BOND FEES	550.00			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		BOND FEES		306 4306-94900-000	BOND FEES	550.00
		=== VENDOR TOTALS ===	550.00			
=====						
01-03089		CASH				

I-201112213210		KITCHEN EQUIP	44.62			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		KITCHEN EQUIP		101 4131-70110-000	SUPPLIES	24.84
		KITCHEN EQUIP (DEAD OF WINTER)		101 4116-89010-000	SPECIAL EVENTS	19.78
		=== VENDOR TOTALS ===	44.62			
=====						
01-07174		FALCON HEIGHTS LIMITED PARTNER				

I-201112213211		2011 2ND HALF PAY AS YOU GO	53,668.00			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		2011 2ND HALF PAY AS YOU GO		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	53,668.00
		=== VENDOR TOTALS ===	53,668.00			
=====						
01-05154		HEWLETT PACKARD				

I-50530139		MONITOR	133.91			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		MONITOR		401 4401-90100-000	FURNITURE & EQUIPMENT	133.91
		=== VENDOR TOTALS ===	133.91			
=====						
01-07263		NEXTEL COMMUNICATIONS, INC				

I-610189225-102		CELL PHONE	170.58			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		CELL PHONE		101 4121-85015-000	CELL PHONE	70.40
		CELL PHONE		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONE		101 4141-85015-000	CELL PHONE	31.57
		CELL PHONE		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONE		601 4601-85015-000	CELL PHONE	49.21
		=== VENDOR TOTALS ===	170.58			

PACKET: 00633 Regular 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
=====						
01-06189		RAMSEY CTY PUBLIC WORKS				
I-PUBW-011345		NOV SNOW PLOW SVC	853.63			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		SNOW PLOW		101 4132-83030-000	SNOW REMOVAL	853.63
		=== VENDOR TOTALS ===	853.63			
=====						
01-06483		SENTRY SYSTEMS, INC.				
I-649539		MONITOR SVC	96.25			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		MONITOR SVC		101 4131-87100-000	PANIC BUTTON SECURITY	96.25
		=== VENDOR TOTALS ===	96.25			
=====						
01-05421		SETTER AND ASSOCIATES LLC				
I-010970		BACKGROUND CHECK	450.00			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		BACKGROUND CHECK		101 4112-80330-000	CONSULTANT	450.00
		=== VENDOR TOTALS ===	450.00			
=====						
01-06548		TOLL - GAS & WELDING SUPPLY				
I-375637		HAZMAT	63.27			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		TOLL - GAS & WELDING SUPPLY		101 4131-70110-000	SUPPLIES	63.27
		=== VENDOR TOTALS ===	63.27			
=====						
01-07173		TOWNSQUARE SENIOR LLC				
I-201112213213		2011 2ND HALF PAY AS YOU GO	30,938.00			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		2011 2ND HALF PAY AS YOU GO		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	30,938.00
		=== VENDOR TOTALS ===	30,938.00			
=====						
01-05870		XCEL ENERGY				
I-400607677		ELECT	20.21			
12/21/2011	APBNK	DUE: 12/21/2011 DISC: 12/21/2011		1099: N		
		ELECT		101 4141-85020-000	ELECTRIC/GAS	10.26
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	9.95
		=== VENDOR TOTALS ===	20.21			
		=== PACKET TOTALS ===	87,027.61			

PACKET: 00636 DEC 30TH 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
=====						
01-00222		ALLEGRA PRINT & IMAGING				
I-12892		CAFR COVERS/SUPPLIES	94.02			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		CAFR COVERS/SUPPLIES		101 4113-70100-000	SUPPLIES	94.02
		=== VENDOR TOTALS ===	94.02			
=====						
01 05389		ALLISON DAVITT				
I-201112293222		ADVENTURE CAMP EXPS & MILEAGE	93.36			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		MILEAGE REIMB		101 4141-86101-000	MILEAGE	30.80
		ADVENTURE CAMP SUPPLIES		201 4201-70100-000	SUPPLIES	62.56
		=== VENDOR TOTALS ===	93.36			
=====						
01-00939		BATTERIES PLUS				
I-029-454025		BATTERIES	118.74			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		BATTERIES		101 4124-70100-000	SUPPLIES	118.74
		=== VENDOR TOTALS ===	118.74			
=====						
01-03089		CASH				
I-201112293218		1ST AID SUPPLIES/KITCHEN EQUI	28.24			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		1ST AID SUPPLIES/KITCHEN EQUIP		101 4131-70110-000	SUPPLIES	28.24
		=== VENDOR TOTALS ===	28.24			
=====						
01-03123		CINTAS CORPORATION #470				
I-470755753		SHOP TOWELS & TOILET PAPER	105.97			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		SHOP TOWELS & TOILET PAPER		101 4131-70110-000	SUPPLIES	105.97
		=== VENDOR TOTALS ===	105.97			
=====						
01-03527		DELEGARD TOOL COMPANY				
I-643335		TOOLS AND CLAMPS	101.84			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		TOOLS AND CLAMPS		101 4131-70110-000	SUPPLIES	101.84
		=== VENDOR TOTALS ===	101.84			

PACKET: 00636 DEC 30TH 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
=====						
01-05166		GRAINGER, W. W., INC.				
I-914120764		TRASH LINERS	182.67			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		TRASH LINERS CITY HALL		101 4131-70110-000	SUPPLIES	91.34
		TRASH LINERS PARKS		101 4141-70100-000	SUPPLIES	91.33
		=== VENDOR TOTALS ===	182.67			
=====						
01-05134		HEJNY RENTAL, INC.				
I-201112293224		RENTAL ADVENTURE CAMP EQUIP	67.95			
12/29/2011	APBNK	MANUAL CK# 078662 12/21/2011		1099: N		
		RENTAL ADVENTURE CAMP EQUIP		201 4201-87500-000	RENTAL OF EQUIPMENT	67.95
		=== VENDOR TOTALS ===	67.95			
=====						
01-05052		JOHNSON-POWERS, DAN				
I-201112293217		REIMB MISC SECURITY EXP	50.00			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		REIMB MISC SECURITY EXP		101 4112-70100-000	SUPPLIES	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-05054		DEBORAH JONES				
I-201112293226		MILEAGE/PARKING REIMB	30.03			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		MILEAGE/PARKING REIMB		101 4117-86010-000	MILEAGE	30.03
		=== VENDOR TOTALS ===	30.03			
=====						
01-05404		KURHAJETZ, CLEM				
I-201112303227		REMB: CLEANING & KITCHEN SUPP	106.48			
12/30/2011	APBNK	DUE: 12/30/2011 DISC: 12/30/2011		1099: N		
		REMB: CLEANING & KITCHEN SUPPL		101 4124-70100-000	SUPPLIES	106.48
		=== VENDOR TOTALS ===	106.48			
=====						
01-05665		METROPOLITAN COUNCIL				
I-201112293215		1 SAC CHARGE	2,230.00			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		1 SAC CHARGE		601 4601-85070-000	SAC CHARGES	2,230.00
		=== VENDOR TOTALS ===	2,230.00			

PACKET: 00636 DEC 30TH 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
=====						
01-06030	OLSON,ROLAND					
I-201112293225		NOV & DEC MILEAGE REIMB	46.18			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		NOV & DEC MILEAGE REIMB		101 4113-86010-000	MILEAGE	46.18
		=== VENDOR TOTALS ===	46.18			
=====						
01-06185	RAMSEY COUNTY					
I-PRREL 000409		4TH QTR ELECTION CONTRACT	4,062.50			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		4TH QTR ELECTION CONTRACT		101 4115-80300-000	ELECTION CONTRACT	4,062.50
		=== VENDOR TOTALS ===	4,062.50			
=====						
01-07297	RAMSEY COUNTY PUBLIC HEALTH					
I-201112303228		NOTARY FEE RAMSEY CTY	20.00			
12/30/2011	APBNK	DUE: 12/30/2011 DISC: 12/30/2011		1099: N		
		NOTARY FEE RAMSEY CTY		101 4116-70100-000	SUPPLIES	20.00
		=== VENDOR TOTALS ===	20.00			
=====						
01-07228	CITY OF ST ANTHONY					
I-2701		JAN/12 POLICE SERVICES	49,672.42			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		JAN/12 POLICE SERVICES PREPAID		101 15500-000	PREPAID EXPENDITURES	49,672.42
		=== VENDOR TOTALS ===	49,672.42			
=====						
01 00935	ST PAUL REGIONAL WATER SERVICE					
I-201112293223		H2O AND SANITARY SEWER	305.34			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		H2O		101 4131-85040-000	WATER	41.15
		SANITARY SEWER		101 4131-85070-000	SEWER	24.70
		H2O		101 4141-85040-000	WATER	149.15
		SANITARY SEWER		101 4141-85070-000	SEWER	90.34
		=== VENDOR TOTALS ===	305.34			

PACKET: 00636 DEC 30TH 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
=====						
01-05284	BRYAN SULLIVAN					
I-201112293216		REISSUE LOST PAYROLL CK 77981	153.12			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		REISSUE LOST PAYROLL CK #77981		101 4124-61510-000	DRILL COMPENSATION	153.12
=== VENDOR TOTALS ===			153.12			
=====						
01-06931	U.S. POSTMASTER					
I-201112293219		BULK MAIL POSTAGE	500.00			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		BULK MAIL POSTAGE		101 4116-70500-000	POSTAGE	500.00
=== VENDOR TOTALS ===			500.00			
=====						
01-05870	XCEL ENERGY					
I-201112293220		ELECT	37.44			
12/29/2011	APBNK	DUE: 12/29/2011 DISC: 12/29/2011		1099: N		
		ELECT		101 4121-85020-000	ELECTRIC	7.42
		ELECT		101 4141-85020-000	ELECTRIC/GAS	30.02
=== VENDOR TOTALS ===			37.44			
=== PACKET TOTALS ===			58,006.30			
		fed withholdings	7866.00			
		st withholdings	1182.67			
		PERA	2219.87			
		ICMA	10505.00			
			<u>79,779.84</u>			

PACKET: 00638 PAYABLES JAN. 3

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
=====						
01-05843	MN	NCPERS LIFE INSURANCE				

I-201201033233		JAN/12 LIFE INS. DEB/ MICHELL	32.00			
1/03/2012	APBNK	DUE: 1/03/2012 DISC: 1/03/2012		1099: N		
		JAN/12 LIFE INS. DEB/ MICHELLE		101 21709-000	OTHER PAYABLE	31.20
		JAN/12 LIFE INS. DEB/ MICHELLE		206 21709-000	OTHER PAYABLE	0.80
		=== VENDOR TOTALS ===	32.00			
=====						
01-05273	MN	PUBLIC EMPLOYEES INSURANCE				

I-201201033232		JANUARY HEALTH INSURANCE 2012	6,469.96			
1/03/2012	APBNK	DUE: 1/03/2012 DISC: 1/03/2012		1099: N		
		JANUARY HEALTH INSURANCE 2012		101 4112-89000-000	MISCELLANEOUS	6,469.96
		=== VENDOR TOTALS ===	6,469.96			
=====						
01-07132	WELLS FARGO	INSURNACE SERVICES				

I-6408957		FIN DIR/ ADMIN. BOND 2012	700.00			
1/03/2012	APBNK	DUE: 1/03/2012 DISC: 1/03/2012		1099: N		
		FINANCE DIRECTOR BOND 2012		101 4113-88000-000	INSURANCE & BONDS	350.00
		CITY ADMINISTRATOR BOND 2012		101 4112-88000-000	INSURANCE & BONDS	350.00
		=== VENDOR TOTALS ===	700.00			
		=== PACKET TOTALS ===	7,201.96			

PACKET: 00642 PAYABLES AS OF JAN. 4
 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
=====						
01-00800	ALLIED WASTE SERVICES					
I-0923-001884376		JANUARY 12 WASTE REMOVAL	317.41			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		JANUARY 12 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	317.41
=== VENDOR TOTALS ===			317.41			
=====						
01-00250	AMERIPRIDE SERVICES					
I-100043857		LINEN SERVICES	39.14			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		LINEN SERVICES		101 20200-000	ACCOUNTS PAYABLE	39.14
=== VENDOR TOTALS ===			39.14			
=====						
01-05220	ANDERSON, HELGEN, DAVIS&NISSSEN					
I-8733		DECEMBER 2011 PROSECUTIONS	2,639.92			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		DECEMBER 2011 PROSECUTIONS		101 20200-000	ACCOUNTS PAYABLE	2,639.92
=== VENDOR TOTALS ===			2,639.92			
=====						
01-05422	BP					
I-201201043241		FUEL	87.75			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		FUEL		101 20200-000	ACCOUNTS PAYABLE	87.75
=== VENDOR TOTALS ===			87.75			
=====						
01-03117	CITY OF LITTLE CANADA					
I-201201043238		MILEAGE- BUILDING INSPECTOR	352.06			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		MILEAGE- BUILDING INSPECTOR		101 20200-000	ACCOUNTS PAYABLE	352.06
=== VENDOR TOTALS ===			352.06			
=====						
01-05153	HOME DEPOT CRC/GECF					
I-201201043237		PUBLIC WORKS SUPPLIES	831.81			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		PUBLIC WORKS SUPPLIES		101 20200-000	ACCOUNTS PAYABLE	831.81
=== VENDOR TOTALS ===			831.81			

PACKET: 00642 PAYABLES AS OF JAN. 4

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
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-201201043236		CELL PHONES- FIRE TRUCKS	91.71			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		CELL PHONES- FIRE TRUCKS		101 20200-000	ACCOUNTS PAYABLE	91.71
		=== VENDOR TOTALS ===	91.71			
=====						
01-06115	TIMOTHY PITTMAN					
I-201201043235		MILEAGE REIMBURSEMENT	35.52			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		MILEAGE REIMBURSEMENT		101 4132-86101-000	MILEAGE	35.52
I-201201043239		MILEAGE REIMBURSEMENT	71.04			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		MILEAGE REIMBURSEMENT		101 20200-000	ACCOUNTS PAYABLE	71.04
		=== VENDOR TOTALS ===	106.56			
=====						
01-06185	RAMSEY COUNTY					
I-201201043239		TRAFFIC SIGNALS	4,271.93			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		TRAFFIC SIGNALS		403 20200-000	ACCOUNTS PAYABLE	4,271.93
		=== VENDOR TOTALS ===	4,271.93			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM-001599		911 DISPATCH- DECEMBER 2011	1,649.07			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		911 DISPATCH- DECEMBER 2011		101 20200-000	ACCOUNTS PAYABLE	1,649.07
I-EMCOM-001614		DECEMBER FLEET SUPPORT	80.64			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		DECEMBER FLEET SUPPORT		101 20200-000	ACCOUNTS PAYABLE	80.64
		=== VENDOR TOTALS ===	1,729.71			
=====						
01-05374	TENNIS SANITATION LLC					
I-653683		DECEMBER 2011 RECYCLING	5,769.00			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		DECEMBER 2011 RECYCLING		206 20200-000	ACCOUNTS PAYABLE	5,769.00
		=== VENDOR TOTALS ===	5,769.00			

PACKET: 00642 PAYABLES AS OF JAN. 4

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05870	XCEL	ENERGY				

I-201201043240		GAS AND ELECTRIC	1,071.08			
1/04/2012	APBNK	DUE: 1/04/2012 DISC: 1/04/2012		1099: N		
		ELECTRIC		601 20200-000	ACCOUNTS PAYABLE	32.69
		GAS AND ELECTRIC		101 20200-000	ACCOUNTS PAYABLE	926.59
		ELECTRIC		209 20200-000	ACCOUNTS PAYABLE	111.80
		=== VENDOR TOTALS ===	1,071.08			
		=== PACKET TOTALS ===	17,308.08			

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1137	DIEGNAU, PAUL	R	12/13/2011	230.68	078615
0034	KURHAJETZ, CLEMENT	R	12/13/2011	380.51	078616
0040	ANDERSON, KEVIN	R	12/13/2011	108.39	078617
0095	POESCHL, MICHAEL J	R	12/13/2011	73.57	078618
0097	GAFFNEY, PATRICK	R	12/13/2011	47.21	078619
0101	HUFF, DALE E	R	12/13/2011	52.72	078620
0104	VANN, VINCENT A	R	12/13/2011	15.74	078621
0105	FEHRENBACH, ANTON M	R	12/13/2011	97.10	078622
0119	WICK, JEFFREY M	R	12/13/2011	57.84	078623
0120	HAWTHORNE, ROCHELLE L	R	12/13/2011	42.10	078624
0123	SULLIVAN, BRYAN R	R	12/13/2011	81.93	078625
0124	KRUSE, MICHAEL D	R	12/13/2011	47.21	078626
0125	MILLER, RACHEL L	R	12/13/2011	31.48	078627
0126	SMITH, BENJAMIN J	R	12/13/2011	83.94	078628
0127	PONTRELLI, MITCHELL E	R	12/13/2011	21.24	078629
0128	ROSENBERG, NICHOLAS M	R	12/13/2011	88.21	078630
2172	ARCAND, MICHAEL W	R	12/13/2011	363.14	078631
2178	JORDAN, JOSHUA L	R	12/13/2011	683.16	078632

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

PAY PERIOD ENDING 12/15/2011
DIRECT DEPOSIT EFFECTIVE DATE 12/13/2011

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,740.85
01-1010	MICHELLE C TESSER	1,409.75
01-1012	JESSICA A ANDERSON	450.05
01-1136	ROLAND O OLSON	1,776.54
01-1038	DEBORAH K JONES	1,678.69
01-0085	DANIEL S JOHNSON-POWERS	47.84
01-0086	RICHARD H HINRICHS	57.84
01-0087	MICHAEL A MCKAY	73.57
01-0106	SCOTT A TESCH	94.82
01-1030	TIMOTHY J PITTMAN	1,863.18
01-1033	DAVE TRETSEVEN	1,470.69
01-1143	COLIN B CALLAHAN	1,062.48

TOTAL PRINTED: 12 12,726.30

*** REGISTER TOTALS ***

REGULAR CHECKS:	18	2,506.17
DIRECT DEPOSIT REGULAR CHECKS:	12	12,726.30
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	30	15,232.47

EMP #	NAME	AMOUNT
01-0013	PETER C LINDSTROM	316.68
01-0016	PAMELA M HARRIS	283.05
01-0019	KEITH P GOSLINE	283.05
01-1002	JUSTIN J MILLER	4,208.00
01-1010	MICHELLE C TESSER	1,595.34
01-1012	JESSICA A ANDERSON	643.19
01-1136	ROLAND O OLSON	2,015.04
01-2154	MAUREEN A ANDERSON	56.61
01-1038	DEBORAH K JONES	1,630.24
01-0086	RICHARD H HINRICHS	251.78
01-1030	TIMOTHY J PITTMAN	1,949.21
01-1033	DAVE TRETSEVEN	1,470.69
01-1143	COLIN B CALLAHAN	1,062.48
01-2129	KIRSTEN M SKUNDBERG	115.73

TOTAL PRINTED: 14 15,881.09

12-28-2011 10:08 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 12/28/2011

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	12/28/2011	280.26	078663
0018	LONG, CHARLES E	R	12/28/2011	283.05	078664
1137	DIEGNAU, PAUL	R	12/28/2011	491.54	078665
0034	KURHAJETZ, CLEMENT	R	12/28/2011	362.19	078666
0095	POESCHL, MICHAEL J	R	12/28/2011	99.07	078667
0097	GAFFNEY, PATRICK	R	12/28/2011	99.07	078668
0105	FEHRENBACH, ANTON M	R	12/28/2011	96.38	078669
2172	ARCAND, MICHAEL W	R	12/28/2011	83.02	078670
2185	TOMLINSON, KELLY R	R	12/28/2011	159.27	078671
2186	DAVITT, ALLISON N	R	12/28/2011	408.47	078672
2189	HOWELL, RYAN D	R	12/28/2011	112.97	078673

12-28-2011 10:08 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 12/28/2011

*** REGISTER TOTALS ***

REGULAR CHECKS:	11	2,475.29
DIRECT DEPOSIT REGULAR CHECKS:	14	15,881.09
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	25	18,356.38

*** NO ERRORS FOUND ***



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F2
Attachment	
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	City License Applications
Description	<p>The following individuals have applied for a <u>Municipal License</u> for 2012. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. National Youth Leadership Council 2. SPIRE Federal Credit Union 3. MK Enterprises of MN LLC (dba Martinizing Cleaners) 4. Parents United for Public Schools 5. Webster Dental Laboratory 6. Excel Dental Studies 7. BM4Fitness, LLC (dba Snap Fitness) 8. Peterson Dental 9. Blomberg Pharmacy 10. Northern Tier Retail, LLC (dba Super America) <p>The following individuals have applied for a <u>Mechanical License</u> for 2012. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Forced Air Inc. (dba Wenzel Heating & Air Conditioning and Midwest Equip Co. 2. Hoffman Ref. & Heating 3. The Snelling Co. 4. Escape Fire Protection 5. Forrest Heating 6. Hoffman Corner Heating & Air Conditioning 7. Pope Plumbing 8. Norblom Plumbing 9. Drain Pro Plumbing, Inc. 10. Bonfe's Plumbing, Heating & Air Service Inc. 11. Residential Heating and Air <p>The following individuals have applied for a <u>Tree Trimming License</u> for 2012. Staff has received the necessary documents for licensure.</p>

1. Bartlett Tree Experts
2. Season Pro Tree Care
3. Northeast Tree, Inc.
4. Hugo's Tree Care, Inc.
5. S & S Tree Specialists
6. Northern Arborists
7. Gosiak Tree Service
8. Rainbow Tree Care

The following individuals have applied for a Refuse/Recycler's License for 2012. Staff has received the necessary documents for licensure.

1. Waste Management of Minnesota, Inc.
2. Keith Krupenny & Son Disposal Service, Inc.
3. Aspen Waste Systems, Inc.
4. Walters Recycling & Refuse

The following individuals have applied for a Gas Station, Cigarette, Grocery License for 2012. Staff has received the necessary documents for licensure.

1. Northern Tier Retail, LLC (dba Super America)

The following individuals have applied for a Home Occupation License for 2012. Staff has received the necessary documents for licensure.

1. M.A.R.C.H Services
2. David L. Wasson Graphic Design

The following individuals have applied for a General Contractor's License for 2012. Staff has received the necessary documents for licensure.

1. Kraus-Anderson Construction Company

Budget Impact	
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2012 City License Applications



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F3
Attachment	Resolution 12-01
Submitted By	Roland Olson, Finance Director

Item	Resolution Designating Official Depositories for 2012
Description	All investments are made according to State law and the City's Investment Policy. The City Administrator or Finance Director is authorized to deposit general and other funds therein and handle investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions are required by law.
Budget Impact	
Attachment(s)	Resolution 12-01
Action(s) Requested	Staff recommends that the Council approve the official depositories for 2012.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 11, 2012

No. 12-01

A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE
CITY OF FALCON HEIGHTS

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
RBC Public Fund Services
Morgan Stanley Smith Barney, LLC
Wells Fargo Advisors, LLC
Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)
PMA Securities Inc (4M and 4M Plus Investment Pools)
Wells Fargo Securities, LLC

BE IT FURTHER RESOLVED that the City Administrator or Finance Director is authorized to deposit general and other funds therein and handle investments and transfers of funds for the City of Falcon Heights. Collateral shall be furnished by the financial institutions as required by law.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
January 11, 2012

LINDSTROM _____ In Favor
GOSLINE
HARRIS _____ Against
LONG
MERCER-TAYLOR

Attested by: _____

Michelle Tesser
Acting City Administrator
January 11, 2012



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F4
Attachment	Out-of-State Travel Policy
Submitted By	Michelle Tesser, Interim City Administrator

Item	Review of Elected Officials Out-of-State Travel Policy
Description	In 2005, the Minnesota state legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the city council.
Budget Impact	N/A
Attachment(s)	Official Out-of-State Travel policy
Action(s) Requested	Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

City of Falcon Heights

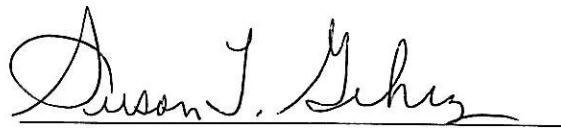
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

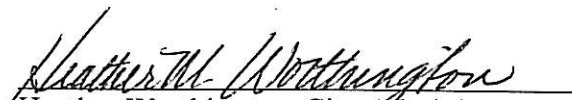
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F5
Attachment	
Submitted By	Michelle Tesser, Interim City Administrator

Item	Designation of Official Newspaper
Description	<p>State statute requires that a city designate a legal newspaper of general circulation in the city. This newspaper is used when the city is required to publish legal notification regarding public hearings, elections and city financial matters. There are two local papers that service Falcon Heights: Park Bugle and the Roseville Review.</p> <p>Staff recommends that the City designate the Roseville Review as its legal newspaper in 2012 for the following reasons.</p> <ul style="list-style-type: none"> • The Roseville Review circulates to most households in Falcon Heights. • The Roseville Review is a weekly publication. A monthly publication such as the Park Bugle would not suit the City's needs, as the City Council meets twice a month, and legal notices must be published on a more timely schedule. • The \$6.25 per column inch charge for the Roseville Review is lowest.
Budget Impact	Funds have been allocated in the 2012 budget.
Attachment(s)	
Action(s) Requested	Designate the Roseville Review as the City's legal newspaper for 2012.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F6
Attachment	City Council Standing Rules
Submitted By	Michelle Tesser, Interim City Administrator

Item	Review and Adopt Council Standing Rules
Description	Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted. Staff has no recommendations for changes in the standing rules at this time
Budget Impact	N/A
Attachment(s)	City Council Standing Rules
Action(s) Requested	Adopt standing rules as amended 2/8/2006 for 2012.

Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.

Agenda (continued)

4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous, or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public but will not be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.

6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

SIKKINK'S SEVEN MOTION SYSTEM TABLE

<u>Motion</u>	<u>Purpose</u>	<u>Applies To What Situations</u>	<u>Needs Recognition</u>	<u>Needs Second</u>	<u>Can be Discussed</u>	<u>Amendable</u>	<u>Vote Required</u>
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F7
Attachment	
Submitted By	Michelle Tesser, Interim City Administrator

Item	Appointment of City Engineer
Description	For several years the city has contracted with the City of Roseville for city engineering services. Staff is seeking to continue this relationship and appoint Deb Bloom the City Engineer for 2012.
Budget Impact	Funds have been allocated in the 2012 budget.
Attachment(s)	
Action(s) Requested	Approval of Deb Bloom and the City of Roseville as City Engineer for 2012.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F8
Attachment	
Submitted By	Michelle Tesser, Interim City Administrator

Item	Appointment of City Attorneys
Description	For several years, the City of Falcon Heights has contracted our prosecuting attorney services to outside attorneys. Katrina Joseph has recently returned back to Hughes and Costello. Therefore, we will again be represented by Hughes and Costello. Likewise, the city has used the law firm of Campbell Knutson, P.A. for civil attorney services for many years. Roger Knutson is the main contact, but the city uses various attorneys in the firm for our daily needs.
Budget Impact	Funds have been allocated in the 2012 budget.
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the law firm of Hughes and Costello to provide prosecution legal services and the firm of Campbell Knutson, P.A. for civil legal services for 2012.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F9
Attachment	
Submitted By	Michelle Tesser, Interim City Administrator

Item	Appointment of City Auditor
Description	Each year the city is required to have an independent firm audit our financial records. For the past several years, we have used Kern-DeWenter-Viere as our auditors, and we have been very happy with their services.
Budget Impact	Funds have been allocated in the 2012 budget.
Attachment(s)	
Action(s) Requested	Staff recommends the approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2012.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F10
Attachment	
Submitted By	Peter Lindstrom, Mayor

Item	Appointment of Acting Mayor
Description	<p>Periodically, the mayor's absence requires that official duties (such as signing official documents, running city council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various city councilmembers. The 2011 acting mayor was Councilmember Chuck Long.</p> <p>The mayor still retains the right to name other council members as acting mayor when planned absences are anticipated, but the formal designation of an acting mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	I recommend that the Falcon Heights City Council approve Councilmember Pam Harris as the 2012 acting mayor.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F11
Attachment	
Submitted By	Michelle Tesser, Interim City Administrator

Item	Council/City Commission Liaison Assignments
Description	<p>Council members are each assigned to serve as a liaison between city council and various commissions each year. Assignments for 2012 are as follows:</p> <ul style="list-style-type: none"> • Planning Commission – Pam Harris • Human Rights Commission – Chuck Long • Parks and Recreation Commission – Keith Gosline • Environment Commission – Peter Lindstrom • Neighborhood Commission – Beth Mercer-Taylor • Northwest Youth and Family Services – Keith Gosline • Ramsey County League of Local Governments – Beth Mercer-Taylor • U of MN Campus Area Coordinating Committee and Stadium Area Advisory Group – Peter Lindstrom • North Suburban Cable Commission – Rick Talbot
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	Staff recommends approval of the above assignments.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F12
Attachment	Recreation Agreement with the City of Lauderdale
Submitted By	Michelle Tesser, Interim City Administrator

Item	Recreation Agreement with the City of Lauderdale
Description	The City of Lauderdale does not offer recreation programs to their residents. In 2009, Lauderdale asked Falcon Heights Parks and Recreation to offer programs to their residents at a residential rate. In return, Lauderdale provides facility and park space for Falcon Heights Parks and Recreation programs. At the end of each year, Falcon Heights invoices Lauderdale the difference in resident rate and non-residential rate for each registrant. The agreement is updated annually.
Budget Impact	With more sites available for programming, registration revenue in the recreation budget increases.
Attachment(s)	Recreation Services Agreement for the City of Falcon Heights and City of Lauderdale.
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the Recreation Agreement with the City of Lauderdale.

**City of Falcon Heights
City of Lauderdale**

Recreation Agreement

THIS AGREEMENT is effective January 1, 2012, through December 31, 2012, by and between the City of Lauderdale (LAUD), 1891 Walnut Street ~ Lauderdale, MN 55113, and Falcon Heights Parks and Recreation (FHPR), 2077 W. Larpenteur Ave ~ Falcon Heights, Minnesota 55113. Falcon Heights agrees to provide recreation programs within the City of Lauderdale. Lauderdale agrees to provide facility space for the programs.

City of Lauderdale and Falcon Heights Parks and Recreation agree to the following obligations:

1. FHPR agrees to:

Provide recreation programs and experiences to Lauderdale residents for the same fee as paid by Falcon Heights' residents. Lauderdale will reimburse Falcon Heights the difference between the resident and non-resident rate for recreation programs and experiences held at Falcon Heights' facilities. Lauderdale will not reimburse Falcon Heights if the programs are held at Lauderdale facilities.

- Coordinate registration, supervision, and program curriculum appropriate for the recreation program.
- The recreation program held at Lauderdale City Hall will include, but not be limited to, Tae Kwon Do and Yoga Classes.
- The recreation programs held at Lauderdale Community Park will include, but not be limited to, Instructional Tennis.
- Provide program staff, program supplies and equipment, and program maintenance support for the agreed upon recreation program.

2. LAUD agrees to:

- Provide program space at Lauderdale City Hall and at Lauderdale Community Park. The City of Lauderdale agrees to provide regular facility and park maintenance such as sweeping the floor and supplying tables requested by Falcon Heights.
- Provide facilities access and keys to Falcon Heights Park and Recreation Staff.

Liability

Falcon Heights shall defend and indemnify Lauderdale and its employees, officers, volunteers and agents for any claims against Lauderdale arising from Falcon Heights's performance or failure to perform its duties under this Agreement.

Lauderdale shall defend and indemnify Falcon Heights and its employees, officers, volunteers and agents for any claims against Falcon Heights arising from Lauderdale's performance or failure to perform its duties under this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for any party.

Employees of Falcon Heights and Lauderdale shall remain employees of their respective cities regardless of where services are provided under this Agreement. Each party shall be responsible for injuries to or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing services pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employees or their dependants, even if the injuries were caused wholly or partially by the negligence of the other party.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Falcon Heights

City of Lauderdale

By: _____

By: _____

Title: Mayor

Title: Mayor

Date: _____

Date: _____

By: _____

By: _____

Title: City Administrator

Title: City Administrator/Clerk

Date: _____

Date: _____



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F13
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Mileage Reimbursement Rate for 2012
Description	The business mileage reimbursement rate allowed by the IRS is 55.5 cents per mile effective January 1, 2012. This is the same mileage rate allowed by the IRS since July 1, 2011.
Budget Impact	The mileage reimbursement rate is 55.5 cents per mile effective January 1, 2012.
Attachment(s)	NA
Action(s) Requested	Staff recommends allowing the IRS approved reimbursement mileage rate of 55.5 cents per mile when employees use their personal vehicles for city business.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 11, 2012
Agenda Item	Consent F14
Attachment	Application
Submitted By	Mayor Peter Lindstrom

Item	City Commission Appointment
Description	I recommend Katie Mercer-Taylor be appointed to the Falcon Heights Human Rights Commission as a youth commissioner.
Budget Impact	N/A
Attachment(s)	Katie Mercer-Taylor's application.
Action(s) Requested	Approval of the above appointment.

***CITY OF FALCON HEIGHTS
COMMISSION APPLICATION***

DATE: January 4, 2011

NAME: Katie Mercer-Taylor

ADDRESS: [REDACTED]

PHONE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

HOW LONG AT ABOVE ADDRESS? 11 years

IN WHAT CAPACITY DO YOU WISH TO SERVE?

I would like to serve as a Youth Commissioner on the Human Rights Commission.

REASON YOU WISH TO SERVE ON ABOVE:

I want to serve on the Human Rights Commission because I'm interested in building connections and understanding between people from the different cultures of Falcon Heights. I especially think that I could contribute to the Somali "Spring Forward Together" event by involving clubs and classes from my high school, Roseville Area High School.

PRIOR PUBLIC (OR RELATED) SERVICE:

I've organized several Heifer Project bake sale fundraisers and volunteered for the Dorothy Day center, Feed My Starving Children, and the Roseville Area High School Gay-Straight Alliance. While attending Conserve School, an environmentally-focused semester boarding school, I was a member of the Environmental Alliance and helped organize school events. I am working towards a Girl Scout Gold Award, the highest award in Girl Scouting.

OTHER RELEVANT BACKGROUND (OR COMMENTS):

My mother, Beth Mercer-Taylor, is on the Falcon Heights City Council. I helped with her campaign in 2007, but not 2011 because I was away at Conserve School, an environmentally-focused semester boarding school. Part of my interest in intercultural understanding comes from studying Chinese and German, which I hope to continue in college and beyond. Many of my Roseville High School friends are Chinese and Korean, adding to my understanding of the different cultures of my fellow Roseville students. However, I would like to learn more about diversity. For example, understanding Somali culture would help me reach out to Somali classmates who ride the bus with me. I would also be interested in learning about the problems that result in so few Somali and Karen students being in my more advanced classes.