

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

AGENDA
January 8, 2014

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ GOSLINE ____
LONG ____ MERCER-TAYLOR ____

STAFF PRESENT: FISCHER ____
- C. PRESENTATIONS:
 - 1. Oaths of Office by Council members-elect Harris and Gosline
- D. APPROVAL OF MINUTES: December 11, 2013
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 1/2/2014: \$166,842.42
Payroll through 12/31/2013: \$30,413.93
 - 2. Approval of City Licenses
 - 3. Designating Official Depositories for 2014
 - 4. Review Elected Official Out-of-State Travel Policy
 - 5. Review and Adopt Council Standing Rules
 - 6. Council/City Commission Liaison Assignments
 - 7. Appoint Acting Mayor
 - 8. Mileage Reimbursement Rate for 2014
 - 9. 2014 Fee Schedule
 - 10. Appointment of LeKetta Troupe to Parks & Recreation Commission
 - 11. Payment #5 to T.A. Schifsky & Sons, Inc. for the 2013 Pavement Management Project
- G: POLICY ITEMS:
 - 1. Amend Tobacco Ordinance
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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

MINUTES
December 11, 2013

A. CALL TO ORDER: 7:00PM

B. ROLL CALL: LINDSTROM _X_ HARRIS _X_ GOSLINE _X_
LONG _X_ MERCER-TAYLOR _X_

STAFF PRESENT: FISCHER _X_ OLSON _X_ JONES _X_

C. PRESENTATIONS:

1. Bulky Waste Project Report

Deb Jones introduced Susan Young of Foth Infrastructure & Environment to provide an update on this summer's bulky waste removal project in the cities of Falcon Heights and Lauderdale. Susan Young of Foth provided the attached presentation and answered questions from the Council.

D. APPROVAL OF MINUTES: November 13, 2013

APPROVED

*At this time in the meeting the Mayor introduced Marc Culver, new City Engineer to Roseville and Falcon Heights. Marc provided a brief history of himself to Council.

E. PUBLIC HEARING:

1. 2014 Budget Presentation

Bart Fischer presented the 2014 budget to Council and answered questions. Due to the size of the budget presentation, it will not be attached to the minutes. It is available to view at City Hall or online at www.falconheights.org under the "City Government" tab. Mayor Lindstrom opened the public hearing at 7:57PM. The public hearing was closed at 7:58PM as there was no one present.

Resolutions 13-35 and 13-36

Pam Harris Moved, Approval 5-0

F. CONSENT AGENDA:

Chuck Long Moved, Approval 5-0

1. General Disbursements through 12/06/2013: \$452,440.08

Payroll through 11/30/2013: \$31,020.21

2. Approval of City Licenses

3. Appointment of Prosecuting Attorney

4. Appointment of City Attorney

5. Appointment of City Engineer

6. Appointment of City Auditor

7. Designation of Official Newspaper

8. 2014 Cost of Living Adjustments

9. Joint Powers Agreement of Water Commissioners Agreement



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(651) 288-8550 • Fax: (651) 288-8551
www.foth.com

December 10, 2013

TO: Jim Bownik, City of Lauderdale
Deb Jones, City of Falcon Heights

CC: Dan Krivit, Foth Infrastructure & Environment, LLC
Norm Schiferl, Ramsey County
Jean Buckley, Ramsey County

FR: Susan Young, Foth Infrastructure & Environment, LLC

RE: Residential Bulky Waste Disposal – Preliminary Results and Findings of the Pilot Program Conducted in Falcon Heights and Lauderdale

Introduction

The Cities of Lauderdale and Falcon Heights identified a need for easier more efficient and effective ways for residents to dispose of bulky items such as mattresses, furniture and appliances. Annual campaigns and seasonal clean-up events to encourage and facilitate recycling of these items have not adequately served residents who:

- ◆ Do not have a vehicle or the physical capability of taking items to the annual clean-up or a drop-off site.
- ◆ Move out of homes or replace large household items at other times of the year, when the next clean-up event may be many months away - encouraging storage or abandonment of the cast-offs.

Because neither city has organized refuse collection that might include collection of bulky items, residents are left on their own to arrange for disposal. The result is a growing backlog of unwanted furniture and appliances stored in basements, garages and yards, and, too often, dumped illegally on public or private property. These items represent a public health and safety hazard and are source of materials that could be recycled.

This project was intended to help other cities and the County to make future decisions about how to handle this kind of bulky items waste.

The information contained in this memorandum is considered privileged and confidential and is intended only for the use of recipients and Foth.

The Cities of Falcon Heights and Lauderdale developed and implemented a pilot program in 2013 with the following objectives:

1. Provide one free pick-up of up to two bulky items during the study period to eligible households.
2. Transport items to facilities that recycle the materials whenever possible and to appropriate processing when recycling is not possible.
3. Distribute the program benefit fairly across both communities while minimizing abuse by non-residents.
4. Assess whether there is a demand for continuing and expanding this service and whether residents would be willing to pay for it as an addition to their present recycling fee.
5. Determine the efficiency and effectiveness of such a program.

Ramsey County funded the pilot program through a grant from the County's Public Entities Innovation Grants (PEIG) and the two cities coordinated and implemented the program. Foth Infrastructure and Environment, LLC ("Foth") was contracted to provide consultant technical and strategic assistance to City staff. Foth's scope of services included technical assistance with letters, data systems and logistics to roll out the pilot to the residents of each city. In addition to report writing to summarize the findings of the study, Foth staff were contracted to make a presentation to each City Council to discuss preliminary results.

This Foth memo report is intended to serve as an executive summary for purposes of presentation to the two City Councils on Tuesday, December 10 (Lauderdale) and Wednesday, December 11 (Falcon Heights). City staff and Foth are currently drafting the full report to be submitted to Ramsey County for review, comment and acceptance. The final report will contain additional detailed results and findings. Once approved by the County, this report will be made available to the City Councils, project stakeholders and other interested parties.

The Pilot Program

It was determined that the pilot program would be conducted for single family and duplex homes. The Cities jointly developed a Request for Proposals (RFP) for Bulky Wastes Collection and Recycling or Disposal Services. One proposal, from Tennis Sanitation (Tennis), was received. The cities executed a contract with Tennis to provide the collection and recycling or disposal services. Figure 1 shows the vehicle Tennis used to collect the bulky items.

Figure 1
Tennis Collection Vehicle



The bulky items pilot program collection service began on July 17, 2013 and the last collection date was September 25, 2013.

The Cities developed a communication and outreach activities that included:

- ◆ Advertisement of the pilot program in City newsletters.
- ◆ Direct mail information about the pilot program to residents and owners of single family and duplex homes in the two cities.
- ◆ Placement of information about the pilot program on both City web sites. For more details see the Falcon Heights pilot program web page:

[Falcon Heights:](#)

http://www.falconheights.org/index.asp?SEC=816FC6B7-D874-4A76-A3C0-BBDC50C9C06C&Type=B_LIST

The Cities determined that residents should be able to register for the program electronically, by phone or in person. The Cities also developed “before” and “after” surveys for participants. The surveys were required in order to participate in the program. It was determined that residents would be told before they signed up for bulky item removal that an “after survey would be required, and that if they did not complete the “after” survey, a \$30.00 fee would be charged for the bulky waste service. Very few persons did not complete the “after” survey.

The first collection was July 24. The cut-off for requests for collection from residents each week was Monday. The collection lists were sent to the contractor on Tuesday for Wednesday collection. For the first week of the project, each city was limited to 15 pick-ups. Subsequent weeks did not have a limit on the number of pick-ups by City, although the cities coordinated to have a maximum of fifty (50) pickups per week, combined.

Both cities sent a confirmation e-mail to their residents that signed up electronically that they were accepted into the collections program, and Falcon Heights sent a “reminder” on Monday to the residents that the collection would occur on Wednesday.

Program Results

A combined total of 43,496 pounds of bulky goods were collected in both Cities in the pilot program. One hundred ninety one (191) residents were served in Falcon Heights and one hundred twentyeight (128) in Lauderdale. Table 1 shows the breakdown of the material types that were collected.

Table 1
Categories and Weight (pounds) of Items Collected

(Combined total, both cities)

Week	Electronics	Metals	Wood	Plastic ⁽²⁾	Non Recyclable
Week 1 ⁽¹⁾	24.6	1,026.6	450.4	NA	422.5
Week 2	1,302	2,373.9	749.4	NA	501.2
Week 3	1,131.8	1,872.3	712.7	75	1,059.4
Week 4	1,354	1397	681.6	59	606
Week 5	554.6	1,870.4	479	72.08	811.6
Week 6	541	1,410.6	1,345.6	22.5	908.3
Week 7	368.6	1,790.9	823.9	25.8	391.2
Week 8	1,020.6	1,757.4	1,025.4	14	497.6
Week 9	728.4	992.8	300.6	72	656.5
Week 10	507.8	1,629.4	375.8	13.7	299.4
Totals	7,533.4	16,121.3	6,944.4	7,490.0	6,153.7

(1) Week 1 was limited to 15 stops in each City; all subsequent weeks had a maximum of 50 stops in both cities combined.

(2) Plastics were not separated out in Weeks 1 and 2

Staff time during the “collection” portion of the project, in Table 2, was conservatively estimated at 140 to 170 hours for Falcon Heights and 85 to 125 for Lauderdale.

Table 2
Falcon Heights and Lauderdale Staff Time during Collection Phase

<i>Month</i>	<i>Falcon Heights</i>	<i>Lauderdale</i>
July	70 to 80 hours	40 to 60 hours
August	50 to 60 hours	30 to 40 hours
September	20 to 30 hours	15 to 25 hours
Total	140 to 170 hours	85 to 125 hours

Staff time to develop the grant concepts, prepare the RFP, analyze the proposals and prepare contract documents and develop outreach documents and procedures for project implementation were in excess of 120 hours for each City. Much of this staff time was related to the added effort for the research and development tasks of the pilot program, including administering the County PEIG grant. These estimates of staff time are not representative of an on-going operation.

The cost for collection, disposal and recycling services by Tennis, including state and county taxes, was \$18,699.91, and is depicted in Table 3.

**Table 3
Cost of Collection, Disposal and Recycling of Bulky Wastes**

Week	Collection Cost	Disposal Cost	State and County Tax	Recycling	Total Cost
1	\$840.00	\$11.83	\$4.46	\$761.72	\$1,618.01
2	\$1,395.00	\$14.03	\$5.30	\$1,219.46	\$2,633.79
3	\$1,260.00	\$31.81	\$12.01	\$1,225.31	\$2,529.13
4	\$1,215.00	\$16.97	\$6.40	\$1,031.42	\$2,269.79
5	\$915.00	\$27.72	\$10.46	\$952.56	\$1,905.74
6	\$819.00	\$25.43	\$9.60	\$754.43	\$1,608.46
7	\$855.00	\$10.95	\$4.14	\$794.78	\$1,664.87
8	\$810.00	\$13.93	\$5.26	\$869.74	\$1,698.93
9	\$810.00	\$18.38	\$6.94	\$727.53	\$1,562.85
10	\$615.00	\$ 8.38	\$3.17	\$581.79	\$1,208.34
Total	\$9,534.00	\$179.43	\$67.74	\$8,918.74	\$18,699.91

Preliminary Findings

The pilot program of bulky items collection service was very successful when measured by the number of participants and amounts recycled. Approximately twenty (20) percent of the residents of both cities disposed of items during the pilot program. The service was well received by residents, who appreciated the convenience of curbside pickup of these large items rather than self-hauling. In the post-collection surveys, residents stated that they were helped by the program and were very satisfied with the program. The majority of residents in both cities that used the program stated that the City should have an on-going program; of those respondents, the majority stated that the program should be funded by a price per item of approximately \$25 per item. The majority of the respondents stated that they did have additional items to be disposed of, usually between 1 and 5 additional items.

The participation rate was lower than budgeted. This may be due in part to newness of the service and the short timeframe to advertise the program. Also, the budget was purposefully conservative to make sure that the collection operations could continue through the end of pilot period at the end of September.

The pilot collection service demonstrated that there are alternative and cost-effective means to provide ongoing curbside collection of bulky items, even in cities with open trash hauling systems where residents contract for their own trash hauling services. In addition, because of the emphasis on maximum recycling, items were recycled in this pilot that would not be recycled by individual haulers, or through informal disposal methods.

Options for Next Steps

The Cities of Lauderdale and Falcon Heights will continue to direct Foth in preparing a final report to Ramsey County. In addition, if the Cities wish to continue this effort in later years, the options could include:

1. Continuing and, perhaps, expanding the program to include multifamily households (apartments, etc.). The 2013 program was intentionally focused on single-family and duplex households only. Continuing the pilot program service into 2014 will require additional budget estimates and may require an additional PEIG grant application and award from Ramsey County.
2. Continuing the discussion and analysis of financing options to sustain the new service after the final report is submitted to Ramsey County. Tentative, preliminary financing options could include, (but are not limited to):
 - a. Residents pay a set fee directly to haulers;
 - b. Adding an additional bulky item collection fee onto residents recycling rates;
 - c. Contracting for bulky item collections and paying the contractor with general city funds saved by not conducting seasonal clean-up events; or
 - d. Other options.

These financing options can be further analyzed in the final report. Further feedback from City staff and the two City Councils is needed to help direct this analysis.

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

The City That Soars!

Item	General Disbursements and Payroll
Description	General Disbursements through 1/2/2014: \$166,842.42 Payroll through 12/31/2013: \$30,413.93
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: 00952 DECEMBER 10 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-03001	CAMPBELL KNOTSON						
I-201312104462		NOV: LEGAL FEES	892.00				
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: Y			
		NOV: LEGAL FEES		101 4114-80200-000	LEGAL FEES		892.00
		=== VENDOR TOTALS ===	892.00				
=====							
01-03110	CENTURY LINK						
I-201312104469		LANDLINE BILLS	115.31				
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N			
		AUTO DIALER LIFT STATION		601 4601-85011-000	TELEPHONE - LANDLINE		59.83
		CURT FIELD LANDLINE		101 4141-85011-000	TELEPHONE - LANDLINE		55.48
		=== VENDOR TOTALS ===	115.31				
=====							
01-06290	CITY OF ROSEVILLE						
I-218065		DUMP TRUCK MAINTINENCE	252.35				
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N			
		DUMP TRUCK MAINTINENCE		101 4132-87000-000	REPAIR EQUIPMENT		252.35
		=== VENDOR TOTALS ===	252.35				
=====							
01-03300	DISCOUNT STEEL, INC						
I-1939792		STEEL TUBES FOR TRAILOR	71.85				
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N			
		STEEL TUBES FOR TRAILOR		101 4131-70110-000	SUPPLIES		71.85
I-1939902		STEEL TUBES FOR TRAILOR	21.56				
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N			
		STEEL TUBES FOR TRAILOR		101 4131-70110-000	SUPPLIES		21.56
		=== VENDOR TOTALS ===	93.41				
=====							
01-04027	EMERGENCY APPARATUS MAINT						
I-71592		FIRE TRUCK MAINT 753	800.31				
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N			
		FIRE TRUCK MAINT 753		101 4124-87029-000	REPAIR OTHER EQUIPMENT		800.31
		=== VENDOR TOTALS ===	800.31				

PACKET: 00952 DECEMBER 10 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05665	METROPOLITAN COUNCIL					
I-1028186		JANUARY: SS SERVICES	36,640.08			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		JANUARY: SS SERVICES		601 15500-000	PREPAID EXPENSE	36,640.08
=== VENDOR TOTALS ===			36,640.08			
=====						
01-05343	MINNESOTA MULCH & SOIL					
I-UMN112013		SWEEPINGS DISPOSAL	1,896.11			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		SWEEPINGS DISPOSAL		602 4602-84000-000	STREET SWEEPINGS	1,896.11
=== VENDOR TOTALS ===			1,896.11			
=====						
01-06053	OREILLY AUTO PARTS					
I-201312104460		SHOP SUPPLIES:OIL, BATTERY	262.82			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		SHOP SUPPLIES:OIL, BATTERY		101 4132-70120-000	SUPPLIES	262.82
=== VENDOR TOTALS ===			262.82			
=====						
01-06112	PIONEER PRESS					
I-201312104466		NEWSPAPER RENEWAL	292.08			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		NEWSPAPER RENEWAL		101 4112-70100-000	SUPPLIES	292.08
=== VENDOR TOTALS ===			292.08			
=====						
01-06115	TIMOTHY PITTMAN					
I-201312104468		REIMB: PARK AND REC MEETING	36.16			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		REIMB: PARK AND REC MEETING		101 4132-86101-000	MILEAGE	36.16
=== VENDOR TOTALS ===			36.16			
=====						
01-06185	RAMSEY COUNTY					
I-PRRLG-001115		TRUTH IN TAX NOTICE	313.85			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		TRUTH IN TAX NOTICE		101 4116-70420-000	NEWSLETTERS/INFORMATION	313.85
=== VENDOR TOTALS ===			313.85			

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06525		SUBURBAN ACE HARDWARE				
I-201312104467		SHOP SUPPLIES: TOOLS	31.22			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		SHOP SUPPLIES: TOOLS		101 4141-70100-000	SUPPLIES	31.22
		=== VENDOR TOTALS ===	31.22			
01-07003		TESCH, SCOTT				
I-201312104465		REIMB: SHIPPING SUPPLIES FD	38.02			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		REIMB: SHIPPING SUPPLIES FD		101 4124-70100-000	SUPPLIES	38.02
		=== VENDOR TOTALS ===	38.02			
01-05870		XCEL ENERGY				
I-201312104458		ELECT FEES	2,318.74			
12/10/2013	APBNK	DUE: 12/10/2013 DISC: 12/10/2013		1099: N		
		ELECT FEES		209 4209-85020-000	STREET LIGHTING POWER	74.46
		ELECT FEES		209 4209-85020-000	STREET LIGHTING POWER	2,175.55
		ELECT FEES		209 4209-85020-000	STREET LIGHTING POWER	14.95
		ELECT FEES		101 4141-85020-000	ELECTRIC/GAS	53.78
		=== VENDOR TOTALS ===	2,318.74			
		=== PACKET TOTALS ===	43,982.46			

PACKET: 00955 DECEMBER 17 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00250	AMERIPRIDE	SERVICES				
=====						
I-1002648130		LINEN CLEANING	45.85			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	45.85
=== VENDOR TOTALS ===			45.85			
=====						
01-03086	CARDIAC	SCIENCE				
=====						
I-1598957		BATTER/SUPPLIES	266.74			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		BATTER/SUPPLIES		101 4124-70100-000	SUPPLIES	266.74
=== VENDOR TOTALS ===			266.74			
=====						
01-03110	CENTURY	LINK				
=====						
I-201312174476		LANDLINE: COMM PARK	59.70			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		LANDLINE: COMM PARK		101 4141-85011-000	TELEPHONE - LANDLINE	59.70
=== VENDOR TOTALS ===			59.70			
=====						
01-04000	EHLERS	AND ASSOCIATES				
=====						
I-347463		IFL CONSULTING	100.00			
12/18/2013	APBNK	DUE: 12/18/2013 DISC: 12/18/2013		1099: N		
		IFL CONSULTING		412 4412-81900-000	OTHER PROFESSIONAL SERVI	100.00
=== VENDOR TOTALS ===			100.00			
=====						
01-060	FASTENAL					
=====						
I-MNTC - 561693		FASTENORS	229.35			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		FASTENORS		101 4132-70120-000	SUPPLIES	229.35
=== VENDOR TOTALS ===			229.35			
=====						
01-04092	FISCHER,	BART J				
=====						
I-201312174474		MILEAGE & MEETING W/CNCL MEMB	77.43			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		NOV: MILEAGE		101 4112-86010-000	MILEAGE & PARKING	48.42
		MEETING WITH COUNCIL MEMBER		101 4111-70100-000	SUPPLIES	29.01
=== VENDOR TOTALS ===			77.43			

PACKET: 00955 DECEMBER 17 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-05110 SRF CONSULTING GROUP INC						
I-8248.00-3		UNIV GROVE PARKING STUDY	2,242.78			
12/18/2013	APBNK	DUE: 12/18/2013 DISC: 12/18/2013		1099: N		
		UNIV GROVE PARKING STUDY		419 4419-81900-000	OTHER PROFESSIONAL SVC	2,242.78
=== VENDOR TOTALS ===			2,242.78			

01-07228 CITY OF ST ANTHONY						
I-3058		POLICE SERVICES JAN 14	51,423.41			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		POLICE SERVICES JAN 14		101 15500-000	PREPAID EXPENDITURES	51,423.41
=== VENDOR TOTALS ===			51,423.41			

01-05303 MICHELLE TESSER						
I-201312174478		4TH QTR MILEAGE	66.71			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		4TH QTR MILEAGE		201 4201-86010-000	MILEAGE	66.71
=== VENDOR TOTALS ===			66.71			

01-00878 US BANCORP						
I-201312174477		SPRINGSTED EVENT	135.00			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		SPRINGSTED EVENT		101 4112-86100-000	CONFERENCES/EDUCATION/AS	125.00
		LMC REG MEETING PARKING		101 4112-86100-000	CONFERENCES/EDUCATION/AS	10.00
=== VENDOR TOTALS ===			135.00			

370 XCEL ENERGY						
I-201312174471		ELECT	45.28			
12/17/2013	APBNK	DUE: 12/17/2013 DISC: 12/17/2013		1099: N		
		ELECT		101 4141-85020-000	ELECTRIC/GAS	45.28
=== VENDOR TOTALS ===			45.28			

=== PACKET TOTALS ===	61,505.25
fed withholdings	6858.73
st withholdings	922.70
Pera	2993.49
ICMA	1075.00

Total: 73,355.17

PACKET: 00957 DECEMBER 19 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00541		AUDIO GENERAL INC				
=====						
I-44923		DLP PROJECTOR FOR CERT	1,289.00			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		DLP PROJECTOR FOR CERT		214 4214-86100-000	CITIZENS CORP TRAINING	1,289.00
		=== VENDOR TOTALS ===	1,289.00			
=====						
01-03089		CASH				
=====						
I-201312264494		OFFICE SUPPLIES/FUEL/POSTAGE	250.36			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		POSTAGE STAMPS		101 4112-70500-000	POSTAGE	11.30
		PRINTER LABELS		101 4112-70100-000	SUPPLIES	47.11
		FUEL FOR TRUCK		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	191.95
		=== VENDOR TOTALS ===	250.36			
=====						
01-03109		CENTURY COLLEGE				
=====						
I-527139		FIRE INSPECTOR TRAINING	424.00			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		FIRE INSPECTOR TRAINING		101 4124-86020-000	TRAINING	424.00
		=== VENDOR TOTALS ===	424.00			
=====						
01-06290		CITY OF ROSEVILLE				
=====						
I-218182		ROSEVILLE ENGINEERING SERVICE	7,450.30			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		2013 PMP STREET ENGINEERING		419 4419-92055-000	CRAWFORD/ALLEY/ARONA MIL	6,237.98
		CURTIS FIELD STORM DRAINAGE		602 4602-80100-000	ENGINEERING	118.25
		GENERAL ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES	1,094.07
=====						
I-218183		ENGINEERING SERVICES	3,544.31			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		CURT FIELD DRAINAGE		602 4602-80100-000	ENGINEERING	78.83
		GENERAL ENGINEERING SERV		101 4133-80100-000	ENGINEERING SERVICES	1,294.98
		2013 PMP ST ENGIN PROJECT		419 4419-92055-000	CRAWFORD/ALLEY/ARONA MIL	1,872.35
		NE CONNECTOR		419 4419-92100-000	NE CONNECTOR TRAIL	115.65
		ST PROJECT NEWSLETTER		419 4419-92055-000	CRAWFORD/ALLEY/ARONA MIL	182.50
		=== VENDOR TOTALS ===	10,994.61			

PACKET: 00957 DECEMBER 19 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
=====						
01-03527		DELEGARD TOOL COMPANY				
=====						
I-201312194485		DRILL/DRILL TIPS	157.58			
12/19/2013	APBNK	DUE: 12/19/2013 DISC: 12/19/2013		1099: N		
		DRILL/DRILL TIPS		101 4131-70110-000	SUPPLIES	157.58
		=== VENDOR TOTALS ===	157.58			
=====						
01-04084		FIRE EQUIPMENT SPECIALTIES				
=====						
I-8142		4 HYDRANT WRENCHES	166.37			
12/19/2013	APBNK	DUE: 12/19/2013 DISC: 12/19/2013		1099: N		
		4 HYDRANT WRENCHES		101 4124-70100-000	SUPPLIES	166.37
		=== VENDOR TOTALS ===	166.37			
=====						
01-05290		GOODIN COMPANY				
=====						
I-2021746-00		CURTIS FIELD REPAIR	20.04			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		CURTIS FIELD REPAIR		101 4141-87120-000	FACILITIES & GROUND MAIN	20.04
=====						
I-2022170-00		PLUMBING REPAIR KIT	9.75			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		PLUMBING REPAIR KIT		101 4132-70120-000	SUPPLIES	9.75
=====						
I-2022420-00		PLUMBING REPAIR KIT	14.71			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		PLUMBING REPAIR KIT		101 4132-70120-000	SUPPLIES	14.71
		=== VENDOR TOTALS ===	44.50			
=====						
01-05187		KRISTIN GRANGAARD				
=====						
I-201312194486		CERT PROGRAM SUPPLIES	556.76			
12/19/2013	APBNK	DUE: 12/19/2013 DISC: 12/19/2013		1099: Y		
		CERT PROGRAM SUPPLIES		214 4214-80320-000	INSTRUCTOR PREP DELIVERY	396.97
		CORD FOR PROJECTOR CERT		214 4214-80320-000	INSTRUCTOR PREP DELIVERY	16.50
		CERT PROGRAM SUPPLIES		214 4214-80320-000	INSTRUCTOR PREP DELIVERY	143.29
		=== VENDOR TOTALS ===	556.76			
=====						
01-05045		GRUBER'S POWER EQUIPMENT				
=====						
I-127237		WET CHARGED BATTERY	111.75			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		WET CHARGED BATTERY		101 4132-87000-000	REPAIR EQUIPMENT	111.75
		=== VENDOR TOTALS ===	111.75			

PACKET: 00957 DECEMBER 19 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05243	HINRICHS,RICH					
I-201312194483		REIMB: TRAINING SUPPLY	19.18			
12/19/2013	APBNK	DUE: 12/19/2013 DISC: 12/19/2013		1099: N		
		REIMB: TRAINING SUPPLY		101 4124-70100-000	SUPPLIES	19.18
		=== VENDOR TOTALS ===	19.18			
=====						
01-05503	MINNESOTA ASSOC. OF GOVT COMMU					
I-F43FH		CONFERENCE REG - CHELSEA	75.00			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		CONFERENCE REG - CHELSEA		101 4112-86100-000	CONFERENCES/EDUCATION/AS	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-201312194488		JAN: LIFE INSURANCE	96.00			
12/19/2013	APBNK	DUE: 12/19/2013 DISC: 12/19/2013		1099: N		
		JAN: LIFE INSURANCE		101 21709-000	OTHER PAYABLE	96.00
		=== VENDOR TOTALS ===	96.00			
=====						
01-06139	PETERSEN, CHELSEA					
I-201312264495		REIMB: MILEAGE AND CONFERENCE	44.01			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		REIMB: MILEAGE		101 4112-86010-000	MILEAGE & PARKING	24.01
		REIMB: CONFERENCE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	20.00
		=== VENDOR TOTALS ===	44.01			
=====						
115	TIMOTHY PITTMAN					
I-201312194484		REIMB: MILEAGE	19.78			
12/19/2013	APBNK	DUE: 12/19/2013 DISC: 12/19/2013		1099: N		
		REIMB: MILEAGE		101 4141-86101-000	MILEAGE	19.78
I-201312264493		REIMB: MILEAGE	36.16			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		REIMB: MILEAGE		101 4132-86101-000	MILEAGE	36.16
		=== VENDOR TOTALS ===	55.94			

PACKET: 00957 DECEMBER 19 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
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01-05486 POMP'S TIRE SERVICE INC.

I-150028076		NEW TRUCK TIRES- DUMP TRUCK	1,107.91			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		NEW TRUCK TIRES - DUMP TRUCK		101 4132-87012-000	REPAIR TRUCK	1,107.91
=== VENDOR TOTALS ===			1,107.91			

01-06185 RAMSEY COUNTY

I-EMCOM - 002991		DEC: FLEET SUPPORT	59.28			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		DEC: FLEET SUPPORT		101 4121-86800-000	RADIO SUBSCRIBER FEE	59.28
I-EMCOM-002976		DEC: 911 DISPATCH	2,348.23			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		DEC: 911 DISPATCH		101 4122-81200-000	911 DISPATCH FEES	2,348.23
=== VENDOR TOTALS ===			2,407.51			

01-00935 ST PAUL REGIONAL WATER SERVICE

I-201312264496		WATER AND SS SERVICES	409.27			
12/26/2013	APBNK	DUE: 12/26/2013 DISC: 12/26/2013		1099: N		
		SS FOR CITY HALL		101 4131-85070-000	SEWER	22.76
		H2O FOR CITY HALL		101 4131-85040-000	WATER	47.94
		SS FOR COMMUNITY PARK		101 4141-85070-000	SEWER	105.62
		H2O FOR COMMUNITY PARK		101 4141-85040-000	WATER	188.22
		SS FOR CURTIS FIELD		101 4141-85070-000	SEWER	9.58
		H2O FOR CURT FIELD		101 4141-85040-000	WATER	35.15
=== VENDOR TOTALS ===			409.27			

346 STAPLES

I-201312194487		OFFICE SUPPLIES	212.99			
12/19/2013	APBNK	DUE: 12/19/2013 DISC: 12/19/2013		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	212.99
=== VENDOR TOTALS ===			212.99			

01-05303 MICHELLE TESSER

I-201312264489		FLEX PAYMENT CHECK	800.00			
12/26/2013	APBNK	MANUAL CK# 082159 12/23/2013		1099: N		
		FLEX PAYMENT CHECK		101 21711-000	DEPENDENT CARE FLEX PAYA	600.00
		FLEX PAYMENT CHECK		201 21711-000	DEPENDENT CARE FLEX PAYA	200.00
=== VENDOR TOTALS ===			800.00			
=== PACKET TOTALS ===			19,222.74			

12/31/2013 2:16 PM
 PACKET: 00962 DECEMBER 31 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05422	BP					
I-201312314501		FUEL - PW	1,365.51			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		FUEL - PW		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	1,365.51
		=== VENDOR TOTALS ===	1,365.51			
01-03123	CINTAS CORPORATION #470					
I-470337383		TOWELS/TP/SUPPLIES	123.04			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		TOWELS/TP/SUPPLIES		101 4131-70110-000	SUPPLIES	123.04
		=== VENDOR TOTALS ===	123.04			
01-03527	DELEGARD TOOL COMPANY					
I-859042		DIE SET/ DRILL KIT	157.58			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		DIE SET/ DRILL KIT		101 4131-70110-000	SUPPLIES	157.58
		=== VENDOR TOTALS ===	157.58			
01-04060	FASTENAL					
I-MNTC-561693		SHOP SUPPLIES	229.35			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		SHOP SUPPLIES		101 4132-70120-000	SUPPLIES	229.35
		=== VENDOR TOTALS ===	229.35			
092	FISCHER, BART J					
I-201312314505		DEC: MILEAGE	13.50			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		DEC: MILEAGE		101 4112-86010-000	MILEAGE & PARKING	13.50
I-201312314507		NOV/DEC CELL PHONE	80.00			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		NOV/DEC CELL PHONE		101 4131-85015-000	CELL PHONE	40.00
		NOV/DEC CELL PHONE		601 4601-85015-000	CELL PHONE	40.00
		=== VENDOR TOTALS ===	93.50			

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05153	HOME DEPOT	CRC/GEFC				
I-201312314503		PLUMBING SUPPLIES CURT FIELD	312.02			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		PLUMBING SUPPLIES CURT FIELD		101 4141-70100-000	SUPPLIES	312.02
=== VENDOR TOTALS ===			312.02			
=====						
01-07263	NEXTEL	COMMUNICATIONS, INC				
I-201312314506		CELL PHONE: FIRE DEPT	54.39			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		CELL PHONE: FIRE DEPT		101 4124-85015-000	CELL PHONE	54.39
=== VENDOR TOTALS ===			54.39			
=====						
01-06030	OLSON,	ROLAND				
I-201312314500		4TH QTR MILEAGE	67.68			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		4TH QTR MILEAGE		101 4113-86010-000	MILEAGE	67.68
=== VENDOR TOTALS ===			67.68			
=====						
01-05486	POMP'S	TIRE SERVICE INC.				
I-150028006		SERVICE CALL	123.69			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		SERVICE CALL		101 4132-87012-000	REPAIR TRUCK	123.69
=== VENDOR TOTALS ===			123.69			
=====						
870	XCEL	ENERGY				
I-201312314504		FIRE SIREN/ AUTO PRCT LIGHT	31.35			
12/31/2013	APBNK	DUE: 12/31/2013 DISC: 12/31/2013		1099: N		
		FIRE SIREN		101 4121-85020-000	ELECTRIC	0.86
		AUTO PROTECTIVE LIGHT		101 4141-85020-000	ELECTRIC/GAS	30.49
=== VENDOR TOTALS ===			31.35			
=== PACKET TOTALS ===			2,558.11			
fed withholdings			6783.07			
st withholdings			1043.48			
Pera			2996.83			
ICMA			1075.00			
Total:			14,456.49			

PACKET: 00964 JAN 2 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
=====						
01-05371		BOND TRUST SERVICES CORPORATIO				
I-9915		BOND FEES STREET IMPRVMT 2013	450.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		BOND FEES STREET IMPRVMT 2013A		311 4311-94900-000	BOND FEES	450.00
=====						
I-9916		BOND FEES 2010QA EQUIPMENT	550.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		BOND FEES 2010A EQUIPMENT		306 4306-94900-000	BOND FEES	550.00
=== VENDOR TOTALS ===			1,000.00			
=====						
01-04005		ECONOMIC DEVELOPMENT ASSOCIATI				
I-201401024517		2014 MEMBERSHIP RENEWAL	250.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		2014 MEMBERSHIP RENEWAL		101 4112-86100-000	CONFERENCES/EDUCATION/AS	250.00
=== VENDOR TOTALS ===			250.00			
=====						
01-05968		LEAGUE MN CITIES INSURANCE TRU				
I-201401024508		2014 VOLUNTEER ACCIDENT POLIC	425.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		2014 VOLUNTEER ACCIDENT POLICY		101 4112-88000-000	INSURANCE & BONDS	425.00
=== VENDOR TOTALS ===			425.00			
=====						
01-05500		LEAGUE OF MINNESOTA HUMAN RIGH				
I-201401024512		2014 MEMBER DUES	100.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		2014 MEMBER DUES		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	100.00
=== VENDOR TOTALS ===			100.00			
=====						
01-05493		MCMA				
I-201401024513		2014 MCMA PROFESSIONAL DUES	175.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		2014 MCMA PROFESSIONAL DUES		101 4112-86100-000	CONFERENCES/EDUCATION/AS	175.00
=== VENDOR TOTALS ===			175.00			

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-201401024509		JAN: HEALTH INS	6,482.30			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		JAN: HEALTH INS		101 4112-89000-000	MISCELLANEOUS	6,482.30
		=== VENDOR TOTALS ===	6,482.30			
=====						
01-04800	MN RECREATION & PARK ASSOCIATI					
I-201401024515		2014 MEMBERSHIP - MICHELLE	264.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		2014 MEMBERSHIP - MICHELLE		101 4141-86101-000	MILEAGE	264.00
		=== VENDOR TOTALS ===	264.00			
=====						
01-05813	MN STATE FIRE CHIEF ASSOC					
I-201401024514		MEMBERSHIP DUES	345.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS	345.00
		=== VENDOR TOTALS ===	345.00			
=====						
01-05107	ROTARY CLUB OF ROSEVILLE					
I-93		JAN - MARCH MEMBER DUES	281.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		JAN - MARCH MEMBER DUES		101 4112-86100-000	CONFERENCES/EDUCATION/AS	281.00
		=== VENDOR TOTALS ===	281.00			
=====						
221	SAFETY SERVICES INC					
I-062410		CERT TRAINING SUPPLIES	265.35			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		CERT TRAINING SUPPLIES		210 4210-86100-000	CITIZENS CORP SEMINARS	265.35
I-062411		CERT TRAINING SUPPLIES	315.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		CERT TRAINING SUPPLIES		210 4210-86100-000	CITIZENS CORP SEMINARS	315.00
		=== VENDOR TOTALS ===	580.35			

PACKET: 00964 JAN 2 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05195		TYLER TECHNOLOGIES				

I-25-82588		2014 FINANCIAL SOFTWARE	5,222.91			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		2014 FINANCIAL SOFTWARE		101 4113-80600-000	SOFTWARE MAINTENANCE	5,222.91
		=== VENDOR TOTALS ===	5,222.91			
=====						
01-07132		WELLS FARGO INSURNACE SERVICES				

I-19692470		ADMIN DIRECTOR BOND	350.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		ADMIN DIRECTOR BOND		101 4112-88000-000	INSURANCE & BONDS	350.00

I-19692865		FINANCE DIRECTOR BOND	350.00			
1/02/2014	APBNK	DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
		FINANCE DIRECTOR BOND		101 4113-88000-000	INSURANCE & BONDS	350.00
		=== VENDOR TOTALS ===	700.00			
		=== PACKET TOTALS ===	15,825.56			

EMP #	NAME	AMOUNT
01-1004	BART J FISCHER	2,403.98
01-1010	MICHELLE C TESSER	1,482.36
01-1014	CHELSEA PETERSEN	789.72
01-1136	ROLAND O OLSON	870.55
01-1150	JOHN R ONEILL	289.35
01-2154	MAUREEN A ANDERSON	86.72
01-1038	DEBORAH K JONES	1,679.96
01-0085	DANIEL S JOHNSON-POWERS	69.92
01-0086	RICHARD H HINRICHS	114.46
01-0087	MICHAEL A MCKAY	66.32
01-0095	MICHAEL J POESCHL	77.04
01-0105	ANTON M FEHRENBACH	58.37
01-0106	SCOTT A TESCH	77.04
01-0123	BRYAN R SULLIVAN	53.21
01-0124	MICHAEL D KRUSE	77.04
01-1030	TIMOTHY J PITTMAN	1,512.66
01-1033	DAVE TRETSEVEN	1,462.68
01-1143	COLIN B CALLAHAN	1,057.96
01-1149	JONATHON R PERKINS	733.94

TOTAL PRINTED: 19 12,963.28

12-12-2013 10:27 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 12/12/2013

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0034	KURHAJETZ, CLEMENT	R	12/12/2013	343.07	082125
	ANDERSON, KEVIN	R	12/12/2013	96.25	082126
	GAFFNEY, PATRICK	R	12/12/2013	82.20	082127
0104	VANN, VINCENT A	R	12/12/2013	42.49	082128
0119	WICK, JEFFREY M	R	12/12/2013	61.15	082129
0126	SMITH, BENJAMIN J	R	12/12/2013	50.43	082130
0127	PONTRELLI, MITCHELL E	R	12/12/2013	39.71	082131
0128	ROSENBERG, NICHOLAS M	R	12/12/2013	15.88	082132
0130	RABEK, PAUL A	R	12/12/2013	58.37	082133
0131	THOMAS, DAVID M	R	12/12/2013	77.04	082134
2172	ARCAND, MICHAEL W	R	12/12/2013	125.85	082135
2186	DAVITT, ALLISON N	R	12/12/2013	352.90	082136

12-12-2013 10:27 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 12/12/2013

*** REGISTER TOTALS ***

REGULAR CHECKS:	12	1,345.34
DIRECT DEPOSIT REGULAR CHECKS:	19	12,963.28
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	31	14,308.62

*** NO ERRORS FOUND ***

** END OF REPORT **

EMP #	NAME	AMOUNT
-0013	PETER C LINDSTROM	310.01
01-0016	PAMELA M HARRIS	277.05
01-0019	KEITH P GOSLINE	277.05
01-1004	BART J FISCHER	2,403.98
01-1010	MICHELLE C TESSER	1,482.36
01-1014	CHELSEA PETERSEN	975.26
01-1136	ROLAND O OLSON	1,475.72
01-1150	JOHN R ONEILL	757.97
01-1038	DEBORAH K JONES	1,605.82
01-0086	RICHARD H HINRICHS	254.92
01-0095	MICHAEL J POESCHL	101.58
01-0105	ANTON M FEHRENBACH	98.77
01-1030	TIMOTHY J PITTMAN	1,512.66
01-1033	DAVE TRETSVEN	1,462.68
01-1143	COLIN B CALLAHAN	1,057.96
01-1149	JONATHON R PERKINS	886.28

TOTAL PRINTED: 16 14,940.07

12-27-2013 11:13 AM
 PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 1
 PAYROLL DATE: 12/27/2013

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	12/27/2013	274.93	082180
	LONG, CHARLES E	R	12/27/2013	277.05	082181
	KURHAJETZ, CLEMENT	R	12/27/2013	366.92	082182
0097	GAFFNEY, PATRICK	R	12/27/2013	101.58	082183
2172	ARCAND, MICHAEL W	R	12/27/2013	144.76	082184

12-27-2013 11:13 AM
 PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 2
 PAYROLL DATE: 12/27/2013

*** REGISTER TOTALS ***

REGULAR CHECKS:	5	1,165.24
DIRECT DEPOSIT REGULAR CHECKS:	16	14,940.07
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	21	16,105.31

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	Approval of City Licenses
Description	<p>The following individuals have applied for a <u>Mechanical License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Genz Ryan Plumbing & Heating 2. Falcon Plumbing, LLC 3. Norblom Plumbing 4. Kline Corporation DBA Practical Systems <p>The following individuals have applied for a <u>Tree Trimming/Treating/Removal License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. St. Croix Tree Service, Inc. 2. Northern Arborists 3. Hugo's Tree Care, Inc. 4. Rainbow Tree Company 5. Total Tree Care <p>The following individuals have applied for a <u>Municipal Business License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Parents United for Public Schools 2. BM4 Fitness, LLC DBA Snap Fitness Falcon Heights 3. Blomberg Pharmacy 4. Premier Health <p>The following individuals have applied for a <u>Refuse/Recycle License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Keith Krupenny & Son Disposal Service, Inc. <p>The following individuals have applied for a <u>Home Occupation License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. David L. Wasson Graphic Design

	<p>The following individuals have applied for a <u>General Construction License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none">1. Kraus-Anderson Construction Company2. Ray Anderson & Sons Co., Inc.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2014 City License Applications.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F3
Attachment	Resolution 13-01
Submitted By	Roland Olson, Finance Director

Item	Resolution Designating Official Depositories for 2014
Description	All investments are made according to State law and the City's Investment Policy. The City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
Budget Impact	
Attachment(s)	Resolution 14-01
Action(s) Requested	Staff recommends that the Council approve the official depositories for 2014.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 8, 2014

No. 14-01

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 Capital Markets, LLC
Morgan Stanley, LLC
Wells Fargo Advisors, LLC
Minnesota Municipal Money Market Fund (4M and 4M Plus Funds)
PMA Securities Inc, PMA Financial Network Inc (4M and 4M
Plus Investment Pools)
Wells Fargo Securities, LLC

BE IT FURTHER RESOLVED that the City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make 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 8, 2014

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

Attested by: _____

Bart Fischer
City Administrator
January 8, 2014



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F4
Attachment	Elected Official Out-of-State Travel Policy
Submitted By	Bart Fischer, City Administrator

Item	Review of Elected Official 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)	Elected 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

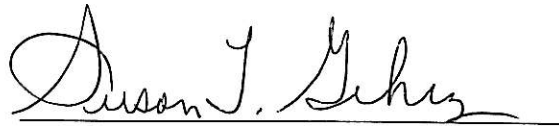
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

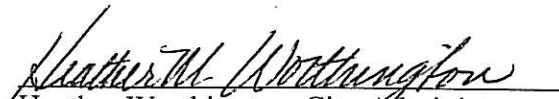
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

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 8, 2014
Agenda Item	Consent F5
Attachment	City Council Standing Rules
Submitted By	Bart Fischer, City Administrator

Item	Review and Adopt Council Standing Rules
Description	<p>Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted.</p> <p>Staff has no recommendations for changes in the standing rules at this time</p>
Budget Impact	N/ A
Attachment(s)	City Council Standing Rules
Action(s) Requested	Adopt standing rules as amended 2/8/2006 for 2014.

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

Applies

To What

Situations

Needs

Recognition

Needs

Second

Can be

Discussed

Amendable

Vote

Required

Motion

Purpose

Situations

Needs

Second

Discussed

Amendable

Required

<u>Motion</u>	<u>Purpose</u>	<u>Situations</u>	Needs	<u>Recognition</u>	Needs	<u>Second</u>	Can be	<u>Discussed</u>	<u>Amendable</u>	Vote	<u>Required</u>
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2/3	
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	No	Yes	Yes	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	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	Yes	Yes	Yes	Majority	
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	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	Yes	Yes	Yes	Majority	
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Majority	



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F6
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	Council/City Commission Liaison Assignments
Description	<p>Councilmembers are each assigned to serve as a liaison between City Council and various commissions each year. Assignments for 2014 are as follows:</p> <ul style="list-style-type: none"> • Planning Commission - Pam Harris • Human Rights Commission - Chuck Long • Parks and Recreation Commission - Chuck Long • Environment Commission - Beth Mercer-Taylor • Neighborhood Commission - Peter Lindstrom • Northeast 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)	N/A
Action(s) Requested	I recommend approval of the above assignments.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F7
Attachment	N/A
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 Council Members. The 2013 Acting Mayor was Council Member Keith Gosline.</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)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve Council Member Beth Mercer-Taylor as the 2014 Acting Mayor.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F8
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Mileage reimbursement rate for 2014.
Description	The business mileage reimbursement rate allowed by the IRS is 56.0 cents per mile effective January 1, 2014. This is a 0.5 cent per mile decrease in the mileage rate allowed by the IRS in 2013.
Budget Impact	The mileage reimbursement rate is 56.0 cents per mile effective January 1, 2014.
Attachment(s)	N/A
Action(s) Requested	Staff recommends allowing the IRS approved reimbursement mileage rate of 56.0 cents per mile when employees use their personal vehicles for city business.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F9
Attachment	Draft 2014 Fee Schedule Resolution 13-02
Submitted By	Bart Fischer, City Administrator

Item	2014 Fee Schedule
Description	<p>Each year the City Council is required to approve a fee schedule that identifies the various fees charged by the City. Staff reviews these fees each year to ensure that the costs charged cover the City's expenses and so they are competitive with other cities of comparable size.</p> <p>Staff's recommendations for 2014 are incorporated into the attached draft fee schedule. Changes are noted in striketrough and new language indicated by <u>underlining</u>.</p>
Budget Impact	These fees have been incorporated into the 2014 budget.
Attachment(s)	Draft 2014 Fee Schedule Resolution 14-02
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the attached Resolution 14-02 approving the 2014 City of Falcon Heights fee schedule.

FEE SCHEDULE 2013~~4~~
~~December 12, 2012~~ January 8, 2014

A. LICENSES

1.	Business Licenses	<u>Item</u>	<u>Fee</u>
		Bus Benches (Courtesy)	\$ 25.00 per bench
		Filling Stations	
		Less than 15 hours	\$ 100.00
		15-20 hours	\$ 400.00
		20 hours or more	\$ 500.00
		General Business	\$ 50.00
		Pool Halls	\$ 800.00
		Precious Metal Dealer	
		Investigation fee/general	\$1500.00
		Investigation fee/MN only	\$ 500.00
		License fee	\$2000.00
		Restaurants	
		Lunchroom	\$ 50.00
		Less than 15 hours	\$ 100.00
		15-20 hours	\$ 400.00
		20 hours or more	\$ 500.00
		Therapeutic Massage License	
		Investigation fee	\$ 350.00
		License fee	\$ 100.00
2.	Liquor Licenses	<u>Item</u>	<u>Fee</u>
		Bottle Club	\$ 300.00
		Liquor, Off-Sale	\$ 310.00
		Liquor, On-Sale	\$4000.00
		Liquor, Special Event	\$ 25.00
		Liquor, Sunday	\$ 200.00
		Malt Beverage, Off-Sale	\$ 150.00
		Malt Beverage, On-Sale	\$ 500.00
		Malt Beverage, On-Sale (with wine license)	\$ 1.00
		Wine License	\$2000.00
		<u>Temporary Liquor License</u>	<u>\$ 50.00</u>
		<u>Background Checks (per license)</u>	<u>\$500.00</u>
3.	Other Licenses	<u>Item</u>	<u>Fee</u>
		Amusement machines (per machine)	\$ 30.00
		Cigarette sales	\$ 250.00
		Contractor licenses	\$ 35.00
		Itinerant salespersons & solicitors	
		(for profit only)	\$ 25.00
		(Charitable)	Free
		Pool tables (per table)	\$ 30.00
		Refuse Haulers	\$100.00

Rental License	\$ 50.00
<u>Re-inspection (due to initial failure)</u>	<u>\$ 50.00</u>

B. PERMITS

1. Building permit fees:

Total Valuation	201 42 Fee
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour¹ (minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour¹
3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

**Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$150.00
3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00

4. Mechanical permit fees

a. Residential Work

Base Fee \$30.00

Gas Piping

\$10.00 \$500 valuation or less (repair or installation)

\$ 6.00 Each additional \$500 cost of repair or installation

Gas or oil fired furnaces or boilers

\$25.00 First 100,00 BTU input or less.

\$ 5.00 Each additional 100,00 input or fraction thereof.

Warm air or hot water heating system

\$30.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.

\$ 6.00 Each additional 100,000 BTU input or fraction thereof.

\$20.00 First 100,000 BTU input per unit on unit heaters

\$ 5.00 Each additional 100,000 BTU input or fraction thereof.

Air conditioning

\$30.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.

\$ 6.00 Each ton (12,000 BTU) or fraction thereof over first 5 tons for duct work or air conditioning.

Other Items

\$35.00 Wood burning furnace per unit

\$35.00 Swimming pool heater per unit

\$25.00 Air exchanger with duct work per unit

\$25.00 Gas or oil space heater per unit

\$25.00 Gas direct vent heater per unit

\$25.00 Gas fireplace log or heater per unit

\$25.00 Gas hot water heater for domestic hot water

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

5. Plumbing Permit Fees.
\$30.00 base fee plus \$7.00 per fixture installed

6. Sewer Connection or Repair \$50.00

7. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$1,080.00

8. Street Opening Fee \$25.00 (plus cost of permit)

9. Fence Permit Fee \$40.00

10. Residential Driveway Permit Fee ~~\$25.00~~ \$40.00

~~11. Commercial Driveway Permit Fee Subject to Building Permit Fees~~

~~12. Temporary Sign Permit \$30.00~~

~~13. Permanent Sign Permit \$50.00~~

~~14. Dumpster Permit \$ 20.00 (30 days) \$10.00 (14 days)~~
(Dumpster permits can be renewed once)

C. PLANNING FEES

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$550.00
Conditional Use Permit	\$500.00
Design Review (when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 250.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 300.00 + \$ 100.00/lot created
Variance	\$ 350.00

D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations and damage deposits are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

Park and Facility Rental Fees

Venue	Amenities included in rental	Half Day 9am-3pm 4pm-10pm	Full Day 9am-10pm
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. (corner of Roselawn and Cleveland)	Park Building Full Kitchen (stove, oven, frig/freezer, sink, microwave) Tables and Chairs Inside Bathrooms 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50) and off street parking	\$100.00 + Tax	\$200.00 + Tax
East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Curtiss Field Building and Picnic Shelter 1551 W. Iowa Ave.	Park building Inside Bathrooms Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10) and off street parking	\$50.00 + Tax	\$100.00 + Tax
Rentals: Play Kit	Play kit variety of balls, frisbees, and other play equipment	\$15.00 + Tax	
Set up/Tear Down		\$25.00	

* For park building rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day- Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

* Park building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

*If you plan on bringing any equipment (i.e. inflatable devices, dunk tanks etc.) into the park you must disclose this to a city employee during the reservation process. The city may require documentation such as: a hold harmless agreement or certificate of insurance naming the city has an additional insured.

City Hall Rental Fees

City Hall	Capacity	Rates (3 hours) Hours must fall within half/full hours	Half Day 9am-3pm 4pm-10pm	Full Day 8am-10pm
Council Chambers Full Room (includes kitchen facility)	150 75- Seated	\$115.00	\$175.00	\$250.00
Council Chambers Front Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Council Chambers Back Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Kitchen Facility	10 6 Seated	\$25.00	\$50.00	\$50.00
Conference Room	8 maximum	\$30.00	\$60.00	\$100.00
Set Up Fee Excludes governmental entities		\$25.00		

* For city hall rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day-Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

* Building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

* **City Hall cannot be rented for private social gatherings**

Field/Court/Rink Rental Fees

You may rent Community Park's soccer field, tennis courts or basketball courts and Curtiss Field's ice rink (seasonal). Discounted rates are available for weekly bookings.

Renters	Fee (3 hr. block time)	Fee Seasonal 3 hr block time April-October Consecutive times in one week	Additional Hours
Resident	\$20+ tax	-	\$10 + tax
Non Resident	\$30+ tax	-	\$10 + tax
Youth Organizations ages 2-18 (must be open to serving residents of Falcon Heights)	\$20+ tax	2-3 times per week \$50.00 4-5 times per week \$100.00 6-7 times per week \$150.00	\$10 + tax
Adult Organizations	\$30+ tax	2-3 times per week \$75.00 4-5 times per week \$125.00 6-7 times per week \$175.00	\$10 + tax
Striping a soccer field	\$25	case by case basis	

Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.

Field rental permits will be issued when payment is received.

Disclaimer:

All short term rentals (1-5 times) entitle the customer to use of the field as is: anything additional will be the customer's responsibility (i.e. striping the field or providing bases.) Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/ Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northwest Youth and Family Service
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - c. The organization or group cannot be a private, business, political, or religious organization.
 - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

F. MISCELLANEOUS FEES.

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) ¹	\$15.00/year
City Council Minutes ¹	\$35.00/year
Planning Commission Minutes ¹	\$20.00/year
Single copies	\$.25/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$25.00
Returned Check Fee	\$25.00

¹ The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES

1. Fire False Alarms
\$175.00 for second false alarm and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.
2. Security False Alarms
\$60.00 for second call and \$75.00 for the third and each subsequent false alarm at an address within one calendar year.
3. Penalties and Assessment
Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee for residential area permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 7.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure (up to 72 hours)	\$ 10.00

- J. RENTAL HOUSING RE-INSPECTIONS** \$50.00 for third and subsequent inspections

K. SANITARY SEWER

The sanitary sewer fee for residential units is \$28.75 per quarter plus \$.0188311 per cubic foot of water usage during the months of November - January. For apartment units, the rate will be \$28.75/unit/quarter plus \$.0188311 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$.0188311 per cubic foot of water usage during each month.

L. STORM DRAINAGE

The fee for storm drainage is \$22.00 per quarter for residential units and \$205.32 per acre for commercial and apartment units.

M. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

N. RECYCLING

The recycling charge is \$9.75 per quarter for residential units.

O. STREET LIGHTING

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

P. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

January 8, 2014

No. 14-02

A RESOLUTION ADOPTING A FEE SCHEDULE

THE CITY COUNCIL OF FALCON HEIGHTS RESOLVES:

The City of Falcon Heights Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

This schedule shall be effective upon passage.

ADOPTED this 8th day of January 2014, by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor
January 8, 2014

LINDSTROM _____ In Favor

GOSLINE

Attested by: _____

HARRIS _____ Against

LONG

Bart Fischer
Administrator
January 8, 2014

MERCER-TAYLOR



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F10
Attachment	Application
Submitted By	Mayor Peter Lindstrom

Item	City Commission Appointment
Description	I recommend LeKetta Troupe be appointed to the Falcon Heights Parks and Recreation Commission.
Budget Impact	N/A
Attachment(s)	LeKetta Troupe's application.
Action(s) Requested	Approval of the above appointment.

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: 12/1/13

NAME: Yuketta Traupe

ADDRESS: _____

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 4 yrs

IN WHAT CAPACITY DO YOU WISH TO SERVE? Parks Rec
Munichhead of Citizens every
day.

REASON YOU WISH TO SERVE ON ABOVE: Because there
is no type Community
Programs for low income families
or not type of recreation.

PRIOR PUBLIC (OR RELATED) SERVICE: St. Paul Park
Recreation
City of Minneapolis Park Board

OTHER RELEVANT BACKGROUND (OR COMMENTS): Really would
like to support the families
where I live and the
community.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Consent F11
Attachment	Payment #5
Submitted By	Kristine Giga, Civil Engineer

Item	Approve Payment #5 to T.A. Schifsky & Sons, Inc. for the 2013 Pavement Management Project
Description	<p>On May 8, 2013, the City Council awarded the 2013 Pavement Management Project (PMP) to T.A. Schifsky & Sons, Inc.</p> <p>Payment #5 is in the amount of \$19,788.67 and includes the following work:</p> <ul style="list-style-type: none"> • Bituminous paving • Driveway restoration • Tree installation <p>This is not a final payment. Engineering Staff is working with the contractor to review all quantities in preparation of a final payment.</p>
Budget Impact	<p>This project is being funded from the following sources:</p> <ul style="list-style-type: none"> • Special Assessments • Municipal State Aid (MSA) dollars • Tax increment financing (TIF) • City funds (infrastructure, utility) • Capitol Region Watershed District cost-share
Attachment	Payment #5
Action(s) Requested	Approve Payment #5 to T.A. Schifsky & Sons, Inc. for the 2013 Pavement Management Project.

- Engineering Copy
- Finance Copy
- Contractor Copy

CITY OF FALCON HEIGHTS
 CONTRACT VOUCHER
 Contract Date: May 8, 2013

Payment No. : 5
Partial Payment

FH 13-07 2013 Falcon Heights Pavement Management Project

CONTRACTOR:

T.A. Schifsky & Sons, Inc.
 2370 Highway 36 E
 North Saint Paul, MN 55109
 651-777-1313

Original Contract Amount	\$1,033,858.22
Contract Changes	\$16,324.69
Revised Contract Amount	\$1,050,182.91
% of Contract Complete	97.7%
Value of Work Completed	\$1,010,495.17
5% Retainage	\$50,524.76
Previous Payments	\$940,181.74
Payment Due This Voucher	\$19,788.67

DATE: _____

 City Administrator

DATE: _____

 City Engineer

DATE: _____

 Contractor's Representative

Streets	\$ 4,379.54
Sanitary Sewer	\$ 0.00
Alley	\$ 12,533.22
Storm Sewer	\$ 2,875.93
	\$ 19,788.67

**CITY OF FALCON HEIGHTS
FH-13-07**

2013 PAVEMENT MANAGEMENT PROJECT

**PAY ESTIMATE # 5
FOR WORK COMPLETED THROUGH 10/15/2013**

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	EST. TOTAL QUANTITY	EST. TOTAL COST	QUANTITY PREVIOUS ESTIMATE	AMOUNT PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE	TO DATE TOTAL AMOUNT
2021.501	MOBILIZATION (5% MAXIMUM)	LS	\$ 42,000.00	1.00	\$ 42,000.00	1.00	\$42,000.00	1.00	\$42,000.00
2101.502	CLEARING	TREE	\$ 200.00	6.00	\$ 1,200.00	5.00	\$1,000.00	5.00	\$1,000.00
2101.502	GRUBBING	TREE	\$ 200.00	6.00	\$ 1,200.00	6.00	\$1,200.00	7.00	\$1,400.00
2104.501	REMOVE SEWER PIPE (STORM)	LF	\$ 8.24	570.00	\$ 4,696.80	563.00	\$4,639.12	563.00	\$4,639.12
2104.501	REMOVE CONCRETE CURB & GUTTER	LF	\$ 2.25	2906.00	\$ 6,538.50	3,687.92	\$8,297.82	3,687.92	\$8,297.82
2104.505	REMOVE CONCRETE SIDEWALK	SY	\$ 3.45	310.00	\$ 1,069.50	385.14	\$1,328.73	385.14	\$1,328.73
2104.505	REMOVE CONCRETE VALLEY GUTTER	SY	\$ 3.40	116.00	\$ 394.40	73.30	\$249.22	73.30	\$249.22
2104.505	REMOVE BITUMINOUS DRWY. PAVEMENT	SY	\$ 2.00	117.00	\$ 234.00	188.99	\$377.98	309.53	\$619.06
2104.505	REMOVE CONCRETE DRWY. PAVEMENT	SY	\$ 2.00	264.00	\$ 528.00	92.70	\$185.40	107.98	\$215.96
2104.509	REMOVE MANHOLE OR CATCH BASIN	EACH	\$ 395.00	10.00	\$ 3,950.00	17.00	\$6,715.00	17.00	\$6,715.00
2104.511	SAWCUT CONCRETE PAVEMENT	LF	\$ 1.50	643.00	\$ 964.50	638.50	\$957.75	638.50	\$957.75
2104.513	SAWCUT BITUMINOUS PAVEMENT	LF	\$ 1.50	2506.00	\$ 3,759.00	1,918.50	\$2,877.75	1,918.50	\$2,877.75
2104.523	SALVAGE MH OR CB CASTING	EACH	\$ 51.50	14.00	\$ 721.00	14.00	\$721.00	14.00	\$721.00
2104.523	SALVAGE MH COVER	EACH	\$ 20.60	18.00	\$ 370.80	18.00	\$370.80	18.00	\$370.80
2104.523	PIPE CROSSING	EACH	\$ 721.00	1.00	\$ 721.00	1.00	\$721.00	1.00	\$721.00
2104.603	SAWCUT AND REMOVE BIT. FOR CURB AND GUTTER REPLACEMENT	LF	\$ 4.12	58.00	\$ 238.96	19.00	\$78.28	19.00	\$78.28
2105.501	COMMON EXCAVATION (P)	CY	\$ 12.36	257.00	\$ 3,176.52	269.00	\$3,324.84	269.00	\$3,324.84
2105.501	COMMON EXCAVATION (BITUMINOUS PAVEMENT RECLAMATION)	CY	\$ 5.10	2488.00	\$ 12,688.80	2,354.00	\$12,005.40	2,354.00	\$12,005.40
2105.501	SALVAGE AND PLACE RECLAIMED AGGREGATE (CV)	CY	\$ 1.03	230.00	\$ 236.90	230.00	\$236.90	492.00	\$506.76
2105.507	SUBGRADE EXCAVATION	CY	\$ 14.42	100.00	\$ 1,442.00	135.70	\$1,956.79	135.70	\$1,956.79
2105.604	GEOTEXTILE FABRIC, TYPE 2 NON-WOVEN	SY	\$ 3.09	3370.00	\$ 10,413.30	3,985.00	\$12,313.65	3,985.00	\$12,313.65
2112.501	AGGREGATE GRADING AND COMPACTION	RDST	\$ 190.55	69.00	\$ 13,147.95	66.00	\$12,576.30	66.00	\$12,576.30
2123.610	STREET SWEEPER W/PICK UP BROOM	HR	\$ 105.00	90.00	\$ 9,450.00	64.50	\$6,772.50	64.50	\$6,772.50
2211.501	AGGREGATE BASE	TON	\$ 11.00	273.00	\$ 3,003.00	135.50	\$1,490.50	135.50	\$1,490.50
2231.501	BITUMINOUS PATCH MIXTURE	TON	\$ 85.00	65.00	\$ 5,525.00	27.67	\$2,351.95	19.67	\$1,671.95
2331.603	SAW AND SEAL CONTROL JOINT IN BITUMINOUS PAVEMENT	LF	\$ 2.50	6050.00	\$ 15,125.00	4,906.00	\$12,265.00	4,906.00	\$12,265.00
2331.604	BITUMINOUS PAVEMENT RECLAMATION	SY	\$ 0.75	22632.00	\$ 16,974.00	21,401.00	\$16,050.75	21,401.00	\$16,050.75
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 2.00	2192.00	\$ 4,384.00	1,379.86	\$2,759.72	1,459.86	\$2,919.72
2360.501	TYPE SPWEB240B WEARING COURSE MIX	TON	\$ 64.00	3008.00	\$ 192,512.00	2,388.06	\$152,835.84	2,539.52	\$162,529.28
2360.501	TYPE SPWEA240B WEARING COURSE MIX DRWY	TON	\$ 140.00	16.00	\$ 2,240.00	0.00	\$0.00	16.94	\$2,371.60
2360.502	TYPE SPNWB230B NON-WEARING COURSE MIX	TON	\$ 62.00	3008.00	\$ 186,496.00	2,704.58	\$167,683.96	2,730.07	\$169,264.34
2451.607	TRENCH EXCAVATION	CY	\$ 15.45	4011.00	\$ 61,969.95	2,394.95	\$37,001.96	2,394.95	\$37,001.96
2502.521	15" DUAL WALL HDPE STORM PIPE	LF	\$ 25.75	256.00	\$ 6,592.00	257.00	\$6,617.75	257.00	\$6,617.75
2502.541	15" PERFORATED HDPE STORM PIPE	LF	\$ 33.99	321.00	\$ 10,910.79	322.00	\$10,944.78	322.00	\$10,944.78
2502.541	24" PERFORATED HDPE STORM PIPE	LF	\$ 69.01	540.00	\$ 37,265.40	539.00	\$37,196.39	539.00	\$37,196.39
2503.511	12" RCP PIPE SEWER	LF	\$ 31.93	127.00	\$ 4,055.11	77.00	\$2,458.61	77.00	\$2,458.61
2503.602	SANITARY SEWER SERVICE REPLACEMENT	EACH	\$ 2,420.50	2.00	\$ 4,841.00	1.00	\$2,420.50	1.00	\$2,420.50
2503.603	12" HDPE SEWER PIPE	LF	\$ 24.72	145.00	\$ 3,584.40	179.00	\$4,424.88	179.00	\$4,424.88
2503.603	SANITARY SEWER REPAIR	LF	\$ 224.54	10.00	\$ 2,245.40	10.00	\$2,245.40	10.00	\$2,245.40
2504.602	ADJUST GATE VALVE	EACH	\$ 242.05	15.00	\$ 3,630.75	21.00	\$5,083.05	21.00	\$5,083.05
2506.502	CONSTRUCT CB- MH TYPE B W/CASTING, SPECIAL STRUCTURE	EACH	\$ 2,472.00	1.00	\$ 2,472.00	1.00	\$2,472.00	1.00	\$2,472.00
2506.502	CONSTRUCT CATCH BASIN MANHOLE TYPE B W/CASTING	EACH	\$ 2,873.70	17.00	\$ 48,852.90	19.00	\$54,600.30	19.00	\$54,600.30
2506.502	CONSTRUCT CATCH BASIN TYPE B W/CASTING	EACH	\$ 1,957.00	14.00	\$ 27,398.00	12.00	\$23,484.00	12.00	\$23,484.00
2506.502	RECONSTRUCT SANITARY OR STORM SEWER MANHOLE/CATCH BASIN	LF	\$ 1,009.40	2.00	\$ 2,018.80	3.00	\$3,028.20	3.00	\$3,028.20
2506.521	F & I MANHOLE COVER	EACH	\$ 195.70	19.00	\$ 3,718.30	19.00	\$3,718.30	19.00	\$3,718.30
2506.522	ADJUST MANHOLE FRAME & RING	EACH	\$ 607.70	23.00	\$ 13,977.10	16.00	\$9,723.20	19.00	\$11,546.30
2506.522	ADJUST CATCHBASIN FRAME AND RING	EACH	\$ 185.40	12.00	\$ 2,224.80	7.00	\$1,297.80	9.00	\$1,668.60
2506.602	CONNECT TO EXISTING STRUCTURE	EACH	\$ 1,339.00	9.00	\$ 12,051.00	10.00	\$13,390.00	10.00	\$13,390.00
2506.603	EXTRA DEPTH MANHOLE	LF	\$ 123.60	22.71	\$ 2,806.96	0.00	\$0.00	23.67	\$2,925.61

**CITY OF FALCON HEIGHTS
FH-13-07**

2013 PAVEMENT MANAGEMENT PROJECT

**PAY ESTIMATE # 5
FOR WORK COMPLETED THROUGH 10/15/2013**

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	EST. TOTAL QUANTITY	EST. TOTAL COST	QUANTITY PREVIOUS ESTIMATE	AMOUNT PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE	TO DATE TOTAL AMOUNT
2521.618	4" CONCRETE SIDEWALK	SF	\$ 4.89	5654.00	\$ 27,648.06	7,357.51	\$35,978.22	7,357.51	\$35,978.22
2531.501	CONCRETE CURB & GUTTER DESIGN B-618	LF	\$ 10.51	515.00	\$ 5,412.65	1,236.90	\$12,999.82	1,236.90	\$12,999.82
2531.501	CONCRETE CURB & GUTTER DESIGN B-618, RANDOM	LF	\$ 17.20	2391.00	\$ 41,125.20	2,424.50	\$41,701.40	2,424.50	\$41,701.40
2531.507	6" THICK CONCRETE DRIVEWAY PAVEMENT	SY	\$ 49.75	248.00	\$ 12,338.00	91.13	\$4,533.72	105.65	\$5,256.09
2531.507	8" THICK CONCRETE DRIVEWAY PAVEMENT	SY	\$ 60.05	16.00	\$ 960.80	0.00	\$0.00	0.00	\$0.00
2531.604	6" CONCRETE-VALLEY GUTTER	SY	\$ 52.20	265.00	\$ 13,833.00	199.88	\$10,433.74	199.88	\$10,433.74
2531.618	TRUNCATED DOMES	SF	\$ 38.11	552.00	\$ 21,036.72	552.00	\$21,036.72	552.00	\$21,036.72
2541.505	1"-3" WASHED ROCK	CY	\$ 31.00	1851.00	\$ 57,381.00	2,439.00	\$75,609.00	2,442.28	\$75,710.68
2563.601	TRAFFIC CONTROL	LS	\$ 12,900.00	1.00	\$ 12,900.00	1.00	\$12,900.00	1.00	\$12,900.00
2565.602	PVC LOOP DETECTORS, 6' x 6'	EACH	\$ 772.50	12.00	\$ 9,270.00	12.00	\$9,270.00	12.00	\$9,270.00
2573.502	SILT FENCE	LF	\$ 1.29	730.00	\$ 941.70	0.00	\$0.00	0.00	\$0.00
2573.530	STORM DRAIN INLET PROTECTION	EACH	\$ 82.40	40.00	\$ 3,296.00	52.00	\$4,284.80	52.00	\$4,284.80
2573.540	FILTER LOG TYPE WOOD FIBER BIOROLL	LF	\$ 2.06	320.00	\$ 659.20	0.00	\$0.00	0.00	\$0.00
2575.502	2" BB RED MAPLE	EACH	\$ 339.90	3.00	\$ 1,019.70	0.00	\$0.00	3.00	\$1,019.70
2575.604	MINERAL SOD, WITH 6" TOPSOIL	SY	\$ 5.15	1436.00	\$ 7,395.40	2,100.50	\$10,817.58	2,100.50	\$10,817.58
2582.503	2.5' X 6' CROSSWALK MARKING WHITE EPOXY	SF	\$ 4.12	210.00	\$ 865.20	234.00	\$964.08	234.00	\$964.08
CRAWFORD ALLEY ALTERNATE A (CONCRETE)									
2531.507	5" THICK CONCRETE PAVEMENT	SY	\$ 32.00	680.00	\$ 21,760.00	680.00	\$21,760.00	680.00	\$21,760.00
SUPPLEMENTAL AGREEMENT 1									
2104.513	SAWCUT BITUMINOUS PAVEMENT	LF	\$ 1.50	-31.00	\$ (46.50)	0.00	\$0.00	0.00	\$0.00
2105.501	COMMON EXCAVATION (BITUMINOUS PAVEMENT RECLAMATION)	CY	\$ 5.10	-68.00	\$ (346.80)	0.00	\$0.00	0.00	\$0.00
2105.507	SUBGRADE EXCAVATION	CY	\$ 14.42	-10.00	\$ (144.20)	0.00	\$0.00	0.00	\$0.00
2112.501	AGGREGATE GRADING AND COMPACTION	RDST	\$ 190.55	-3.00	\$ (571.65)	0.00	\$0.00	0.00	\$0.00
2123.610	STREET SWEEPER W/PICK UP BROOM	HR	\$ 105.00	-5.00	\$ (525.00)	0.00	\$0.00	0.00	\$0.00
2231.501	BITUMINOUS PATCH MIXTURE	TON	\$ 85.00	-3.00	\$ (255.00)	0.00	\$0.00	0.00	\$0.00
2331.603	SAW AND SEAL CONTROL JOINT IN BITUMINOUS PAVEMENT	LF	\$ 2.50	-270.00	\$ (675.00)	0.00	\$0.00	0.00	\$0.00
2331.604	BITUMINOUS PAVEMENT RECLAMATION	SY	\$ 0.75	-624.00	\$ (468.00)	0.00	\$0.00	0.00	\$0.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 2.00	-62.00	\$ (124.00)	0.00	\$0.00	0.00	\$0.00
2360.501	TYPE SPWEB240B WEARING COURSE MIX	TON	\$ 64.00	-85.00	\$ (5,440.00)	0.00	\$0.00	0.00	\$0.00
2360.502	TYPE SPNWB230B NON-WEARING COURSE MIX	TON	\$ 62.00	-85.00	\$ (5,270.00)	0.00	\$0.00	0.00	\$0.00
2504.602	ADJUST GATE VALVE	EACH	\$ 242.05	-2.00	\$ (484.10)	0.00	\$0.00	0.00	\$0.00
2573.502	SILT FENCE	LF	\$ 1.29	-50.00	\$ (64.50)	0.00	\$0.00	0.00	\$0.00
2573.530	STORM DRAIN INLET PROTECTION	EACH	\$ 82.40	-2.00	\$ (164.80)	0.00	\$0.00	0.00	\$0.00
2573.540	FILTER LOG TYPE WOOD FIBER BIOROLL	LF	\$ 2.06	-10.00	\$ (20.60)	0.00	\$0.00	0.00	\$0.00
2503.603	12" HDPE SEWER PIPE	LF	\$ 24.72	314.00	\$ 7,762.08	314.00	\$7,762.08	314.00	\$7,762.08
2506.502	CONSTRUCT CATCH BASIN TYPE B W/CASTING	EACH	\$ 1,957.00	2.00	\$ 3,914.00	2.00	\$3,914.00	2.00	\$3,914.00
SUPPLEMENTAL AGREEMENT 2									
2506.502	REPLACE CB #21	LS	\$ 1,737.07	1.00	\$ 1,737.07	1.00	\$1,737.07	1.00	\$1,737.07
2532.501	MILL EXISTING SURFACE 2"	LS	\$ 3,630.00	1.00	\$ 3,630.00	1.00	\$3,630.00	1.00	\$3,630.00
2502.601	IRRIGATION REPAIR	LS	\$ 233.46	1.00	\$ 233.46	1.00	\$233.46	1.00	\$233.46
2502.601	IRRIGATION REPAIR	LS	\$ 987.93	1.00	\$ 987.93	1.00	\$987.93	1.00	\$987.93
2506.521	FURNISH AND INSTALL CASTING FRAME	EA	\$ 405.90	23.00	\$ 9,335.70	23.00	\$9,335.70	23.00	\$9,335.70
2521.618	INSTALL 4" DRAINTILE AROUND EXISTING STREET SIGNS IN SIDEWALK	EA	\$ 32.00	8.00	\$ 256.00	8.00	\$256.00	8.00	\$256.00
2532.501	MILL BUTT JOINTS	LF	\$ 3.00	819.00	\$ 2,457.00	819.00	\$2,457.00	819.00	\$2,457.00
2575.609	FURNISH AND INSTALL LANDSCAPE ROCK	LS	\$ 611.60	1.00	\$ 611.60	1.00	\$611.60	1.00	\$611.60

**CITY OF FALCON HEIGHTS
FH-13-07**

2013 PAVEMENT MANAGEMENT PROJECT

**PAY ESTIMATE # 5
FOR WORK COMPLETED THROUGH 10/15/2013**

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	EST. TOTAL QUANTITY	EST. TOTAL COST	QUANTITY PREVIOUS ESTIMATE	AMOUNT PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE	TO DATE TOTAL AMOUNT
	TOTAL PROJECT COST				\$ 1,050,182.91		\$989,664.99		\$1,010,495.17



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 8, 2014
Agenda Item	Policy G1
Attachment	Amended Tobacco Ordinance
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	Approve Amended Tobacco Ordinance
Description	<p>At the November and December workshops Council discussed revising the tobacco ordinance to amend definition language from <i>nicotine and lobelia delivery devices</i> to <i>electronic delivery devices</i>.</p> <p><i>The new electronic delivery device definition is Electronic Delivery Device shall mean any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device shall include any component part of such a product whether or not sold separately. Electronic delivery device shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.</i></p> <p>This definition change would affect the important areas of the tobacco ordinance in these areas:</p> <ul style="list-style-type: none"> • Prohibit sampling e-cigarettes within the indoor areas of establishments; • Prohibit the sale of tobacco products without first having obtained a tobacco retailer license; • Prohibit the proximity to youth oriented facilities (1,000 feet); • Prohibit the distance from other retail sales of tobacco products (2,000 feet); and • Prohibit open e-cigarettes displays that are accessible to the public without intervention. • Allow authorized city officials to include annual compliance checks of electronic delivery devices. <p>The council also discussed adding strict language prohibiting the seller of tobacco and electronic delivery devices to be at least 18 years of age or older.</p> <p>These changes have been amended and are attached hereto.</p>

Budget Impact	N/A
Attachment(s)	Amended Tobacco Ordinance
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the amended tobacco ordinance.

ORDINANCE NO. 14-01

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

**AN ORDINANCE AMENDING THE FALCON HEIGHTS CITY CODE
CONCERNING TOBACCO**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

SECTION 1: Chapter 14 Article IX of the Falcon Heights City Code is amended by deleting “Nicotine or lobelia delivery device” and inserting in its place “Electronic delivery device.”

SECTION 2: Section 14-293 of the Falcon Heights City Code is amended by deleting the definition “Nicotine or lobelia delivery device” and adding the following definition to provide:

Electronic Delivery Devices. Electronic Delivery Device shall mean any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device shall include any component part of such a product, whether or not sold separately. Electronic delivery device shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes and is being marketed and sold solely for that approved purpose.

SECTION 3: Section 14-294 of the Falcon Heights City Code is amended by adding the following subsection:

Sec. 14-294. License.

- L. Proximity to youth-oriented facilities. No license shall be granted pursuant to this section to any person for any retail sales of tobacco, tobacco products, tobacco-related devices, or electronic delivery devices within one thousand (1,000) feet of any school, playground, house of worship, or youth-oriented

facility, as measured by the shortest line between the space to be occupied by the proposed licensee and the occupied space of the school, playground, house of worship, or youth-oriented facility, unless that person has been in the business of selling such products in that location on the effective date of this subsection. For the purpose of this section, a youth-oriented facility is defined to include any facility with residents, customers, visitors, or inhabitants of which twenty-five percent (25%) or more are regularly under the age of twenty-one (21) or which primarily sells, rents or offers services or products that are consumed or used primarily by persons under the age of twenty-one (21).

- M. Proximity to other tobacco retail establishments. No license shall be granted pursuant to this section to any person for any retail sales of tobacco, tobacco products, tobacco-related devices, or electronic delivery devices within two thousand (2,000) feet of any other establishment holding such a license, as measured by the shortest line between the space to be occupied by the proposed licensee and the occupied space of the nearest existing licensee, unless that person has been in the business of selling such products in that location upon the effective date of this subsection.
- N. Sale by minors. It shall be unlawful for any business licensed under this ordinance to allow any person under the age of eighteen (18) years to sell, offer for sale, or attempt to sell tobacco, tobacco products, tobacco-related devices, or electronic delivery devices.

SECTION 4. Effective Date: This ordinance shall take effect from and after its passage.

ADOPTED this 8th day of January, 2014, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

ATTEST:

Bart Fischer, City Administrator/Clerk