

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

AGENDA
February 12, 2014

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

STAFF PRESENT: FISCHER ____
- C. PRESENTATIONS:
 - 1. Update on Urban Farm Site Development - Terry Egge, Pohlad Foundation
- D. APPROVAL OF MINUTES: January 22, 2014
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 2/6/2014: \$163,425.14
Payroll through 1/29/2014: \$16,207.74
 - 2. Approval of City Licenses
 - 3. Approval of a Step Increase and Amended Employment Agreement with the City Administrator
- G: POLICY ITEMS:
- 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
January 22, 2014

- A. CALL TO ORDER: 7:08PM
Mayor's Note: Due to technical difficulties the Council Meeting was not live on the air for the first few minutes.
- B. ROLL CALL: LINDSTROM _X_ HARRIS _X_ GOSLINE _X_
LONG _AB_ MERCER-TAYLOR _X_

STAFF PRESENT: FISCHER _X_
- C. PRESENTATIONS:
1. Annual Report and Approval of 2014 Participation Amount for NYFS - Jerry Hrmotka
Jerry Hrmotka provided an update on NYFS activities for 2013 and answered various questions from the Council.
- D. APPROVAL OF MINUTES: January 8, 2014 APPROVED
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Beth Mercer-Taylor Moved, Approval 4-0
1. General Disbursements through 1/17/2014: \$867,207.36
Payroll through 1/13/2014: \$14,649.31
2. Approval of City Licenses
3. Recreation Agreement with the City of Lauderdale
4. Resolution of Support for CityLabs Application
5. Approve State of Minnesota Pay Equity Report
- Agenda Add On 1/22/14
- G: POLICY ITEMS:
1. Approve Amended Tobacco Ordinance Pam Harris Moved, Approval 4-0
City Administrator Fischer provided the staff report and Council Members commented on the amended ordinance.
- H. INFORMATION/ ANNOUNCEMENTS:
Council Member Beth Mercer-Taylor
Provided an update on the recent Park Study Open Houses that took place on January 22nd at Falcon Heights Elementary and January 23rd at City Hall.

Council Member Pam Harris

Announced the upcoming Winterfest event on Sunday, January 26 from 1-4PM at Community Park.

- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 8:35PM



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|-----------------------------------|
| Meeting Date | February 12, 2014 |
| Agenda Item | Consent F1 |
| Attachment | General Disbursements and Payroll |
| Submitted By | Roland Olson, Finance Director |

| | |
|----------------------------|--|
| Item | General Disbursements and Payroll |
| Description | General Disbursements through 2/6/2014: \$163,425.14 Payroll through 1/29/2014: \$16,207.74 |
| 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: 00978 JANUARY 27 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

| ID | ST DATE | BANK CODE | DESCRIPTION | GROSS DISCOUNT | P.O. # G/L ACCOUNT | ACCOUNT NAME | DISTRIBUTION |
|-----------------------|---------------------|-----------|--|----------------|---|---------------------------------|-------------------------|
| 01-00103 | ACCURATE | | | | | | |
| I-61709 | 1/28/2014 | APBNK | INSPECTION REPORT DUE: 1/28/2014 DISC: 1/28/2014 INSPECTION REPORT | 123.00 | 1099: N 101 4117-70100-000 | SUPPLIES | 123.00 |
| === VENDOR TOTALS === | | | | 123.00 | | | |
| 01-00250 | AMERIPRIDE SERVICES | | | | | | |
| I-1002685477 | 1/28/2014 | APBNK | LINEN CLEANING DUE: 1/28/2014 DISC: 1/28/2014 LINEN CLEANING | 49.02 | 1099: N 101 4124-82011-000 | LINEN CLEANING | 49.02 |
| === VENDOR TOTALS === | | | | 49.02 | | | |
| 01-00292 | AVENET, LLC | | | | | | |
| I-34206 | 1/27/2014 | APBNK | WEB HOSTING - GOV OFFICE DUE: 1/27/2014 DISC: 1/27/2014 WEB HOSTING - GOV OFFICE | 1,125.00 | 1099: N 101 4116-85060-000 | WEB SITE | 1,125.00 |
| === VENDOR TOTALS === | | | | 1,125.00 | | | |
| 01-00869 | BENEFIT EXTRAS, INC | | | | | | |
| I-54121 | 1/28/2014 | APBNK | JAN-JUNE FLEX ADMIN FEE DUE: 1/28/2014 DISC: 1/28/2014 JAN-JUNE FLEX ADMIN FEE | 489.00 | 1099: N 101 4112-89000-000 | MISCELLANEOUS | 489.00 |
| === VENDOR TOTALS === | | | | 489.00 | | | |
| 089 | CASH | | | | | | |
| I-201401274548 | 1/27/2014 | APBNK | TRNG/LICENSE/ W-2's MANUAL CK# 082271 1/23/2014 TABS FOR TRUCKS OSHA TRNG EXP CERTIFIED MAIL W-2's | 110.98 | 1099: N 101 4132-70120-000 101 4131-70110-000 101 4112-70500-000 | SUPPLIES SUPPLIES POSTAGE | 72.50 23.94 14.54 |
| === VENDOR TOTALS === | | | | 110.98 | | | |
| 01-03110 | CENTURY LINK | | | | | | |
| I-201401284554 | 1/28/2014 | APBNK | COMM PARK: LANDLINE DUE: 1/28/2014 DISC: 1/28/2014 COMM PARK: LANDLINE | 59.75 | 1099: N 101 4141-85011-000 | TELEPHONE - LANDLINE | 59.75 |
| === VENDOR TOTALS === | | | | 59.75 | | | |

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|--------------|-------------------------|--------------------------------|----------|--------------------|------------------------|--------------|
| ST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-03123 | CINTAS CORPORATION #470 | | | | | |
| I-47035390 | | SMALL SHOP SUPPLIES | 20.00 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | SMALL SHOP SUPPLIES | | 101 4131-70110-000 | SUPPLIES | 20.00 |
| I-470357211 | | TOWELS/TP/SUPPLIES | 89.19 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | TOWELS/TP/SUPPLIES | | 101 4131-70110-000 | SUPPLIES | 89.19 |
| | | === VENDOR TOTALS === | 109.19 | | | |
| ===== | | | | | | |
| 01-06290 | CITY OF ROSEVILLE | | | | | |
| I-218331 | | ENGINEERING FEES | 1,693.00 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | CURT FIELD DRAINAGE | | 602 20200-000 | ACCOUNTS PAYABLE | 228.30 |
| | | 2013 PMP ST ENGIN PROJECT | | 419 20200-000 | ACCOUNTS PAYABLE | 631.40 |
| | | GEN ENGIN SERVICES | | 101 20200-000 | ACCOUNTS PAYABLE | 833.30 |
| | | === VENDOR TOTALS === | 1,693.00 | | | |
| ===== | | | | | | |
| 01-05113 | DARLEY | | | | | |
| I-17117842 | | HOSE/ADAPTER/BKRT KNOCKDOWN | 441.78 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | HOSE/ADAPTER/BKRT KNOCKDOWN | | 101 4124-70100-000 | SUPPLIES | 441.78 |
| | | === VENDOR TOTALS === | 441.78 | | | |
| ===== | | | | | | |
| 01-04000 | EHLERS AND ASSOCIATES | | | | | |
| 37714 | | PAY AS YOU GO CALCULATION | 600.00 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | PAY AS YOU GO CALCULATION | | 414 20200-000 | ACCOUNTS PAYABLE | 600.00 |
| | | === VENDOR TOTALS === | 600.00 | | | |
| ===== | | | | | | |
| 01-04056 | FAIRVIEW | | | | | |
| I-44324 | | INJURY PREVENTION TRNG | 375.00 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | INJURY PREVENTION TRNG | | 101 20200-000 | ACCOUNTS PAYABLE | 375.00 |
| | | === VENDOR TOTALS === | 375.00 | | | |

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|----------------|----------------------------|-----------|--------------------------------|----------------|--------------------|--------------------------|--------------|
| ===== | | | | | | | |
| 01-04060 | FASTENAL | | | | | | |
| I-MNTC561393 | 1/28/2014 | APBNK | SHOP SUPPLIES | 124.05 | 1099: N | | |
| | | | DUE: 1/28/2014 DISC: 1/28/2014 | | 101 20200-000 | ACCOUNTS PAYABLE | 124.05 |
| | | | SHOP SUPPLIES | | | | |
| | | | === VENDOR TOTALS === | 124.05 | | | |
| ===== | | | | | | | |
| 01-04084 | FIRE EQUIPMENT SPECIALTIES | | | | | | |
| I-8188 | 1/28/2014 | APBNK | GATED WYE/NST INLETS & OUTLET | 274.34 | 1099: N | | |
| | | | DUE: 1/28/2014 DISC: 1/28/2014 | | 402 4402-91000-000 | MACHINERY & EQUIPMENT | 274.34 |
| | | | GATED WYE/NST INLETS & OUTLETS | | | | |
| | | | === VENDOR TOTALS === | 274.34 | | | |
| ===== | | | | | | | |
| 01-04092 | FISCHER, BART J | | | | | | |
| I-201401284561 | 1/28/2014 | APBNK | FLEX PAYMENT | 504.00 | 1099: N | | |
| | | | DUE: 1/28/2014 DISC: 1/28/2014 | | 101 21711-000 | DEPENDENT CARE FLEX PAYA | 443.52 |
| | | | FLEX PAYMENT | | 206 21711-000 | DEPENDENT CARE FLEX PAYA | 25.20 |
| | | | FLEX PAYMENT | | 601 21711-000 | DEPENDENT CARE FLEX PAYA | 20.16 |
| | | | FLEX PAYMENT | | 602 21711-000 | DEPENDENT CARE FLEX PAYA | 15.12 |
| | | | === VENDOR TOTALS === | 504.00 | | | |
| ===== | | | | | | | |
| 01-04095 | PUR - EVER WILD | | | | | | |
| I-01-26-2014 | 1/28/2014 | APBNK | ANIMAL EXHIBIT WINTER FEST | 650.00 | 1099: N | | |
| | | | MANUAL CK# 082266 1/23/2014 | | 101 4116-89010-000 | SPECIAL EVENTS | 650.00 |
| | | | ANIMAL EXHIBIT WINTER FEST | | | | |
| | | | === VENDOR TOTALS === | 650.00 | | | |
| ===== | | | | | | | |
| 01-05115 | GOPHER STATE ONE CALL | | | | | | |
| I-90178 | 1/28/2014 | APBNK | 2014 ANNUAL FEES | 100.00 | 1099: N | | |
| | | | DUE: 1/28/2014 DISC: 1/28/2014 | | 601 4601-88030-000 | LOCATES | 100.00 |
| | | | 2014 ANNUAL FEES | | | | |
| | | | === VENDOR TOTALS === | 100.00 | | | |

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| 01-05190 | | HYDRAULIC SPECIALTY CO | | | | |
| I-48607 | | HYDRAULIC REPAIRS | 150.20 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | HYDRAULIC REPAIRS | | 101 4132-87000-000 | REPAIR EQUIPMENT | 150.20 |
| === VENDOR TOTALS === | | | 150.20 | | | |
| ===== | | | | | | |
| 01-03255 | | KEEPRS, INC. | | | | |
| I-229925 | | SERVICE BARS FOR UNIFORMS | 139.90 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | SERVICE BARS FOR UNIFORMS | | 101 4124-77000-000 | CLOTHING | 139.90 |
| === VENDOR TOTALS === | | | 139.90 | | | |
| ===== | | | | | | |
| 01-05404 | | KURHAJETZ, CLEM | | | | |
| I-201401284552 | | BOX AND PACKING SUPPLIES | 14.99 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | BOX AND PACKING SUPPLIES | | 101 4124-70100-000 | SUPPLIES | 14.99 |
| === VENDOR TOTALS === | | | 14.99 | | | |
| ===== | | | | | | |
| 01-05555 | | MEDICS TRAINING | | | | |
| I-9554 | | EMT TRAINING | 550.00 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | EMT TRAINING | | 101 4124-86020-000 | TRAINING | 550.00 |
| === VENDOR TOTALS === | | | 550.00 | | | |
| ===== | | | | | | |
| 582 | | MENARDS | | | | |
| I-201401274547 | | OIL FOR SHOP | 12.52 | | | |
| 1/27/2014 | APBNK | MANUAL CK# 082273 1/27/2014 | | 1099: N | | |
| | | OIL FOR SHOP | | 101 4131-70110-000 | SUPPLIES | 12.52 |
| === VENDOR TOTALS === | | | 12.52 | | | |
| ===== | | | | | | |
| 01-05514 | | METRO CITIES | | | | |
| I-201401284558 | | 2014 DUES | 2,423.00 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | 2014 DUES | | 101 4111-86140-000 | COMMISSIONS/MEMBERSHIPS/ | 2,423.00 |
| === VENDOR TOTALS === | | | 2,423.00 | | | |

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| ST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION | | |
| ===== | | | | | | | | |
| 01-05670 | METRO PRODUCTS INC | | | | | | | |
| I-96581 | | COTTER PINS | | 64.27 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | | 1099: N | | | |
| | | COTTER PINS | | | 101 4131-70110-000 | SUPPLIES | | 64.27 |
| === VENDOR TOTALS === | | | | 64.27 | | | | |
| ===== | | | | | | | | |
| 01-07263 | NEXTEL COMMUNICATIONS, INC | | | | | | | |
| I-201401284556 | | CELL PHONE PW | | 110.93 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | | 1099: N | | | |
| | | CELL PHONE PW | | | 101 4121-85015-000 | CELL PHONE | | 52.93 |
| | | CELL PHONE PW | | | 101 4131-85015-000 | CELL PHONE | | 11.60 |
| | | CELL PHONE PW | | | 101 4141-85015-000 | CELL PHONE | | 11.60 |
| | | CELL PHONE PW | | | 101 4132-85015-000 | CELL PHONE | | 11.60 |
| | | CELL PHONE PW | | | 601 4601-85015-000 | CELL PHONE | | 11.60 |
| | | CELL PHONE PW | | | 602 4602-85015-000 | CELL PHONES | | 11.60 |
| === VENDOR TOTALS === | | | | 110.93 | | | | |
| ===== | | | | | | | | |
| 01-05978 | NORTH SUBURBAN COMMUNICATIONS | | | | | | | |
| I-13-474 | | 2014 CITY CABLE SERVICE | | 12,780.61 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | | 1099: N | | | |
| | | 2014 CITY CABLE SERVICE | | | 101 4116-85050-000 | CABLE TV | | 12,780.61 |
| === VENDOR TOTALS === | | | | 12,780.61 | | | | |
| ===== | | | | | | | | |
| 01-05994 | NORTHEAST YOUTH & FAMILY | | | | | | | |
| I-201401284557 | | COOPERATIVE SERVICES | | 8,710.00 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | | 1099: N | | | |
| | | COOPERATIVE SERVICES | | | 101 4111-86500-000 | COOPERATIVE SERVICE | | 8,710.00 |
| === VENDOR TOTALS === | | | | 8,710.00 | | | | |
| ===== | | | | | | | | |
| 01-06024 | ON SITE SANITATION | | | | | | | |
| I-A-525951 | | COMM PARK UNIT RENTAL | | 56.00 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | | 1099: N | | | |
| | | COMM PARK UNIT RENTAL | | | 601 4601-85080-000 | PORTABLE TOILET PARKS | | 56.00 |
| I-A-525985 | | CURT FIELD UNIT RENTAL | | 56.00 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | | 1099: N | | | |
| | | CURT FIELD UNIT RENTAL | | | 601 4601-85080-000 | PORTABLE TOILET PARKS | | 56.00 |
| === VENDOR TOTALS === | | | | 112.00 | | | | |

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| ===== | | | | | | |
| 01-06115 | TIMOTHY PITTMAN | | | | | |
| I-201401284559 | | REIMB: SNOW REMOVAL MILEAGE | 106.56 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | REIMB: SNOW REMOVAL MILEAGE | | 101 4132-86101-000 | MILEAGE | 106.56 |
| | | === VENDOR TOTALS === | 106.56 | | | |
| ===== | | | | | | |
| 01-06185 | RAMSEY COUNTY | | | | | |
| I-EMCOM-003035 | | JAN: RADIO FLEET SUPPORT | 59.28 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | JAN: RADIO FLEET SUPPORT | | 101 4121-86800-000 | RADIO SUBSCRIBER FEE | 59.28 |
| I-PUBW - 013287 | | DEC: PLOWING AND SALTING FEE | 421.42 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | DEC: PLOWING AND SALTING FEE | | 101 20200-000 | ACCOUNTS PAYABLE | 421.42 |
| | | === VENDOR TOTALS === | 480.70 | | | |
| ===== | | | | | | |
| 01-06335 | ROSELAWN STABLES | | | | | |
| I-201401274550 | | SLEIGH RIDES FOR WINTER FEST | 750.00 | | | |
| 1/27/2014 | APBNK | MANUAL CK# 082267 1/23/2014 | | 1099: N | | |
| | | SLEIGH RIDES FOR WINTER FEST | | 101 4116-89010-000 | SPECIAL EVENTS | 750.00 |
| | | === VENDOR TOTALS === | 750.00 | | | |
| ===== | | | | | | |
| 01-07221 | SAFETY SERVICES INC | | | | | |
| I-062559 | | CERT TRAINING SUPPLIES | 580.34 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | CERT TRAINING SUPPLIES | | 210 20200-000 | ACCOUNTS PAYABLE | 580.34 |
| | | === VENDOR TOTALS === | 580.34 | | | |
| ===== | | | | | | |
| 01-06301 | SAMS CLUB DISCOVER CARD | | | | | |
| I-201401274546 | | PW PAINT AND OUTDOOR GEAR | 458.41 | | | |
| 1/27/2014 | APBNK | MANUAL CK# 082272 1/27/2014 | | 1099: N | | |
| | | OUTDOOR GEAR FOR PW | | 101 20200-000 | ACCOUNTS PAYABLE | 399.89 |
| | | PAINT RECYCLE FEE | | 101 20200-000 | ACCOUNTS PAYABLE | 58.52 |
| | | === VENDOR TOTALS === | 458.41 | | | |

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| ===== | | | | | | | |
| 01-06481 | | SHORT ELLIOT HENDRICKSON INC | | | | | |
| I-276790 | | CONSULTING MS4 PERMIT | 3,143.32 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | | |
| | | CONSULTING MS4 PERMIT | | 602 20200-000 | ACCOUNTS PAYABLE | | 3,143.32 |
| | | === VENDOR TOTALS === | 3,143.32 | | | | |
| ===== | | | | | | | |
| 01-05110 | | SRF CONSULTING GROUP INC | | | | | |
| I-88248.00-4 | | UNIV GROVE PARKING STUDY | 373.84 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | | |
| | | UNIV GROVE PARKING STUDY | | 419 20200-000 | ACCOUNTS PAYABLE | | 373.84 |
| | | === VENDOR TOTALS === | 373.84 | | | | |
| ===== | | | | | | | |
| 01-06546 | | STAPLES | | | | | |
| I-8028244170 | | CERT TRAINING SUPPLIES | 228.17 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | | |
| | | CERT TRAINING SUPPLIES | | 210 20200-000 | ACCOUNTS PAYABLE | | 228.17 |
| I-8208345443 | | OFFICE SUPPLIES | 115.74 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | | |
| | | OFFICE SUPPLIES | | 101 4112-70100-000 | SUPPLIES | | 115.74 |
| | | === VENDOR TOTALS === | 343.91 | | | | |
| ===== | | | | | | | |
| 01-05303 | | MICHELLE TESSER | | | | | |
| I-201401284562 | | REIMB: WINTER FEST SUPPLIES | 112.25 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | | |
| | | REIMB: WINTER FEST SUPPLIES | | 101 4116-89010-000 | SPECIAL EVENTS | | 112.25 |
| | | === VENDOR TOTALS === | 112.25 | | | | |
| ===== | | | | | | | |
| 01-06583 | | TJK PROPERTIES INC | | | | | |
| I-201401284553 | | REFUND: OVER PAYMENT ON RENTA | 25.00 | | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | | |
| | | REFUND: OVER PAYMENT ON RENTAL | | 101 34101-000 | CITY FACILITY RENTAL | | 25.00 |
| | | === VENDOR TOTALS === | 25.00 | | | | |

PACKET: 00978 JANUARY 27 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 |
| ===== | | | | | | |
| 01-00880 | US BANK HSA | CUSTODIAN FOR BART | | | | |
| ----- | | | | | | |
| I-201401284551 | JAN: | HSA DEDUCTION | 545.84 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | JAN: HSA DEDUCTION | | 101 21714-000 | HSA FLEX PAYAB LE | 480.34 |
| | | JAN: HSA DEDUCTION | | 206 21714-000 | HSA FLEX PAYABLE | 27.29 |
| | | JAN: HSA DEDUCTION | | 601 21714-000 | HSA FLEX PAYABLE | 21.83 |
| | | JAN: HSA DEDUCTION | | 602 21714-000 | HSA FLEX PAYABALE | 16.38 |
| | | === VENDOR TOTALS === | 545.84 | | | |
| ===== | | | | | | |
| 01-05870 | XCEL ENERGY | | | | | |
| ----- | | | | | | |
| I-201401284555 | ELECT | | 18.56 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 7.90 |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 10.66 |
| | | === VENDOR TOTALS === | 18.56 | | | |
| ===== | | | | | | |
| 01-07194 | ZARNOTH BRUSH WORKS | | | | | |
| ----- | | | | | | |
| I-147416-IN | BROOM REFILL/ | CABLEWRAP CORE | 394.37 | | | |
| 1/28/2014 | APBNK | DUE: 1/28/2014 DISC: 1/28/2014 | | 1099: N | | |
| | | BROOM REFILL/ | | 602 4602-83025-000 | SWEEPER PARTS/SUPPLIES | 394.37 |
| | | CABLEWRAP CORE | | | | |
| | | === VENDOR TOTALS === | 394.37 | | | |
| | | === PACKET TOTALS === | 39,229.63 | | | |
| | | Fed Withholdings | 5810.69 | | | |
| | | St Withholdings | 896.02 | | | |
| | | PERA | 2899.76 | | | |
| | | ICMA | 1925.00 | | | |
| | | | <hr/> | | | |
| | | | 50,761.10 | | | |

PACKET: 00982 FEBRUARY 4 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 |
| 01-05422 | BP | | | | | | | |
| I-201402044570 | | FUEL | | 1,902.68 | | | | |
| 2/04/2014 | APBNK | MANUAL CK# 082318 1/30/2014 | | | 1099: N | | | |
| | | FUEL | | | 101 4132-74000-000 | MOTOR FUEL & LUBRICANTS | | 1,791.94 |
| | | FUEL | | | 101 4124-74000-000 | MOTOR FUEL & LUBRICANTS | | 110.74 |
| | | === VENDOR TOTALS === | | 1,902.68 | | | | |
| 01-03117 | | CITY OF LITTLE CANADA | | | | | | |
| I-18571 | | 4TH QTR BUILDING INSP MILEAGE | | 394.48 | | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | | 1099: N | | | |
| | | 4TH QTR BUILDING INSP MILEAGE | | | 101 20200-000 | ACCOUNTS PAYABLE | | 394.48 |
| | | === VENDOR TOTALS === | | 394.48 | | | | |
| 01-03539 | | DAKOTA ELECTRIC ASSOCIATION | | | | | | |
| I-148700015 | | FEB: SOLAR ELECTRIC | | 530.00 | | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | | 1099: N | | | |
| | | FEB: SOLAR ELECTRIC | | | 101 4131-85025-000 | SOLAR ELECTRIC | | 530.00 |
| | | === VENDOR TOTALS === | | 530.00 | | | | |
| 01-03303 | | DICKSON LADIPO | | | | | | |
| I-201402044575 | | REFUND: RENTAL CANCELLATION | | 150.00 | | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | | 1099: N | | | |
| | | REFUND: RENTAL CANCELLATION | | | 101 34101-000 | CITY FACILITY RENTAL | | 150.00 |
| | | === VENDOR TOTALS === | | 150.00 | | | | |
| 01-04056 | | FAIRVIEW | | | | | | |
| I-44324.1 | | INJURY PREVENTION TRAINING | | 375.00 | | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | | 1099: N | | | |
| | | INJURY PREVENTION TRAINING | | | 101 20200-000 | ACCOUNTS PAYABLE | | 375.00 |
| | | === VENDOR TOTALS === | | 375.00 | | | | |
| 01-04092 | | FISCHER, BART J | | | | | | |
| I-201402044564 | | JAN: MILEAGE | | 30.46 | | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | | 1099: N | | | |
| | | JAN: MILEAGE | | | 101 4112-86010-000 | MILEAGE & PARKING | | 30.46 |
| | | === VENDOR TOTALS === | | 30.46 | | | | |

PACKET: 00982 FEBRUARY 4 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 |
| ===== | | | | | | |
| 01-05153 | HOME DEPOT | CRC/GEFC | | | | |
| I-201402064578 | | MISC SHOP SUPPLIES | 13.17 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | MISC SHOP SUPPLIES | | 101 4132-70120-000 | SUPPLIES | 13.17 |
| | | === VENDOR TOTALS === | 13.17 | | | |
| ===== | | | | | | |
| 01-05190 | HYDRAULIC | SPECIALTY CO | | | | |
| I-48538 | | HYDRALIC REPAIR TO DUMP TRUCK | 414.38 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | HYDRALIC REPAIR TO DUMP TRUCK | | 101 4132-87000-000 | REPAIR EQUIPMENT | 414.38 |
| | | === VENDOR TOTALS === | 414.38 | | | |
| ===== | | | | | | |
| 01-05235 | JAN-PRO | CLEANING SYSTEMS | | | | |
| I-39543 | | FEB: CLEANING SERVICES | 205.00 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | FEB: CLEANING SERVICES | | 101 4131-87010-000 | CITY HALL MAINTENANCE | 205.00 |
| | | === VENDOR TOTALS === | 205.00 | | | |
| ===== | | | | | | |
| 01-05509 | LEAGUE OF MN | CITIES | | | | |
| I-195074 | | JOINT LEGISLATIVE CONFERENCE | 99.00 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | JOINT LEGISLATIVE CONFERENCE | | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 99.00 |
| | | === VENDOR TOTALS === | 99.00 | | | |
| ===== | | | | | | |
| 493 | MCMA | | | | | |
| I-201402044568 | | 2014 MCMA PROFFESIONAL BUES | 175.00 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | 2014 MCMA PROFFESIONAL BUES | | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 175.00 |
| | | === VENDOR TOTALS === | 175.00 | | | |
| ===== | | | | | | |
| 01-05665 | METROPOLITAN | COUNCIL | | | | |
| I-1030284 | | MARCH: SS SERVICES | 36,640.08 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | MARCH: SS SERVICES | | 601 4601-85060-000 | METRO SEWER CHARGES | 36,640.08 |
| | | === VENDOR TOTALS === | 36,640.08 | | | |

PACKET: 00982 FEBRUARY 4 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-05357 MINNESOTA POLLUTION CONTROL AG
 I-201402044566 SYSTEM OPERATOR CONF 2014 600.00
 2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
 SYSTEM OPERATOR CONF 2014 601 4601-86030-000 CONFERENCES & SCHOOLS 600.00
 === VENDOR TOTALS === 600.00

01-05760 MINNESOTA GFOA
 I-201402064579 ANNUAL MEMBERSHIP 60.00
 2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
 ANNUAL MEMBERSHIP 101 4113-86100-000 CONFERENCES/EDUCATION/AS 60.00
 === VENDOR TOTALS === 60.00

01-05843 MN NCPERS LIFE INSURANCE
 I-201402044571 FEB: LIFE INSURANCE 96.00
 2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
 FEB: LIFE INS 101 21709-000 OTHER PAYABLE 60.48
 FEB: LIFE INS 201 21709-000 OTHER PAYABLE 4.00
 FEB: LIFE INS 204 21709-000 OTHER PAYABLE 1.60
 FEB: LIFE INS 206 21709-000 OTHER PAYABLE 0.80
 FEB: LIFE INS 601 21709-000 OTHER PAYABLE 18.40
 FEB: LIFE INS 602 21709-000 OTHER PAYABLE 10.72
 === VENDOR TOTALS === 96.00

01-07263 NEXTEL COMMUNICATIONS, INC
 I-201402044565 CELL PHONE: FIRE DEPT 54.39
 /04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
 CELL PHONE: FIRE DEPT 101 4124-85015-000 CELL PHONE 54.39
 === VENDOR TOTALS === 54.39

01-06053 OREILLY AUTO PARTS
 I-201402044572 SHOP SUPPLIES AND TRUCK REPAI 386.02
 2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
 SHOP SUPPLIES AND TRUCK REPAIR 101 20200-000 ACCOUNTS PAYABLE 321.54
 SHOP SUPPLIES AND TRUCK REPAIR 101 4132-70120-000 SUPPLIES 13.38
 SHOP SUPPLIES AND TRUCK REPAIR 101 4132-70120-000 SUPPLIES 7.18
 SHOP SUPPLIES AND TRUCK REPAIR 101 4132-70120-000 SUPPLIES 43.92
 === VENDOR TOTALS === 386.02

PACKET: 00982 FEBRUARY 4 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-06185 RAMSEY COUNTY

I-EMCOM - 003079 JAN: 911 DISPATCH 2,640.95
2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
JAN: 911 DISPATCH 101 4122-81200-000 911 DISPATCH FEES 2,640.95

I-PUBW - 013330 ROAD SALT 2,745.83
2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
ROAD SALT 101 20200-000 ACCOUNTS PAYABLE 2,745.83

I-PUBW- 013322 OPERATING LARP LIFT STATION 2,404.75
2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
OPERATING LARP LIFT STATION 602 20200-000 ACCOUNTS PAYABLE 2,404.75

=== VENDOR TOTALS === 7,791.53

01-06303 REPUBLIC SERVICES

I-3-0923-0254821 FEB: WASTE REMOVAL 407.47
2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
FEB: WASTE REMOVAL 101 4131-82010-000 WASTE REMOVAL 407.47

=== VENDOR TOTALS === 407.47

01-07218 SAFE ASSURE CONSULTANTS

I-700 2014 OSHA TRAINING 1,258.00
2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
2014 OSHA TRAINING 101 4131-86100-000 CONFERENCES/EDUCATION/AS 314.00
2014 OSHA TRAINING 601 4601-86100-000 TRAINING 944.00

=== VENDOR TOTALS === 1,258.00

01-06485 SENSIBLE OFFICE SOLUTIONS

I-4823-001 LETTERHEAD ENVELOPES 326.00
2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
LETTERHEAD ENVELOPES 101 4112-70100-000 SUPPLIES 326.00

=== VENDOR TOTALS === 326.00

01-07228 CITY OF ST ANTHONY

I-3081 FEB: POLICE SERVICES 51,423.41
2/04/2014 APBNK DUE: 2/04/2014 DISC: 2/04/2014 1099: N
FEB: POLICE SERVICES 101 4122-81000-000 POLICE SERVICES 51,423.41

=== VENDOR TOTALS === 51,423.41

PACKET: 00982 FEBRUARY 4 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 |
| ===== | | | | | | |
| 01-00935 | | ST PAUL REGIONAL WATER SERVICE | | | | |
| I-201402064577 | | SS AND H2O CH, COM PK, CUR FI | 395.10 | | | |
| 2/06/2014 | APBNK | DUE: 2/06/2014 DISC: 2/06/2014 | | 1099: N | | |
| | | SS AND H2O CH, COM PK, CUR FIE | | 101 20200-000 | ACCOUNTS PAYABLE | 395.10 |
| === VENDOR TOTALS === | | | 395.10 | | | |
| ===== | | | | | | |
| 01-05374 | | TENNIS SANITATION LLC | | | | |
| I-1125828 | | JAN: RECYCLE | 5,769.00 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | JAN: RECYCLE | | 206 4206-82030-000 | RECYCLING CONTRACTS | 5,769.00 |
| === VENDOR TOTALS === | | | 5,769.00 | | | |
| ===== | | | | | | |
| 01-05303 | | MICHELLE TESSER | | | | |
| I-201402044576 | | FLEX PAYMENT | 408.33 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | FLEX PAYMENT | | 101 21711-000 | DEPENDENT CARE FLEX PAYA | 150.00 |
| | | FLEX PAYMENT | | 201 21711-000 | DEPENDENT CARE FLEX PAYA | 50.00 |
| | | FLEX PAYMENT | | 101 21711-000 | DEPENDENT CARE FLEX PAYA | 156.25 |
| | | FLEX PAYMENT | | 201 21711-000 | DEPENDENT CARE FLEX PAYA | 52.08 |
| === VENDOR TOTALS === | | | 408.33 | | | |
| ===== | | | | | | |
| 01-06581 | | TRI-STATE BOBCAT INC | | | | |
| I-106972 | | SHOP SUPPLIES | 33.81 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | SHOP SUPPLIES | | 101 4132-70120-000 | SUPPLIES | 33.81 |
| === VENDOR TOTALS === | | | 33.81 | | | |
| ===== | | | | | | |
| 01-05870 | | XCEL ENERGY | | | | |
| I-201402064580 | | ELECT | 2,725.73 | | | |
| 2/04/2014 | APBNK | DUE: 2/04/2014 DISC: 2/04/2014 | | 1099: N | | |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 12.32 |
| | | ELECT | | 101 4141-85020-000 | ELECTRIC/GAS | 29.40 |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 48.34 |
| | | ELECT | | 101 4131-85030-000 | NATURAL GAS | 1,585.58 |
| | | ELECT | | 601 4601-85020-000 | ELECTRIC | 28.13 |
| | | ELECT | | 101 4141-85020-000 | ELECTRIC/GAS | 865.97 |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 12.32 |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 48.03 |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 48.72 |
| | | ELECT | | 209 4209-85020-000 | STREET LIGHTING POWER | 46.92 |
| === VENDOR TOTALS === | | | 2,725.73 | | | |
| === PACKET TOTALS === | | | 112,664.04 | | | |

| EMP # | NAME | AMOUNT |
|---------|--------------------|----------|
| 0013 | PETER C LINDSTROM | 310.97 |
| 01-0016 | PAMELA M HARRIS | 277.05 |
| 01-0019 | KEITH P GOSLINE | 277.05 |
| 01-1004 | BART J FISCHER | 2,427.24 |
| 01-1010 | MICHELLE C TESSER | 1,500.17 |
| 01-1014 | CHELSEA PETERSEN | 1,082.29 |
| 01-1136 | ROLAND O OLSON | 1,698.25 |
| 01-1150 | JOHN R ONEILL | 485.11 |
| 01-2154 | MAUREEN A ANDERSON | 162.13 |
| 01-1038 | DEBORAH K JONES | 1,621.12 |
| 01-0086 | RICHARD H HINRICHS | 260.48 |
| 01-0095 | MICHAEL J POESCHL | 104.35 |
| 01-0105 | ANTON M FEHRENBACH | 101.39 |
| 01-1030 | TIMOTHY J PITTMAN | 1,626.31 |
| 01-1033 | DAVE TRETSVEN | 1,485.38 |
| 01-1143 | COLIN B CALLAHAN | 1,073.05 |

TOTAL PRINTED: 16 14,492.34

1-29-2014 1:31 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 1/29/2014

| EMP NO | EMPLOYEE NAME | TYPE | CHECK DATE | CHECK AMOUNT | CHECK NO. |
|--------|--------------------------|------|------------|--------------|-----------|
| 0017 | MERCER-TAYLOR, ELIZABETH | R | 1/29/2014 | 275.27 | 082309 |
| 00 | LONG, CHARLES E | R | 1/29/2014 | 277.05 | 082310 |
| 00 | KURHAJETZ, CLEMENT | R | 1/29/2014 | 374.82 | 082311 |
| 0097 | GAFFNEY, PATRICK | R | 1/29/2014 | 104.35 | 082312 |
| 0172 | ARCAND, MICHAEL W | R | 1/29/2014 | 248.68 | 082313 |
| 0175 | RITCHIE, BRIAN D | R | 1/29/2014 | 91.42 | 082314 |
| 0193 | RITCHIE, MACKENZIE A | R | 1/29/2014 | 60.95 | 082315 |
| 0205 | ECKERT, MICHELE S | R | 1/29/2014 | 109.86 | 082316 |
| 0200 | POLYDOROFF, ALEXANDER L | R | 1/29/2014 | 173.00 | 082317 |

1-29-2014 1:31 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 1/29/2014

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | 9 | 1,715.40 |
| DIRECT DEPOSIT REGULAR CHECKS: | 16 | 14,492.34 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| TOTAL CHECKS: | 25 | 16,207.74 |

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|--|
| Meeting Date | February 12, 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>Wine License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Chateau Fromage Enterprise LLC dba The Coffee Grounds <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. Tonna Mechanical, Inc. 2. Affordable Comfort Mechanical <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. Precision Landscape & Tree, Inc. <p>The following individuals have applied for a <u>Restaurant License</u> for 2014. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Toppers Pizza 2. Pizza Hut #30234 |
| 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 | February 12, 2014 |
| Agenda Item | Consent F3 |
| Attachment | Employment Agreement with City Administrator |
| Submitted By | Mayor Peter Lindstrom |

| | |
|----------------------------|--|
| Item | Approval of a Step Increase and Amended Employment Agreement with the City Administrator |
| Description | <p>Attached is an amended Employment Agreement with the City Administrator reflecting a 3% Step increase. Regular Appointed employees are eligible for a 6 month, 18 month, 5 year and 10 year Step increase. January 23, 2014, marked the 2 year anniversary of the City Administrator. The City Administrator has not had a 6 month or 18 month Step Increase. I am recommending he receive a 3% Step Increase effective February 12, 2014.</p> <p>In addition, section 3 of the agreement includes a language change suggested by the City Attorney which authorizes the Council to adjust the City Administrator's pay in the future without having to amend the agreement. Changes can be made by motion at a City Council meeting.</p> <p>There are no other recommended changes to the Employment Agreement with the City Administrator</p> |
| Budget Impact | Funds are available in the 2014 Budget. |
| Attachment(s) | Employment Agreement with City Administrator |
| Action(s) Requested | I recommend approval of a 3% Step Increase for the City Administrator and the language change in section 3 of the Employment Agreement as per the City Attorney's recommendation. |

EMPLOYMENT AGREEMENT

AGREEMENT made this 12th day of February, 2014, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("Employer"), and **BART FISCHER** ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with state statutes and City ordinances and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

3. **SALARY.** Employer shall pay Employee a salary of \$94,303 per year commencing February 12, 2014. Employee's salary may be adjusted thereafter from time to time by the City Council without amending this Agreement. The City will provide Employee an annual performance review.

4. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed five (5) years of employment with the City upon Employee's first day of employment.

5. **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall be credited with twelve (12) days of accrued sick leave. Thereafter, Employee shall accrue sick leave in accordance with the City's personnel policies.

6. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with fifteen (15) days of accrued vacation leave. Thereafter, Employee shall accrue vacation leave in accordance with the City's personnel policies.

7. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

8. **GENERAL INSURANCE.** Employer shall provide Employee the same group insurance benefits as provided to all other non-union employees.

9. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement, e.g. International City/County Management Association, Minnesota City/County Management Association, League of Minnesota Cities.

10. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in Employee's outside activities so Employee will not neglect the primary duties to the Employer.

11. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

12. **AUTOMOBILE.** Employee shall be paid on a reimbursement basis for the use of Employee's personal automobile for Employer business. Mileage shall be submitted on a quarterly basis. Reimbursement shall be based on the current IRS mileage reimbursement rate.

13. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

14. **HOURS OF WORK.** It is understood that the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself/herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

15. **OTHER CONDITIONS OF EMPLOYMENT.** The City's ordinances, City Employee policies, and City Employee Handbook, as may be amended from time to time, are all incorporated herein except to the extent that they conflict with this Employment Agreement.

16. **TERMINATION BENEFITS.** In the event that Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee four (4) months salary, payable on a by-weekly basis, and to continue to provide and pay for the benefits set forth in paragraph 8 for a period of four (4) months following termination. However, in the event Employee is terminated because of his/her malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he/she resign, then Employee may, at his/her option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer forty-five (45) days advance notice. If Employee voluntarily resigns his/her position with Employer, no termination benefits shall be paid to Employee. If Employee does not give Employer at least forty-five (45) days advance notice of Employee's resignation, Employee will not be paid any accrued and unused sick and vacation leave pay otherwise payable to Employee.

17. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and Acting City Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

CITY OF FALCON HEIGHTS

EMPLOYEE

BY: _____
Its Mayor

Bart Fischer

AND

Michelle Tesser, Acting City Clerk