

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

AGENDA
June 25, 2014
7:00 p.m.

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

STAFF PRESENT: FISCHER ____
- C. PRESENTATIONS:
 - 1. Annual MS4 Presentation-Tim Pittman Public Works Director
- D. APPROVAL OF MINUTES: June 11, 2014
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 6/16/2014: \$96,070.66
Payroll through 6/15/2014: \$17,208.13
 - 2. Approval of City Licenses
 - 3. Appointment of Chelsea Petersen as Community Development Coordinator
- G: POLICY ITEMS:
 - 1. Approval of Park Master Plan Consultant Contract with WSB
 - 2. Approval of the Contract Agreement for Police Services with the City of St. Anthony
 - 3. Appointment of Regular, Part-Time Fire Chief
- 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
June 11, 2014
7:00 p.m.

- A. CALL TO ORDER: 7:16PM
- B. ROLL CALL: LINDSTROM X HARRIS X GOSLINE X
LONG X MERCER-TAYLOR AB
- STAFF PRESENT: FISCHER X
- C. PRESENTATIONS:
1.
- D. APPROVAL OF MINUTES: May 28, 2014 APPROVED
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
Chuck Long Moved, Approval 3-0 (Mayor Lindstrom not present at this time)
1. General Disbursements through 6/4/2014: \$169,225.89
Payroll through 5/31/2014: \$15,863.27
2. Approval of City Licenses
- G: POLICY ITEMS:
1. Cable Franchise Renewal Chuck Long Moved, Approval 4-0
-City Administrator Fischer introduced the item to Council.
-Cor Wilson, North Suburban Cable Commission, provided information on the franchise renewal and answered questions from Council.
-Carleigh Werner, Comcast, provided an update from Comcast's perspective and answered questions from Council.
-The motion by Councilmember Long and adopted by Council was to adopt Resolution No. 14-12, preliminary assessment that the Comcast of Minnesota, Inc. Cable Franchise should not be renewed
2. Variance Request-1565 Hamline Avenue Pam Harris Moved, Approval 4-0
-City Administrator Fischer presented the staff report on the variance to Council.
-Peter Lee of Honest 1 Auto Care provided information on the business and the variance, and answered questions from Council.
-Council Member Harris provided an update on the May 27th Planning Commission meeting and public hearing for the variance.

H. INFORMATION/ANNOUNCEMENTS:

Council Member Chuck Long

-Provided an update on the June 9th Park Commission meeting. The commission discussed park hours again and decided not to recommend a change in park hours.

Council Member Keith Gosline

-Provided an update on the latest NYFS activities.

Mayor Peter Lindstrom

-Announced that he attended the recent TCAAP tear down event.

-Announced that he met with a prospective Planning Commissioner.

-Provided an update on the May 31st Spring Together event held at Curtiss Field.

City Administrator Bart Fischer

-Announced the upcoming American Red Cross Blood Drive on July 1st from 9am-3pm at City Hall.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 8:17PM



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 25, 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 6/16/2014: \$96,070.66 Payroll through 6/15/2014: \$17,208.13
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: 01046 JUNE 10TH PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05452	6/10/2014	CASH					
I-201406104770	6/10/2014	APBNK	SUNBLOCK FOR PW EMPLOYEES DUE: 6/10/2014 DISC: 6/10/2014 SUNBLOCK FOR PW EMPLOYEES	45.05	1099: N 101 4132-70120-000	SUPPLIES	45.05
=== VENDOR TOTALS ===				45.05			
01-05452	NGERU, PETER						
I-201406104771	6/10/2014	APBNK	PK RENTAL CANCELLATION-REFUND DUE: 6/10/2014 DISC: 6/10/2014 PK RENTAL CANCELLATION-REFUND	189.25	1099: N 101 34101-000	CITY FACILITY RENTAL	189.25
=== VENDOR TOTALS ===				189.25			
01-07010	QIONG YANG						
I-201406104773	6/10/2014	APBNK	REFUND REC SPORTS CLASS DUE: 6/10/2014 DISC: 6/10/2014 REFUND REC SPORTS CLASS	35.00	1099: N 201 34310-000	RECREATION FEES	35.00
=== VENDOR TOTALS ===				35.00			
01-06185	RAMSEY COUNTY						
I-RISK 1663	6/10/2014	APBNK	JUNE DENTAL/DISABILITY/LIFE I DUE: 6/10/2014 DISC: 6/10/2014 JUNE DENTAL/DISABILITY/LIFE IN	999.42	1099: N 101 4112-89000-000	MISCELLANEOUS	999.42
=== VENDOR TOTALS ===				999.42			
01-00935	ST PAUL REGIONAL WATER SERVICE						
I-201406104772	6/10/2014	APBNK	HYDRANT INSPECTIONS/PERMITS/H DUE: 6/10/2014 DISC: 6/10/2014 HYDRANT INSPECTIONS/PERMITS/H2	187.53	1099: N 204 4204-87090-000	REPAIR EQUIPMENT	187.53
=== VENDOR TOTALS ===				187.53			
01-06669	TINETTI, SARA						
I-201406104774	6/10/2014	APBNK	REFUND GARDEN PLOT DUE: 6/10/2014 DISC: 6/10/2014 REFUND GARDEN PLOT	25.00	1099: N 203 34500-000	COMMUNITY GARDEN PLOT FE	25.00
=== VENDOR TOTALS ===				25.00			

PACKET: 01046 JUNE 10TH PAYABLES
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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01	70	XCEL ENERGY					
<hr/>							
I-201406104768		ELECT AND GAS		2,647.12			
6/10/2014	APBNK	DUE: 6/10/2014 DISC: 6/10/2014			1099: N		
		ELECT			101 4141-85020-000	ELECTRIC/GAS	535.07
		GAS			101 4141-85030-000	NATURAL GAS	218.79
		ELECT			101 4141-85020-000	ELECTRIC/GAS	87.68
		GAS			101 4141-85030-000	NATURAL GAS	41.61
		GAS			101 4131-85030-000	NATURAL GAS	532.40
		ELECT			601 4601-85020-000	ELECTRIC	47.48
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	22.41
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	22.41
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	83.31
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	85.29
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	50.40
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	90.45
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	89.32
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	23.35
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	717.15
<hr/>							
I-201406104769		ELECT		4,303.38			
6/10/2014	APBNK	MANUAL CK# 082768 6/10/2014			1099: N		
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	4,208.25
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	95.13
		=== VENDOR TOTALS ===		6,950.50			
		=== PACKET TOTALS ===		8,431.75			

PACKET: 01048 JUNE 12TH PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00065	6/12/2014	APBANK	AMERICAN ENVIRONMENTAL LLC				
I-300	6/12/2014	APBANK	SANITARY SEWER CLEANING/STORM DUE: 6/12/2014 DISC: 6/12/2014 SANITARY SEWER CLEANING STORM SEWER PIPE INSPECTION	14,061.60	1099: N 601 4601-87100-000 602 4602-87000-000	TELEVISIONS AND JETTING REPAIR EQUIP/CATCH BASIN	13,811.60 250.00
=== VENDOR TOTALS ===				14,061.60			
01-00276	AMERICAN TIRE DISTRIBUTORS						
I-SO47080035	6/12/2014	APBANK	2 TIRES TORO MOWER DUE: 6/12/2014 DISC: 6/12/2014 2 TIRES TORO MOWER	137.46	1099: N 101 4132-87000-000	REPAIR EQUIPMENT	137.46
=== VENDOR TOTALS ===				137.46			
01-00250	AMERIPRIDE SERVICES						
I-1002799748	6/12/2014	APBANK	LINEN CLEANING DUE: 6/12/2014 DISC: 6/12/2014 LINEN CLEANING	49.02	1099: N 101 4124-82011-000	LINEN CLEANING	49.02
=== VENDOR TOTALS ===				49.02			
01-00292	AVENET, LLC						
I-35104	6/12/2014	APBANK	WEB HOSTING - GOV OFFICE DUE: 6/12/2014 DISC: 6/12/2014 WEB HOSTING - GOV OFFICE	1,295.00	1099: N 101 4116-85060-000	WEB SITE	1,295.00
=== VENDOR TOTALS ===				1,295.00			
01-00200	BEISSWENGER'S						
I-457716	6/12/2014	APBANK	MOWER PARTS DUE: 6/12/2014 DISC: 6/12/2014 MOWER PARTS	179.98	1099: N 101 4141-70100-000	SUPPLIES	179.98
=== VENDOR TOTALS ===				179.98			
01-01049	BUREAU CRIMINAL APPREHEN.						
I-201406124775	6/12/2014	APBANK	BACKGROUND CKS REC SPORTS DUE: 6/12/2014 DISC: 6/12/2014 BACKGROUND CKS REC SPORTS	165.00	1099: N 201 4201-89000-000	MISCELLANEOUS	165.00
=== VENDOR TOTALS ===				165.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-10		CENTURY LINK				
I-201406124776		AUTO DIALER/CURTISS FIELD	115.45			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		AUTO DIALER LIPT STATION		601 4601-85011-000	TELEPHONE - LANDLINE	59.90
		LANDLINE CURTISS FIELD PARK		101 4141-85011-000	TELEPHONE - LANDLINE	55.55
		=== VENDOR TOTALS ===	115.45			
01-03123		CINTAS CORPORATION #470				
I-470422421		SHOPTOWELS/TP/MAT SVC	92.48			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		SHOPTOWELS/TP/MAT SVC		101 4131-70110-000	SUPPLIES	92.48
		=== VENDOR TOTALS ===	92.48			
01-03117		CITY OF LITTLE CANADA				
I-18684		1ST QTR MILEAGE INSPECTIONS	310.24			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		1ST QTR MILEAGE INSPECTIONS		101 4117-81210-000	BUILDING INSPECTORS	310.24
		=== VENDOR TOTALS ===	310.24			
01-06290		CITY OF ROSEVILLE				
I-0218789		JUNE IT SVCS	1,331.67			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		JUNE IT SVCS		101 4116-85070-000	TECHNICAL SUPPORT	1,331.67
I-0218821		JUNE PHONE SVC	306.00			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		JUNE PHONE SVC		101 4116-85010-000	TELEPHONE	306.00
		=== VENDOR TOTALS ===	1,637.67			
01-03122		CITY OF ST PAUL				
I-IN00001968		NEWSLETTER	2,665.83			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		NEWSLETTER		201 4201-70440-000	PRINT & PUBLISHING	1,523.26
		NEWSLETTER		101 4116-70420-000	NEWSLETTERS/INFORMATION	1,047.41
		NEWSLETTER		206 4206-70420-000	NEWSLETTER	95.16
		=== VENDOR TOTALS ===	2,665.83			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L	ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-039	DAKOTA ELECTRIC ASSOCIATION						
I-1480700019		JUNE SOLAR ELECT	530.00				
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N			
		JUNE SOLAR ELECT		101 4131-85020-000	ELECTRIC		530.00
		=== VENDOR TOTALS ===	530.00				
01-03527	DELEGARD TOOL COMPANY						
I-908517		STUDSAVER RESTORE KIT	84.42				
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N			
		STUDSAVER RESTORE KIT		101 4131-70110-000	SUPPLIES		84.42
		=== VENDOR TOTALS ===	84.42				
01-03143	F & M TRUCKING INC						
I-1675		TREE MULCH	102.00				
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N			
		TREE MULCH		101 4132-87010-000	BOULEVARD MAINTENANCE		102.00
I-1676		TREE MULCH	306.00				
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N			
		TREE MULCH		101 4132-87010-000	BOULEVARD MAINTENANCE		306.00
I-1684		TREE MULCH	102.00				
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N			
		TREE MULCH		101 4132-87010-000	BOULEVARD MAINTENANCE		102.00
		=== VENDOR TOTALS ===	510.00				
01-04092	FISCHER, BART J						
01406124778		MAY/JUNE CELL PHONE REIMB	80.00				
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N			
		MAY/JUNE CELL PHONE REIMB		101 4131-85015-000	CELL PHONE		40.00
		MAY/JUNE CELL PHONE REIMB		601 4601-85015-000	CELL PHONE		40.00
		=== VENDOR TOTALS ===	80.00				
01-05115	GOPHER STATE ONE CALL						
I-109468		MAY LOCATES	287.30				
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N			
		MAY LOCATES		601 4601-88030-000	LOCATES		287.30
		=== VENDOR TOTALS ===	287.30				

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0037		HEALTHPARTNERS MEDICAL GP				
I-900020284		MEDICAL EXAMS FIRE FIGHTER	350.00			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		MEDICAL EXAMS FIRE FIGHTER		101 4124-86200-000	MEDICAL EXAMINATIONS	350.00
		=== VENDOR TOTALS ===	350.00			
01-04570		JOSEPH, KATRINA E.				
I-0029		MAY PROSECUTIONS	2,500.00			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: Y		
		MAY PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
01-05198		MACQUEEN EQUIPMENT INC				
I-2144062		BRUSHES FOR STREET SWEEPER	158.53			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		BRUSHES FOR STREET SWEEPER		602 4602-83025-000	SWEEPER PARTS/SUPPLIES	158.53
		=== VENDOR TOTALS ===	158.53			
01-05670		METRO PRODUCTS INC				
I-99773		PLUMBING SUPPLIES	99.44			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		PLUMBING SUPPLIES		101 4141-70100-000	SUPPLIES	99.44
		=== VENDOR TOTALS ===	99.44			
01-05892		MOTOROLA				
I-3012576		MOBIL RADIO FIRE TRK W/CHARGE	3,988.00			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		MOBIL RADIO FIRE TRK W/CHARGER		402 4402-91000-000	MACHINERY & EQUIPMENT	3,988.00
		=== VENDOR TOTALS ===	3,988.00			
01-06185		RAMSEY COUNTY				
I-PRRLG 1172		1ST QTRLY ELECTION CONTRACT	4,062.50			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		1ST QTRLY ELECTION CONTRACT		101 4115-80300-000	ELECTION CONTRACT	4,062.50
		=== VENDOR TOTALS ===	4,062.50			

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L	ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-49	SAVATREE/SAVALAWN						
I-201406124779		TREE REMOVALS		8,739.50			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014			1099: N		
		TREE REMOVALS			205 4205-85000-000	TREE REMOVALS	8,739.50
		=== VENDOR TOTALS ===		8,739.50			
01-06441	SCOTT WEMYSS (PARTAGS)						
I-104		NAME TAGS		9.80			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014			1099: N		
		NAME TAGS			101 4124-70100-000	SUPPLIES	9.80
		=== VENDOR TOTALS ===		9.80			
01-05374	TENNIS SANITATION LLC						
I-1188878		MAY RECYCLING		5,769.00			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014			1099: N		
		MAY RECYCLING			206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
		=== VENDOR TOTALS ===		5,769.00			
01-00880	US BANK HSA CUSTODIAN FOR BART						
I-201406124777		JUNE HSA DEDUCTION		545.84			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014			1099: N		
		JUNE HSA DEDUCTION			101 21714-000	HSA FLEX PAYABLE	480.30
		JUNE HSA DEDUCTION			206 21714-000	HSA FLEX PAYABLE	27.29
		JUNE HSA DEDUCTION			601 21714-000	HSA FLEX PAYABLE	21.83
		JUNE HSA DEDUCTION			602 21714-000	HSA FLEX PAYABLE	16.42
		=== VENDOR TOTALS ===		545.84			
01-07319	VU, AN						
I-201406124780		REFUND REC SPORTS CLASS		42.00			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014			1099: N		
		REFUND REC SPORTS CLASS			201 34340-000	NON-RESIDENT FEE	42.00
		=== VENDOR TOTALS ===		42.00			

6/12/2014 8:47 AM
 PACKET: 01048 JUNE 12TH PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01  05  ZEP SALES & SERVICE
  
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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
I-9000984052		TRASH BAGS	355.59			
6/12/2014	APBNK	DUE: 6/12/2014 DISC: 6/12/2014		1099: N		
		TRASH BAGS		101 4141-70100-000	SUPPLIES	355.59
=== VENDOR TOTALS ===			355.59			
=== PACKET TOTALS ===			48,821.65			
		fed withholdings	6300.04			
		st withholdings	1005.12			
		Pera	3034.18			
		Icma	2325.00			

61,485.99

PACKET: 01051 JUNE 17 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
=====							
01-00295		AVR, INC					
I-96700	6/13/2014	APBNK	CONCRETE FOR SIDEWALK PANELS DUE: 6/13/2014 DISC: 6/13/2014 CONCRETE FOR SIDEWALK PANELS	987.50	1099: N 419 4419-92005-000	SIDEWALK IMPROVEMENTS	987.50
=== VENDOR TOTALS ===				987.50			
=====							
01-03001		CAMPBELL KNOTSON					
I-201406134784	6/13/2014	APBNK	CAMPBELL KNOTSON DUE: 6/13/2014 DISC: 6/13/2014 MAY: LEGAL FEES	1,334.00	1099: Y 101 4114-80200-000	LEGAL FEES	1,334.00
=== VENDOR TOTALS ===				1,334.00			
=====							
01-03110		CENTURY LINK					
I-201406164791	6/16/2014	APBNK	CENTURY LINK DUE: 6/16/2014 DISC: 6/16/2014 LANDLINE	59.77	1099: N 101 4141-85011-000	TELEPHONE - LANDLINE	59.77
=== VENDOR TOTALS ===				59.77			
=====							
01-06290		CITY OF ROSEVILLE					
I-0218859	6/16/2014	APBNK	CITY OF ROSEVILLE DUE: 6/16/2014 DISC: 6/16/2014 ENGINEERING: STREET PROJECT CURTISS DRAINAGE IMPROVEMENTS SEWER LINING PROJECT GENERAL ENGINEERING	956.21	1099: N 419 4419-92055-000 602 4602-80100-000 601 4601-92400-000 101 4133-80100-000	CRAWFORD/ALLEY/ARONA MIL ENGINEERING GROVE RELINING ST PROJEC ENGINEERING SERVICES	271.67 349.29 36.81 296.44
=== VENDOR TOTALS ===				956.21			
=====							
01-05204		ICMA MGMT ASSOCIATION					
I-201406164794	6/16/2014	APBNK	ICMA MEMBERSHIP - MICHELLE DUE: 6/16/2014 DISC: 6/16/2014 ICMA MEMBERSHIP - MICHELLE	456.00	1099: N 101 4112-86100-000	CONFERENCES/EDUCATION/AS	456.00
=== VENDOR TOTALS ===				456.00			

PACKET: 01051 JUNE 17 PAYABLES
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DUE TO/PROM ACCOUNTS SUPPRESSED

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

01-05440 LOFFLER COMPANIES, INC						
I-15415870		LOFFLER COMPANIES, INC	237.91			
6/13/2014	APBNK	DUE: 6/13/2014 DISC: 6/13/2014		1099: N		
		JUNE COPIER CHARGES		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	237.91
=== VENDOR TOTALS ===			237.91			

01-05493 MCMA						
I-201406134782		MCMA	30.00			
6/13/2014	APBNK	DUE: 6/13/2014 DISC: 6/13/2014		1099: N		
		MEMBERSHIP-APMP CHELSEA		101 4112-86100-000	CONFERENCES/EDUCATION/AS	30.00
I-201406134783		MCMA	220.00			
6/13/2014	APBNK	DUE: 6/13/2014 DISC: 6/13/2014		1099: N		
		MCMA DUES - MICHELLE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	100.00
		APMP DUES - MICHELLE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	120.00
=== VENDOR TOTALS ===			250.00			

01-05273 MN PUBLIC EMPLOYEES INSURANCE						
I-201406134785		MN PUBLIC EMPLOYEES INSURANCE	6,482.30			
6/13/2014	APBNK	DUE: 6/13/2014 DISC: 6/13/2014		1099: N		
		JULY HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,482.30
=== VENDOR TOTALS ===			6,482.30			

01-05892 MOTOROLA						
I-13012386		MOTOROLA	4,617.92			
6/13/2014	APBNK	DUE: 6/13/2014 DISC: 6/13/2014		1099: N		
		2 PORTABLE RADIOS FOR NEW TRUC		402 4402-91000-000	MACHINERY & EQUIPMENT	4,617.92
=== VENDOR TOTALS ===			4,617.92			

01-06030 OLSON,ROLAND						
I-201406164788		OLSON,ROLAND	164.06			
6/16/2014	APBNK	DUE: 6/16/2014 DISC: 6/16/2014		1099: N		
		GFOA CONFERENCE REIMB		101 4113-86100-000	CONFERENCES/EDUCATION/AS	164.06
=== VENDOR TOTALS ===			164.06			

PACKET: 01051 JUNE 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
=====							
01-06115		TIMOTHY PITTMAN					
I-201406164789		TIMOTHY PITTMAN	71.68				
6/16/2014	APBNK	DUE: 6/16/2014 DISC: 6/16/2014		1099: N			
		REIMB MILEAGE - PARK CHECKS		101 4141-86101-000	MILEAGE		71.68
		=== VENDOR TOTALS ===	71.68				
=====							
01-06183		RAMSEY COUNTY PROP/RECORD					
I-PRRLG-001201		RAMSEY COUNTY PROP/RECORD	852.27				
6/13/2014	APBNK	DUE: 6/13/2014 DISC: 6/13/2014		1099: N			
		ACCUVOTE VOTING SERVICE		101 4115-80350-000	ACCUVOTE VOTING SERVICE		852.27
		=== VENDOR TOTALS ===	852.27				
=====							
01-06301		SAMS CLUB DISCOVER CARD					
I-201406164786		SAMS CLUB DISCOVER CARD	105.85				
6/16/2014	APBNK	DUE: 6/16/2014 DISC: 6/16/2014		1099: N			
		SPRING TOGETHER EVENT SUPPLIES		101 4116-89010-000	SPECIAL EVENTS		105.85
		=== VENDOR TOTALS ===	105.85				
=====							
01-06449		SAVATREE/SAVALAWN					
I-201406164793		SAVATREE/SAVALAWN	6,528.00				
6/16/2014	APBNK	DUE: 6/16/2014 DISC: 6/16/2014		1099: N			
		TREE PRUNING		419 4419-84000-000	TREE TRIMMING		6,528.00
		=== VENDOR TOTALS ===	6,528.00				
=====							
485		SENSIBLE OFFICE SOLUTIONS					
I-0006426-001		SENSIBLE OFFICE SOLUTIONS	38.75				
6/13/2014	APBNK	DUE: 6/13/2014 DISC: 6/13/2014		1099: N			
		SUPPLIES: STAMP, DATE		101 4112-70100-000	SUPPLIES		38.75
		=== VENDOR TOTALS ===	38.75				
=====							
01-05303		MICHELLE TESSER					
I-201406164787		MICHELLE TESSER	1,874.97				
6/16/2014	APBNK	DUE: 6/16/2014 DISC: 6/16/2014		1099: N			
		PLEX PAYMENT		101 21711-000	DEPENDENT CARE FLEX PAYA		150.00
		PLEX PAYMENT		201 21711-000	DEPENDENT CARE FLEX PAYA		50.00
		PLEX PAYMENT		101 21711-000	DEPENDENT CARE FLEX PAYA		1,250.25
		PLEX PAYMENT		201 21711-000	DEPENDENT CARE FLEX PAYA		418.74
		=== VENDOR TOTALS ===	1,874.97				

PACKET: 01051 JUNE 17 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
01-00878	US BANCORP					
I-201406164790	US BANCORP		1,135.73			
6/16/2014	APBNK	DUE: 6/16/2014 DISC: 6/16/2014		1099: N		
		ICMA ANNUAL CONF		101 4112-86100-000	CONFERENCES/EDUCATION/AS	740.00
		URBAN LAND INSTITUTE SUMMIT		101 4112-86100-000	CONFERENCES/EDUCATION/AS	25.00
		SPORTS EQUIPMENT		201 4201-70100-000	SUPPLIES	370.73
		=== VENDOR TOTALS ===	1,135.73			
		=== PACKET TOTALS ===	26,152.92			



June 2014 Statement 05/09/2014 - 06/09/2014

Page 2 of 2

CITY OF FALCON HEIGHT (CPN 001055690)

Cardmember Service 1-866-485-4545



Important Messages

Introducing U.S. Bank Business Edge, the new suite of small business credit cards designed for business owners like you. Continue to use your current card with the same great benefits including the support of a dedicated team of U.S. Bank Small Business Specialists. Once your current card expires, we'll send you a new card reflecting the new Edge brand. To learn more visit USBankEdge.com.

Table with columns: Post Date, Trans Date, Ref #, Transaction Description, Amount, Notation. Includes sub-header 'Purchases and Other Debits' and a total for account of \$1,135.73.

Table with columns: Post Date, Trans Date, Ref #, Transaction Description, Amount, Notation. Includes sub-header 'Payments and Other Credits' and a branch payment of \$6.00CR.

2014 Totals Year-to-Date table showing Total Fees Charged in 2014 (\$0.00) and Total Interest Charged in 2014 (\$0.00).

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

** APR for current and future transactions.

Table with columns: Balance Type, Balance By Type, Balance Subject to Interest Rate, Variable, Interest Charge, Annual Percentage Rate, Expires with Statement.

EMP #	NAME	AMOUNT
0004	BART J FISCHER	
01-1010	MICHELLE C TESSER	2,502.13
01-1014	CHELSEA PETERSEN	2,134.03
01-1136	ROLAND O OLSON	997.42
01-1150	JOHN R ONEILL	1,426.45
01-1155	RILEY D HOLMSETH	52.99
01-1038	DEBORAH K JONES	383.59
01-0085	DANIEL S JOHNSON-POWERS	1,621.12
01-0086	RICHARD H HINRICHS	97.40
01-0087	MICHAEL A MCKAY	119.58
01-0095	MICHAEL J POESCHL	59.59
01-0105	MICHAEL J POESCHL	130.13
01-0106	ANTON M FEHRENBACH	65.27
01-0106	SCOTT A TESCH	86.76
01-0123	BRYAN R SULLIVAN	59.59
01-0124	MICHAEL D KRUSE	114.10
01-1030	TIMOTHY J PITTMAN	1,626.31
01-1033	DAVE TRETSVEN	1,485.38
01-1143	COLIN B CALLAHAN	1,073.05
01-1149	JONATHON R PERKINS	713.56
01-2197	LAURA A CHANDLER	57.14

TOTAL PRINTED: 20 14,805.59

6-12-2014 10:06 AM PAYROLL CHECK REGISTER PAGE: 1
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 6/12/2014

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0034	KURHAJETZ, CLEMENT	R	6/12/2014	180.80	082804
00	ANDERSON, KEVIN	R	6/12/2014	100.58	082805
00	GAFFNEY, PATRICK	R	6/12/2014	157.29	082806
0104	VANN, VINCENT A	R	6/12/2014	38.10	082807
0119	WICK, JEFFREY M	R	6/12/2014	43.38	082808
0126	SMITH, BENJAMIN J	R	6/12/2014	123.22	082809
0128	ROSENBERG, NICHOLAS M	R	6/12/2014	91.46	082810
0130	RABEK, PAUL A	R	6/12/2014	114.10	082811
0131	THOMAS, DAVID M	R	6/12/2014	70.53	082812
0172	ARCAND, MICHAEL W	R	6/12/2014	199.12	082813
1034	PITTMAN, GERALD J	R	6/12/2014	100.63	082814
1154	SCHAKE, JACOB M	R	6/12/2014	944.42	082815
2164	MILLER, ALLISON	R	6/12/2014	238.91	082816

6-12-2014 10:06 AM PAYROLL CHECK REGISTER PAGE: 2
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 6/12/2014

*** REGISTER TOTALS ***

REGULAR CHECKS:	13	2,402.54
DIRECT DEPOSIT REGULAR CHECKS:	20	14,805.59
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	33	17,208.13

*** NO ERRORS FOUND ***



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 25, 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 individual has 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. Quality Refrigeration, Inc. 2. Aerotek Heating, Cooling & Duct Cleaning
Budget Impact	
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	June 25, 2014
Agenda Item	Consent F3
Attachment	N/A
Submitted By	Bart Fischer, City Administrator

Item	Appointment of Community Development Coordinator
Description	<p>With the pending retirement of Deb Jones, the City will need to fill her position. Present Administrative Coordinator Chelsea Petersen has proven herself to be more than capable to take over this position from Deb. Some overlap in the position is necessary for training purposes.</p> <p>It is staff's recommendation that Council appoint Chelsea Petersen as the Community Development Coordinator.</p>
Budget Impact	As this is an appointment to an existing position, it is budgeted for in the 2014 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council appoint Chelsea Petersen to the position of Community Development Coordinator effective June 26, 2014.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 25, 2014
Agenda Item	Policy G1
Title	Acceptance of Professional Services Proposal of Falcon Heights Parks Mater Planning
Submitted By	Michelle Tesser, Assistant to the City Administrator Bart Fischer, City Administrator

Item	Acceptance of Professional Services Proposal of Falcon Heights Parks Master Planning
Background	<p>Over the past several months, WSB & Associates have been assisting the City by conducting a Park Improvement Study. The Study has included open houses, surveys and conversations by the consultant with key stakeholders. At the March 26, 2014, City Council meeting, Candace Amberg of WSB provided a presentation on the Draft Park Improvement Study. The results of the study were presented to the City Council and accepted on May 28, 2014.</p> <p>The Council met at the June workshop to discuss creating a Parks and Trail Master plan. WSB will help facilitate the planning. The professional services proposal represents WSB's Candance Amberg's fee for service.</p>
Budget Impact	N/A
Attachment	<p>Professional Service Proposal</p> <p>The <i>Falcon Heights Park Improvement Study</i> is available on the city's website.</p>
Action Requested	Motion to accept the professional services proposal by WSB & Associates.



June 17th, 2014

Michelle Tesser
Assistant City Administrator
City of Falcon Heights
2077 W. Larpenteur Ave.
Falcon Heights, MN 55113

RE: Professional Services Proposal – Falcon Heights Parks Master Planning

Dear Michelle:

I am pleased to submit this letter proposal on behalf of WSB & Associates, Inc. (WSB) to the City of Falcon Heights (City) to complete professional design services for the Master Planning of the City Park System.

PROJECT UNDERSTANDING

It's the understanding of WSB that this master planning project is to include the creation of individual park master plans based on the outcome of the Parks Improvement Study for Curtiss Field Park, Community Park, and University Grove Park with potential improvements recommended for the Falcon Heights Elementary School.

SCOPE OF SERVICES

A. Master Plan Design Services

1. **Project Start Up / Programming Meeting:** WSB shall attend a Parks & Recreation Commission meeting for the project start up and programming review based on the outcome of the Park Improvement Study recommendations. The general purpose of the meeting is to:
 - a. Allow WSB the opportunity to develop a very clear understanding of the scope of the project, intended outcome, overall project schedule, and the City's expectations of the consultant's services;
 - b. Confirm key individuals who will be involved in the project or have information that will affect the project;
 - c. General review of the previous goals and recommendations that were established in the Park Improvement Study;
 - d. General review and discussion of the opportunities and constraints for each park site to allow both the CITY and WSB to develop a clear understanding of the unique characteristics and land use limitations that may dictate the most appropriate locations for proposed improvements;

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- e. Brainstorm to establish a list of elements and theming ideas that are appropriate to carry into the designs.
2. **Outside Organizations:** Up to three individual meetings with outside organizations for coordination of the project to include:
 - a. One meeting with the University of Minnesota.
 - b. One meeting with the Minnesota State Fair Foundation.
 - c. One meeting with the Roseville School District.
 3. **Schematic Concept Plans:** Building upon the previous tasks, the CONSULTANT will prepare two alternative schematic concepts for the design approach to the park improvements. Specific criteria affecting the concepts include: theming ideas that would be appropriate; ideal physical relationships between the facilities proposed for the sites; taking advantage of site opportunities; limiting duplication of support structures; etc. Meetings during the schematic design phase shall include:
 - a. Meeting with the City and to review and comment on the two alternate schematic design concept plans of the parks. WSB will make any necessary refinements to the plans prior to the public meeting based on comments from this review meeting.
 - b. One public Parks & Recreation Commission Meeting with the community invited to review and comment on the schematic concept plans for the park master plans. Comments will help determine which alternatives best respond to the needs and desires of the community, as well as to rank or prioritize the most desirable elements.
 4. **Final Master Plans:** Based on feedback from the public meeting, WSB will prepare a preferred master plan for the parks using the adopted concept plans, or combination of plan elements, that represents the design solution that best responds to the needs and desires of the City and residents. A preliminary estimate of probable cost for construction shall be prepared for the master plans. Meetings during the final master plan phase shall include:
 - a. Meeting with the City to review and comment on the park master plans. WSB will make any necessary refinements to the plans prior to the public meeting based on comments from this review meeting.
 - b. Attend one public meeting with the Parks & Recreation Commission with the community invited to review and comment on the final master plans. WSB will make any necessary refinements to the plans and estimate prior to the City Council meeting, based on meeting comments.
 - c. Attend the City Council meeting for review and adoption of the final master plans.
 - d. WSB shall prepare rendered plans with related graphics for use by the City.

B. Master Plan Implementation Study: Based on the final approved master plans, WSB will prepare an implementation plan for the improvements and establish more specific priorities for implementation with a community survey for affirmation. The following are steps involved in the implementation study:

- a. Meeting with the City to discuss the master plan priorities and overall cost implications to determine options for phasing and funding.
- b. Work with the City's funding specialist to identify tax implications according to cost estimates for implementation and priorities.
- c. Create a community survey with potential options for implementation and the cost implications to determine realistic goals and thresholds. NOTE: this is not a statistically valid survey.
- d. Meeting with the City and Parks & Recreation Commission to review the survey results and discuss viability of a bond referendum vote and potential limits based on community results.
- e. If the City decides to proceed with a bond referendum vote, an informational brochure will be created by WSB outlining the proposed improvements with funding information as it relates to household impacts and additional information on the bond referendum.

C. Additional Services

1. **Miscellaneous Additional Services:** Services other than those listed in the Scope of Services above and requested and authorized in writing by the City. These services shall be billed on an hourly basis according to the 2014 Rate Schedule.

ASSUMPTIONS AND EXCLUSIONS

This proposal includes the following assumptions and exclusions as related to this project:

1. Base map information suitable for use with AutoCAD will be provided by the City, including locations of existing amenities, aerial images, easements, utilities, etc.
2. Coordination of all meetings and public involvement in the project, including associated notices/ mailing shall be provided by the City.
3. Geotechnical soil testing services to identify existing soil conditions that may affect the final design are not included in this proposal.
4. Preparation of Construction Documents is not included in this proposal.
5. Professional audits of the park buildings and amenities by a certified professional are not included in this proposal.
6. A professional traffic study to determine bike trail route options is not included in this proposal.
7. Preparation of written agreements between the City of Falcon Heights and other organizations is not included in this proposal.
8. Architectural design services for park buildings are not included.

Michelle Tesser

June 17th, 2014

Page 4

9. Financial impact studies related to tax increases is not included.
10. A statistically valid survey is not included.
11. Grant applications are not included.
12. Printing brochures is not included.

FEES FOR PROFESSIONAL SERVICES

It is proposed that Task A – Master Plan Design Services, as outlined above, be billed for a total fee of **\$18,500**.

It is proposed that Task B – Master Plan Implementation Study, as outlined above, be billed for a total fee of **\$2,300**.

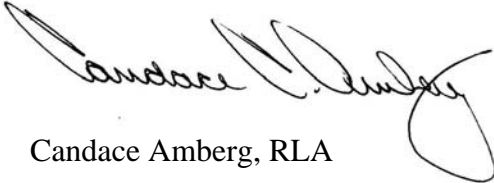
If you are in agreement with the terms as outlined above, please sign where indicated below and return one copy to our office.

Thank you for this opportunity to propose on this project. If you should have any questions regarding this proposal, please contact me at 763-231-4848.

Sincerely,

WSB & Associates, Inc.

City of Falcon Heights



Candace Amberg, RLA

Senior Landscape Architect

Signature: _____

Name / Title: _____

Date: _____



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 25, 2014
Agenda Item	Policy G2
Attachment	Contract Agreement for Police Services
Submitted By	Bart Fischer, City Administrator

Item	Approve Contract Agreement for Police Services with the City of St. Anthony for calendar year 2015-2019.
Description	<p>The present Police Services Contract with the City of St. Anthony will expire at the end of 2014. As part of the agreement, both cities attempt to have the next contract in place by mid-summer of the previous year for budget planning purposes.</p> <p>From a Falcon Heights Staff perspective, it has been a pleasure working with the St. Anthony City Staff on negotiations for this contract. It is staff's opinion that the attached agreement with St. Anthony for Police Services is fair and equitable.</p> <p>This year, the cities discussed the possibility of an extended contract in the range of 5 years. The agreement before the Council would be for 5 years. If the proposed increase from the City of St. Anthony in any of the 5 years is above 3%, the contract in its entirety can be re-opened for negotiation. Also, the City of Falcon Heights has retained the right to terminate the contract by providing notice to St. Anthony before July 15th of each year.</p> <p>The partnership between Falcon Heights and St. Anthony for the providing of Police services has worked well for a number of years now and this agreement provides long-term stability for these quality Police Services in the Community.</p> <p>The City Attorney has also reviewed the agreement. It is staff's recommendation that Council approve the Contract Agreement for Police Services for 2015-2019 with the City of St. Anthony.</p>
Budget Impact	The proposed contract includes a 2.8% increase over the past year's contract. This increase will be budgeted for in the 2015 Budget. Any annual increases under 3% will be budgeted for in future budgets.
Attachment	Contract Agreement for Police Services
Action(s) Requested	Approve the Contract Agreement for Police Services for 2014-2019 with the City of St. Anthony and authorize the Mayor and City Administrator to execute any related documents.

CONTRACT AGREEMENT
FOR POLICE SERVICES

This Agreement is made and entered into as of _____, 2014 between the CITY OF ST. ANTHONY, a municipal corporation under the laws of the State of Minnesota ("St. Anthony") and the CITY OF FALCON HEIGHTS, a municipal corporation under the laws of the State of Minnesota ("Falcon Heights"). The services to be performed under this Agreement will commence January 1, 2015.

I. PURPOSE

St. Anthony and Falcon Heights have the power within their respective cities to provide for the prevention of crime and for police protection. Under Minnesota Statutes, Section 471.59, the cities may, by agreement, provide for the exercise of the police power by one city on behalf of the other city.

This Agreement sets forth the terms and conditions under which St. Anthony will provide police services for Falcon Heights. St. Anthony will have full authority and responsibility to provide services in accordance with all enabling legislation under the laws of the State of Minnesota and the ordinances of Falcon Heights. St. Anthony will provide feedback to the Falcon Heights City Administrator and City Council on a regular and timely basis, and will actively support the creation of a Joint Advisory Committee pursuant to Section IX of this Agreement, whose members come from both cities, and whose purpose is to review, monitor, and ensure a successful relationship between the two cities under this Agreement.

II. INTERPRETATION

This Agreement is entered following the approval by the Falcon Heights and St. Anthony City Councils. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota

III. SERVICES

St. Anthony will provide Falcon Heights with 24 hour police service, and will physically place a certified officer within the boundaries of Falcon Heights 24 hours each day, except in those instances when the officer makes an arrest and transports a prisoner, during mutual aid situations, when providing a backup for another officer, or when called away for a court appearance, booking or similar police matter. Subject to these exceptions and in normal circumstances, St. Anthony will provide 24-hour police protection and police presence each day within the City of Falcon Heights. In those instances stated above when an officer is not physically present in Falcon Heights, St. Anthony will respond to emergency police calls with other officers.

IV. LEVEL OF SERVICES

During the term of this Agreement, St. Anthony will provide to Falcon Heights the same police service extended to persons and property within St. Anthony, which will include, but not be limited to, the following:

- A. Patrol services, with random patrolling of all residential, business and public property areas during all shifts;
- B. Police presence within the boundaries of Falcon Heights 24 hours each day, subject only to the exceptions noted above;
- C. Animal control services as provided within the City of St. Anthony by the animal control service employed by St. Anthony;

- D. Dispatching services are to be paid directly by the municipality served by Ramsey County Dispatch;
- E. Enforcement of all ordinances of Falcon Heights which are intended to be enforced by police officers, with special attention being given to parking, winter and nuisance ordinances;
- F. Ticketing for traffic violations will be done routinely during normal shifts;
- G. Crime prevention programs that encourage community involvement and investment in the City of Falcon Heights; in appropriate cases, referrals will be made to the Northwest Youth and Family Services Youth Diversion Program;
- H. Criminal investigations;
- I. Reports on police services and activities, including weekly, monthly and annual police reports;
- J. Responses to medical emergencies, fires and other emergencies; responses shall include, where appropriate, securing the scene for fire/rescue personnel, accompanying fire/rescue personnel to the hospital upon request of such personnel, and providing follow-up information to fire/rescue personnel upon request of such personnel;
- K. Officers will be available at Falcon Heights City Hall to answer questions from, and provide information regarding police activities to Falcon Heights residents, business owners and staff on an as-needed basis;
- L. License inspections, background investigations and license enforcement services as called for under applicable state law or city ordinances;
- M. Review and comment, upon request, of proposed Falcon Heights ordinances affecting police services or enforcement;
- N. Follow-up on reported crimes with the person(s) who reported the crime, including routine notification by telephone or mail as to the status of the investigation; and
- O. Special event traffic patrol services.

V. PAYMENT FOR SERVICES

In consideration of the services to be provided under this Agreement, Falcon Heights will pay St. Anthony an annual fee of \$634,386 for the year 2015, for the police service under this Agreement. St. Anthony and Falcon Heights shall establish the fee for the services for each subsequent year by each preceding June 15.

VI. METHOD OF PAYMENT

St. Anthony will bill Falcon Heights monthly for 1/12 of the annual fee, and Falcon Heights will promptly remit payments to St. Anthony within 30 days after receiving each billing from St. Anthony.

VII. LIABILITY

St. Anthony will be responsible for all liability incurred as a result of the actions of its employees, volunteers and agents under this Agreement, and will hold Falcon Heights, its officers and employees harmless for any liability resulting from actions of a St. Anthony employee, volunteer or agent and shall defend Falcon Heights, its officers and employees, against any claim for damages arising out of St. Anthony's performance or failure to perform its obligation under this Agreement. St. Anthony will bear the expense to defend itself and Falcon Heights in the event of a claim, action or liability including attorney's fees and any deductible amount if the matter is covered by St. Anthony's insurer. This Agreement is a "cooperative activity," and it is the intent of the parties that they each shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

VIII. ADMINISTRATIVE RESPONSIBILITY

The law enforcement and police services rendered to Falcon Heights will be under the sole direction of St. Anthony. The standards of performance, the hiring and discipline of officers assigned, and other matters relating to regulations and policies related to police employment, services and activities, will be within the exclusive control of St. Anthony. The parties hereto expressly affirm the importance of work force diversity and St. Anthony agrees to use reasonable efforts, within applicable departmental budgetary limits, to recruit qualified female and minority police officers.

IX. JOINT ADVISORY COMMITTEE

Both cities will appoint members to a Joint Advisory Committee. The committee will meet at least once a year to ensure that this Agreement and the services performed pursuant to this Agreement are meeting the expectations of both cities. Any recommendations of the committee will be strictly advisory.

X. COMMUNICATIONS, EQUIPMENT AND SUPPLIES

St. Anthony will furnish all communication equipment and any necessary supplies required to perform the services, which are to be rendered under this Agreement.

XI. COOPERATION AND ASSISTANCE AGREEMENTS

Falcon Heights will be included in all Cooperative Agreements entered into by the St. Anthony Police Department with other police services units.

XII. HEADQUARTERS

Headquarters for services rendered to Falcon Heights under this Agreement will be located at offices owned or leased by St. Anthony. The citizens of Falcon Heights may notify headquarters or Ramsey County radio dispatch for police services requested either in person or by some other means of communication. St. Anthony officers may take routine telephone calls and complete routine reports for Falcon Heights at the Falcon Heights City Hall, and Falcon Heights will have facilities available to the officers at Falcon Heights City Hall for this purpose. The facilities will include a desk, telephone, fax and copier.

XIII. EMPLOYEES OF ST. ANTHONY

Officers assigned to duty in Falcon Heights will at all times be employees of St. Anthony. All obligations with regard to workers compensation, PERA, withholding tax, insurance and similar personnel and employment matters will be the obligation of St. Anthony. Falcon Heights will not be required to furnish any fringe

benefits or assume any other liability of employment to any officer assigned to duty within Falcon Heights.

XIV. ENFORCEMENT POLICIES

Enforcement policies of St. Anthony will prevail as the enforcement policies within Falcon Heights. A written statement of the current enforcement policies of St. Anthony will be provided in writing to Falcon Heights.

XV. ENFORCEMENT OF ORDINANCES OF THE CITY OF FALCON HEIGHTS

St. Anthony officers assigned to duty within Falcon Heights will enforce Falcon Heights' ordinances to the extent appropriate for enforcement by police officers.

XVI. OFFICERS OF FALCON HEIGHTS

The officer's assigned duty within Falcon Heights will be provided with authority to enforce the laws of the City of Falcon Heights by proper action to be taken by the Falcon Heights City Council, and while performing services under this Agreement will be considered police officers of Falcon Heights. The Chief of Police of St. Anthony will furnish to the Falcon Heights City Administrator the names of all St. Anthony police officers assigned to Falcon Heights, and all such officers will be appointed officers of the City of Falcon Heights.

XVII. OFFENSES

All offenses within Falcon Heights charged by police officers under this Agreement will be charged in accordance with Falcon Heights' ordinances when possible; otherwise, the charge will be made in accordance with the laws of the State of Minnesota or the laws of the United States of America.

XVIII. COMMUNICATIONS

St. Anthony agrees to provide the Falcon Heights Administrator with weekly, monthly and annual police reports, in a format as is mutually agreed to by the St. Anthony Police Chief and the Falcon Heights City Administrator.

The St. Anthony Police Chief will regularly communicate with the Falcon Heights City Administrator in order to ensure that Falcon Heights is knowledgeable about any police activity in the City, and at the request of the Administrator the Police Chief will make presentations to the Falcon Heights City Council.

XIX. PROSECUTION AND REVENUES

Falcon Heights will pay all costs of prosecution for all offenses charged within its boundaries or under its ordinances. LEAA funds and confiscated drug funds will be retained by St. Anthony. Fine revenues will be paid to Falcon Heights. P.O.S.T. training funds will be used for officer training.

XX. CONTINUATION OF AGREEMENT

This Agreement will be effective January 1, 2015 and will continue for a term of five years (until December 31, 2019), or until terminated as described in Paragraph XXI below. In consideration for services provided under this Agreement, St. Anthony and Falcon Heights shall establish the fee for police services for each subsequent year by each preceding June 15. If such fee reflects an increase of 3 percent (3%) or more from the prior year's fee, then the contract in its entirety may be re-opened for negotiation at the election of either St. Anthony or Falcon Heights. Such election must be made in writing and noticed to the other contracting party by July 15. If such negotiations do not result in a newly entered contract by January 1 of the subsequent year, then this

contract shall terminate effective as of that same January 1.

XXI. TERMINATION OF AGREEMENT

Either St. Anthony or Falcon Heights may terminate the Agreement by submitting a written notification to terminate to the City Administrator of Falcon Heights and the City Manager of St. Anthony by July 15. Termination of this Agreement shall be effective at 11:59 p.m. on December 31 of the same year such written notification is provided.

XXII. REVIEW OF AGREEMENT

From time to time the terms and conditions of this Agreement shall be reviewed and revised, as St. Anthony and Falcon Heights deem necessary.

XXIII. ASSIGNMENT

The rights and obligations of the parties under this Agreement will not be assigned, and St. Anthony will not subcontract for any services to be furnished to Falcon Heights (except as otherwise provided in this Agreement), without the prior written consent of the other party.

The parties hereto have executed this Agreement as of the date first above stated.

CITY OF FALCON HEIGHTS

CITY OF ST. ANTHONY

By: _____
Mayor

By: _____
Mayor

By: _____
City Administrator

By: _____
City Manager

Date: _____

Date: _____



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 25, 2014
Agenda Item	Policy G3
Attachment	N/A
Submitted By	Bart Fischer, City Administrator

Item	Appointment of the Regular, Part-Time Fire Chief
Description	With the pending retirement of long-time paid on call Fire Chief Clem Kurhajetz and the recommendation from the 2013 Fire Department Study, City Staff recommends the appointment of a Regular, Part-Time Fire Chief for the City of Falcon Heights. The position was posted internally and City and Fire Department Staff recommend the appointment of Michael Poeschl to the position.
Budget Impact	The salary and benefits for this position will be paid from existing 2014 Budget personnel dollars. If a budget amendment needs to take place, staff will bring that to Council in the future.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council appoint Michael Poeschl to the position of Regular, Part-Time Fire Chief effective June 26, 2014. This position will have an annual starting salary of \$31,000 and include benefits.