

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

**AGENDA**  
June 10<sup>th</sup>, 2015 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_\_\_ HARRIS \_\_\_ BROWN THUNDER \_\_\_  
LONG \_\_\_ MERCER-TAYLOR \_\_\_  
  
STAFF PRESENT: THONGVANH\_\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
  - 1. May 27<sup>th</sup>, 2015 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General Disbursements through: 6/04/15 \$130,565.50  
Payroll through: 5/31/15 \$16,849.40
  - 2. Deputy Clerk/Recreation Supervisor 6 Month Employee Step Adjustment
- G. POLICY ITEMS:
  - 1. Ramsey County HRA-Amendment Request for CDBG Allocation
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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

**MINUTES**  
May 27, 2015 at 7:00 P.M.

- A. CALL TO ORDER: 7:04 pm
- B. ROLL CALL: LINDSTROM X HARRIS \_\_\_ BROWN THUNDER X  
LONG X MERCER-TAYLOR X
- STAFF PRESENT: THONGVANH X
- C. PRESENTATIONS:  
1. Year End 2014 Annual Audit Report  
Council Member Long Moved, Approval 4-0  
2. Fire Department Annual Report
- D. APPROVAL OF MINUTES:  
1. May 13th, 2015 City Council Meeting Minutes  
Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:  
1. General Disbursements through: 5/21/15: \$70,419.95  
Payroll through: 5/15/15: \$15,944.44  
2. Approval of City Licenses  
3. Accessible Swing  
Council Member Mercer-Taylor Moved, Approved 4-0
- G. POLICY ITEMS:  
1. Parental Leave Policy  
• City Administrator Sack Thongvanh presented a resolution directing staff to make revisions to the employee handbook and authorize the addition of the Parental Leave to the handbook.  
Mayor Peter Lindstrom Moved, Approved 4-0
- H. INFORMATION/ANNOUNCEMENTS:  
Council Member Mercer-Taylor:  
Mercer Taylor's son, a Falcon Heights resident, is a recent graduate of Columbia.

Council Member Long:

Curtiss Field Build Day is on Wednesday, June 3<sup>rd</sup>. The City could still use a few volunteers.

Council Member Brown Thunder:

Monday, June 8<sup>th</sup> the Mayors Challenge Golf Tournament will be held at Keller. This is a benefit put on by Northeast Youth & Family Services and there are 16 municipalities participating.. They are looking for golfers. If interested, please check out the Northeast Youth & Family Services website to sign up.

City Administrator Sack Thongvanh:

The budget process has begun. There is a proposal for an agenda item at the Council Workshop on June 3<sup>rd</sup> to discuss sidewalks. The city recently met with Inet, operated by the City of Roseville, and they presented a plan to the City of Falcon Heights that will be proposed to the council soon: a two year phase in.

Mayor Peter Lindstrom:

No new updates at this time.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:45 pm

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Peter Lindstrom, Mayor

Dated this 11<sup>th</sup> day of June, 2015

ATTEST: \_\_\_\_\_  
Sack Thongvanh, City Administrator

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 10 <sup>th</sup> , 2015
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

*The City That Soars!*

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 6/04/15: \$130,565.50 Payroll through: 5/31/15: \$16,849.40
<b>Budget Impact</b>	
<b>Attachment(s)</b>	General Disbursements and Payroll
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 01220 MAY 28 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
=====							
01-00900		BEISSWENGER'S					
I-601803	5/28/2015	APBNK	MOWER BLADE 52" DUE: 5/28/2015 DISC: 5/28/2015 MOWER BLADE 52"	78.59	1099: N 101 4141-70100-000	SUPPLIES	78.59
=== VENDOR TOTALS ===				78.59			
=====							
01-00874		BENJAMIN FRANKLIN PLUMBING					
I-201505285322	5/28/2015	APBNK	REFUND - OVERPAYMENT PERMIT DUE: 5/28/2015 DISC: 5/28/2015 REFUND - OVERPAYMENT PERMIT	10.00	1099: N 101 32220-000	MECHANICAL PERMITS	10.00
=== VENDOR TOTALS ===				10.00			
=====							
01-01039		BUGGS PEST CONTROL					
I-25147	5/28/2015	APBNK	ANT PEST CONTROL DUE: 5/28/2015 DISC: 5/28/2015 ANT PEST CONTROL	85.00	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	85.00
=== VENDOR TOTALS ===				85.00			
=====							
01-03123		CINTAS CORPORATION #470					
I-470585599	5/28/2015	APBNK	SHOPTOWELS AND MATT SVC DUE: 5/28/2015 DISC: 5/28/2015 SHOPTOWELS AND MATT SVC	193.09	1099: N 101 4131-70110-000	SUPPLIES	193.09
=== VENDOR TOTALS ===				193.09			
=====							
05166		GRAINGER, W. W., INC.					
I-9745214727	5/28/2015	APBNK	PART FOR BENCH GRINDER DUE: 5/28/2015 DISC: 5/28/2015 PART FOR BENCH GRINDER	7.87	1099: N 101 4131-70110-000	SUPPLIES	7.87
=== VENDOR TOTALS ===				7.87			
=====							
01-05243		HINRICHS,RICH					
I-201505285324	5/28/2015	APBNK	REIMB: SAFETY GLASSES/GLOVES DUE: 5/28/2015 DISC: 5/28/2015 REIMB: SAFETY GLASSES/GLOVES	206.82	1099: N 101 4124-70100-000	SUPPLIES	206.82
=== VENDOR TOTALS ===				206.82			

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-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-05555	MEDICS TRAINING						
I-9798	5/28/2015	APBNK	EMT IN SERVICE TNG DUE: 5/28/2015 DISC: 5/28/2015 EMT IN SERVICE TNG	550.00	1099: N 101 4124-86020-000	TRAINING	550.00
=== VENDOR TOTALS ===				550.00			
=====							
01-07263	NEXTEL COMMUNICATIONS, INC						
I-201505285323	5/28/2015	APBNK	CELL PHONE DUE: 5/28/2015 DISC: 5/28/2015 CELL PHONE CELL PHONE CELL PHONE CELL PHONE CELL PHONE CELL PHONE	83.95	1099: N 101 4121-85015-000 101 4131-85015-000 101 4141-85015-000 101 4132-85015-000 601 4601-85015-000 602 4602-85015-000	CELL PHONE CELL PHONE CELL PHONE CELL PHONE CELL PHONE CELL PHONES	22.76 11.60 11.60 11.60 13.39 13.00
=== VENDOR TOTALS ===				83.95			
=====							
01-05532	OFFICE SPACE DESIGN						
I-2860	5/28/2015	APBNK	OFFICE CHAIR DUE: 5/28/2015 DISC: 5/28/2015 OFFICE CHAIR	571.80	1099: N 401 4401-90100-000	FURNITURE & EQUIPMENT	571.80
=== VENDOR TOTALS ===				571.80			
=====							
01-06449	SAVATREE/SAVALAWN						
I-3631690	5/28/2015	APBNK	ASH TREE REMOVAL DUE: 5/28/2015 DISC: 5/28/2015 ASH TREE REMOVAL	690.00	1099: N 205 4205-85000-000	TREE REMOVALS	690.00
=== VENDOR TOTALS ===				690.00			
=====							
01-00935	ST PAUL REGIONAL WATER SERVICE						
I-201505285320	5/28/2015	APBNK	H2O AND SS DUE: 5/28/2015 DISC: 5/28/2015 H2O SS H2O H2O	255.17	1099: N 101 4131-85040-000 101 4131-85070-000 101 4141-85040-000 101 4141-85070-000	WATER SEWER WATER SEWER	52.31 20.88 114.02 67.96
=== VENDOR TOTALS ===				255.17			



5/28/2015 9:44 AM  
 PACKET: 01220 MAY 28 PAYABLES  
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A/P Regular Open Item Register

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06179			ST PAUL-RAMSEY COUNTY DEPT OF				
I-201505285318	5/28/2015	APBNK	FOOD PERMIT DUE: 5/28/2015 DISC: 5/28/2015 FOOD PERMIT	100.00	1099: N 101 4116-89010-000	SPECIAL EVENTS	100.00
=== VENDOR TOTALS ===				100.00			
01-06546			STAPLES				
I-8034375760	5/28/2015	APBNK	PENS DUE: 5/28/2015 DISC: 5/28/2015 PENS	46.67	1099: N 101 4112-70100-000	SUPPLIES	46.67
=== VENDOR TOTALS ===				46.67			
01-06628			SACK THONGVANH				
I-201505285321	5/28/2015	APBNK	CELL PHONE REIMB DUE: 5/28/2015 DISC: 5/28/2015 CELL PHONE REIMB CELL PHONE REIMB	68.00	1099: N 101 4131-85015-000 601 4601-85015-000	CELL PHONE CELL PHONE	30.00 38.00
=== VENDOR TOTALS ===				68.00			
01-05870			XCEL ENERGY				
I-201505285319	5/28/2015	APBNK	ELECT DUE: 5/28/2015 DISC: 5/28/2015 ELECT- CIVIL DEFENSE DIREN ELECT - AUTO PROTECTIVE LIGHT	36.39	1099: N 101 4121-85020-000 101 4141-85020-000	ELECTRIC ELECTRIC/GAS	7.91 28.48
=== VENDOR TOTALS ===				36.39			
=== PACKET TOTALS ===				2,983.35			

PACKET: 01222 JUNE 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
=====								
01-00300	ABLE HOSE & RUBBER							
I-1-867074		HOSE ADAPTER	20.40					
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N				
		HOSE ADAPTER		101 4131-70110-000	SUPPLIES			20.40
		=== VENDOR TOTALS ===	20.40					
=====								
01-00250	AMERIPRIDE SERVICES							
I-1003137987		LINEN CLEANING	37.09					
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING			37.09
		=== VENDOR TOTALS ===	37.09					
=====								
01-00270	ANCOM TECHNICAL CENTER							
I-53129		RADIO REPAIRS	266.79					
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N				
		RADIO REPAIRS		101 4124-87092-000	REPAIR RADIOS			266.79
		=== VENDOR TOTALS ===	266.79					
=====								
01-05422	BP							
I-201506045328		FUEL	757.41					
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N				
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS			336.51
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS			420.90
		=== VENDOR TOTALS ===	757.41					
=====								
01-03089	CASH							
I-201506045337		DVD COVERS/LETTER TRAY/POSTAG	30.74					
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N				
		DVD COVERS		101 4112-70100-000	SUPPLIES			11.24
		LETTER TRAY		101 4112-70100-000	SUPPLIES			11.71
		CERFITIED MAIL		101 4112-70500-000	POSTAGE			7.79
		=== VENDOR TOTALS ===	30.74					

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-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====								
01-06290	CITY OF ROSEVILLE							
I-220258		JUNE IT		1,286.83				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		JUNE IT			101 4116-85070-000	TECHNICAL SUPPORT		1,286.83
I-220289		JUNE TELEPHONE		295.88				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		JUNE TELEPHONE			101 4116-85010-000	TELEPHONE		295.88
		=== VENDOR TOTALS ===		1,582.71				
=====								
01-05115	GOPHER STATE ONE CALL							
I-137020		MAY LOCATES		139.20				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		MAY LOCATES			601 4601-88030-000	LOCATES		139.20
		=== VENDOR TOTALS ===		139.20				
=====								
01-05153	HOME DEPOT CRC/GEFC							
I-201506045327		MOUSE TRAPS & RAKES/BRUSHES		135.35				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		MOUSE TRAPS			101 4124-70100-000	SUPPLIES		17.25
		RAKES/BRUSHES/CEDAR BOARDS			101 4131-70110-000	SUPPLIES		118.10
		=== VENDOR TOTALS ===		135.35				
=====								
01-05235	JAN-PRO CLEANING SYSTEMS							
I-48864		JUNE CLEANING		205.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		JUNE CLEANING			101 4131-87010-000	CITY HALL MAINTENANCE		205.00
		=== VENDOR TOTALS ===		205.00				
=====								
01-05380	KDV							
I-226729		BALANCE OF 2014 AUDIT FEES		9,100.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		BALANCE OF 2014 AUDIT FEES			101 4113-80310-000	AUDIT		9,100.00
		=== VENDOR TOTALS ===		9,100.00				

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-05513	LEE, MI-SOOK						
I-201506045331		REFUND AFTER BANK FEE	15.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		REFUND AFTER BANK FEE		201 34310-000	RECREATION FEES		15.00
		=== VENDOR TOTALS ===	15.00				
01-07272	LILLIE SUBURBAN NEWSPAPER						
I-201506045334		LEGAL - 2015 STREET PROJECT	104.85				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		LEGAL - 2015 STREET PROJECT		101 4111-70410-000	LEGAL NOTICES		81.00
		LEGAL - MS4 PERMIT		101 4111-70410-000	LEGAL NOTICES		23.85
		=== VENDOR TOTALS ===	104.85				
01-05670	METRO PRODUCTS INC						
I-108584		DRILL BIT SET FOR KABOOM	250.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		DRILL BIT SET FOR KABOOM		403 4403-92000-000	PARK DEDICATION IMPROVEM		250.00
		=== VENDOR TOTALS ===	250.00				
01-05665	METROPOLITAN COUNCIL						
I-1045257		JULY SS	35,833.92				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		JULY SS		601 4601-85060-000	METRO SEWER CHARGES		35,833.92
		=== VENDOR TOTALS ===	35,833.92				
01-05890	MTI DISTRIBUTING						
I-1015148-00		TRIMMER HEAD	26.99				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		TRIMMER HEAD		101 4132-87000-000	REPAIR EQUIPMENT		26.99
		=== VENDOR TOTALS ===	26.99				
01-06030	OLSON,ROLAND						
I-201506045332		NATL GFOA CONFERENCE REIMB	1,484.05				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		NATL GFOA CONFERENCE REIMB		101 4113-86100-000	CONFERENCES/EDUCATION/AS		1,484.05
		=== VENDOR TOTALS ===	1,484.05				

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-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====								
01-06024		ON SITE SANITATION						
I-14872		PORTABLE TOILET COMM PK		75.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		PORTABLE TOILET COMM PK			601 4601-85080-000	PORTABLE TOILET PARKS		75.00
I-17881		PORTABLE TOILETS KABOOM		250.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		PORTABLE TOILETS KABOOM			601 4601-85080-000	PORTABLE TOILET PARKS		250.00
		=== VENDOR TOTALS ===		325.00				
=====								
01-06053		OREILLY AUTO PARTS						
I-201506045329		OIL FILTER AND SEALANT		21.13				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		OIL FILTER AND SEALANT			101 4132-70120-000	SUPPLIES		21.13
		=== VENDOR TOTALS ===		21.13				
=====								
01-06061		OVERHEAD DOOR CO						
I-89294.0		BEARINGS SHIPPING/HANDLING		10.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		BEARINGS SHIPPING/HANDLING			101 4131-70110-000	SUPPLIES		10.00
		=== VENDOR TOTALS ===		10.00				
=====								
01-06185		RAMSEY COUNTY						
I-RISK 1725		JUNE DENTAL/LIFE/DISABILITY		818.20				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		JUNE DENTAL/LIFE/DISABILITY			101 4112-89000-000	MISCELLANEOUS		818.20
		=== VENDOR TOTALS ===		818.20				
=====								
01-06184		RAMSEY COUNTY - 911 DISPATCH						
I-EMCOM 4173		MAY CAD SVCS		480.09				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		MAY CAD SVCS			101 4122-81200-000	911 DISPATCH FEES		480.09
I-EMCOM 4272		MAY 911 DISPATCH FEES		2,473.65				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N			
		MAY 911 DISPATCH FEES			101 4122-81200-000	911 DISPATCH FEES		2,473.65
		=== VENDOR TOTALS ===		2,953.74				

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-06303	REPUBLIC SERVICES						
I-0923-002780135		WASTE SVCS	438.96				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		WASTE SVCS		101 4131-82010-000	WASTE REMOVAL		438.96
		=== VENDOR TOTALS ===	438.96				
=====							
01-06544	TIM SANDVIK						
I-201506045335		MCMA CONF & USTA TNG	273.63				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		MCMA CONF & USTA TNG		101 4112-86030-000	CONFERENCES & SCHOOLS		273.63
		=== VENDOR TOTALS ===	273.63				
=====							
01-06141	SHI INTERNATIONAL GROUP						
I-B03446256		ACROBAT MULT PLATFORM SOFTWARE	297.00				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		ACROBAT MULT PLATFORM SOFTWARE		101 4112-70100-000	SUPPLIES		297.00
		=== VENDOR TOTALS ===	297.00				
=====							
01-07228	CITY OF ST ANTHONY						
I-3261		JUNE POLICE SVCS	52,865.50				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		JUNE POLICE SVCS		101 4122-81000-000	POLICE SERVICES		52,865.50
		=== VENDOR TOTALS ===	52,865.50				
=====							
01-06546	STAPLES						
I-8034462904		STAPLES	10.81				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		STAPLES		101 4112-70100-000	SUPPLIES		10.81
		=== VENDOR TOTALS ===	10.81				
=====							
01-06525	SUBURBAN ACE HARDWARE						
I-201506045330		FASTENERS AND REPAIR LABOR	7.40				
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015		1099: N			
		FASTENERS AND REPAIR LABOR		101 4132-70120-000	SUPPLIES		7.40
		=== VENDOR TOTALS ===	7.40				

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-05374		TENNIS SANITATION LLC					
I-1391839		MAY RECYCLING		5,769.00			
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N		
		MAY RECYCLING			206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
=== VENDOR TOTALS ===				5,769.00			
01-06628		SACK THONGVANH					
I-201506045333		MAY CELLPHONE REIMB		60.00			
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N		
		MAY CELLPHONE REIMB			601 4601-85015-000	CELL PHONE	30.00
		MAY CELLPHONE REIMB			601 4601-85015-000	CELL PHONE	30.00
=== VENDOR TOTALS ===				60.00			
01-07898		WSB					
I-4.		PLANNING		1,116.00			
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N		
		PLANNING			208 4208-81900-000	OTHER PROFESSIONAL SERVI	1,116.00
=== VENDOR TOTALS ===				1,116.00			
01-05870		XCEL ENERGY					
I-201506045325		ELECT/GAS		579.47			
6/04/2015	APBNK	DUE: 6/04/2015 DISC: 6/04/2015			1099: N		
		ELECT			101 4141-85020-000	ELECTRIC/GAS	238.63
		GAS			101 4141-85030-000	NATURAL GAS	66.63
		GAS			101 4131-85030-000	NATURAL GAS	92.71
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	25.91
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	46.34
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	44.07
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	11.59
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	42.00
		ELECT			209 4209-85020-000	STREET LIGHTING POWER	11.59
=== VENDOR TOTALS ===				579.47			
=== PACKET TOTALS ===				<del>115,535.34</del> 115,475.34			

#	NAME	AMOUNT
01-0013	PETER C LINDSTROM	
01-0016	PAMELA M HARRIS	316.50
01-1005	SACK THONGVANH	277.05
01-1017	TIMOTHY J SANDVIK	2,644.44
01-1019	KATHLEEN N THRASHER	1,399.83
01-1136	ROLAND O OLSON	706.45
01-1155	RILEY D HOLMSETH	1,779.56
01-2154	MAUREEN A ANDERSON	90.16
01-1018	PAUL A MORETTO	88.43
01-0086	RICHARD H HINRICHS	1,623.83
01-0095	MICHAEL J POESCHL	825.00
01-0105	ANTON M FEHRENBACH	115.44
01-0123	BRYAN R SULLIVAN	322.71
01-0124	MICHAEL D KRUSE	110.96
01-1030	TIMOTHY J PITTMAN	110.96
01-1033	DAVE TRETSTVEN	1,620.79
01-1143	COLIN B CALLAHAN	1,415.73
01-2197	LAURA A CHANDLER	1,439.27
		80.80
TOTAL PRINTED: 18		14,967.91

5-27-2015 9:46 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
 PAYROLL DATE: 5/27/2015

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
	MERCER-TAYLOR, ELIZABETH	R	5/27/2015	277.05	084100
0010	LONG, CHARLES E	R	5/27/2015	277.05	084101
0020	BROWN THUNDER, JOSEPH C	R	5/27/2015	277.05	084102
0034	KURHAJETZ, CLEMENT	R	5/27/2015	100.44	084103
0097	GAFFNEY, PATRICK	R	5/27/2015	115.44	084104
2172	ARCAND, MICHAEL W	R	5/27/2015	80.06	084105
1037	KELLY, KIERAN J	R	5/27/2015	754.40	084106

5-27-2015 9:46 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
 PAYROLL DATE: 5/27/2015

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	7	1,881.49
DIRECT DEPOSIT REGULAR CHECKS:	18	14,967.91
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	25	16,849.40

fed wthholdings	6488.32
st withholdings	1042.00
Pera	2926.49
Icma	1650.00
<hr/>	
	12,106.81

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*





*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 10 <sup>th</sup> , 2015
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	1
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Deputy Clerk/Recreation Supervisor 6 Month Employee Step Adjustment
<b>Description</b>	Tim Sandvik, Part-Time Administrative Coordinator was appointed to the title of Deputy Clerk/Recreation Supervisor on December 10 <sup>th</sup> , 2014. Tim will soon be completing his first 6 months with the responsibility of Deputy Clerk/Recreation Supervisor. It is the practice of the City to reward after the 6 month probationary period with up to a 5% step increase in their base salary.
<b>Budget Impact</b>	There are available funds for this step adjustment.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve a 5% step adjustment for Tim Sandvik effective June 10, 2015.

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CITY OF  
**FALCON HEIGHTS**

2077 W. Larpentour Avenue  
Falcon Heights, MN 55113-5594

email: [mail@falconheights.org](mailto:mail@falconheights.org)  
website: [www.falconheights.org](http://www.falconheights.org)

*The City That Soars!*

Phone - (651) 792-7600  
Fax - (651) 792-7610

March 27, 2015

Re: Tim Sandvik's 6 Month Review and Step Increase

This letter is in regard to Deputy Clerk/Park & Recreation Supervisor Tim Sandvik's 6 Month Review and subsequent 5% Step Increase scheduled for June 1, 2015.

As Tim's direct supervisor from December 1, 2015-March 27, 2015, and a witness to his work since his initial hire as the Administrative Coordinator in August of 2015, I am making the recommendation that Tim be provided the 6 month, 5% Step Increase.

Tim does a great job for the City of Falcon Heights. Due to many different factors and other employees leaving the City, there have been a number of additional duties placed on Tim. Tim has done an excellent job of prioritizing these additional duties without becoming overwhelmed. I have appreciated Tim's positive attitude and teamwork since his start with the City back in August.

Once again, I would recommend Tim be provided with the 5% Step Increase as of June 1, 2015.

Please contact me with any thoughts or questions. [barttammyfischer@msn.com](mailto:barttammyfischer@msn.com)

Thank you for your consideration.

Bart Fischer

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 10 <sup>th</sup> , 2015
<b>Agenda Item</b>	Policy Item G1
<b>Attachment</b>	2
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Ramsey County HRA-Amendment Request for CDBG Allocation
<b>Description</b>	<p>The City of Falcon Heights have been a participate with sixteen suburban communities to assist Ramsey County (an Entitlement Urban County) leverage more funds from CDBG (Community Development Block Grant) through the U.S. Department of Housing and Urban Development (HUD) and the 1992, the Home Investment Partnership Act (HOME).</p> <p>The involvement and support from the City of Falcon Heights and the other communities involved have resulted in the creation/retention of nearly 400 jobs, and over 2,000 low-income, suburban homeowners receiving rehabilitation funding.</p> <p>The HOME funds, which are used exclusively for affordable housing, have resulted in the addition of several large-scale rehabilitation projects, many new rental units, and expanded homeownership opportunities in suburban Ramsey County for families and senior citizens. HOME funds have provided down-payment assistance to over 200 first-time homebuyers.</p> <p>In addition, HUD requires that all participants be notified that:</p> <ol style="list-style-type: none"> <li>1. If a municipality chooses to remain with the urban county, it is ineligible to apply for grants under the State CDBG program (Small Cities) while part of the urban county.</li> <li>2. If a municipality is part of the urban county, it is also a participant in the HOME program; and</li> <li>3. If a municipality elects to “opt-out” it may not have an opportunity to participate with the urban county for the next three years.</li> </ol>

<b>Budget Impact</b>	None
<b>Attachment(s)</b>	<ul style="list-style-type: none"><li>• Resolution Amending the Joint Cooperation Agreement with Ramsey County Housing and Redevelopment Authority</li><li>• Amendment to Joint Cooperation Agreement</li></ul>
<b>Action(s) Requested</b>	Staff would recommend approval of Resolution 15-13 Amending the Joint Cooperation Agreement with Ramsey County Housing and Redevelopment Authority.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

June 10, 2015

No. 15-13

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**RESOLUTION AMENDING THE JOINT COOPERATION AGREEMENT WITH RAMSEY  
COUNTY HOUSING AND REDEVELOPMENT AUTHORITY**

WHEREAS, the City has signed cooperation agreements with Ramsey County Housing and Redevelopment Authority to ensure eligibility for Community Development Block Grant (CDBG) dollars through the U.S. Department of Housing and Urban Development (HUD) since 1986; and

WHEREAS, in 1992, the Home Investment Partnership Act (HOME) program was also added as a resource for the County. Ramsey County's eligibility for both programs and the actual dollar amount received are based upon the population accumulated through the number of jurisdictions that join Ramsey County; and

WHEREAS, Ramsey County has been an Entitlement Urban County of CDBG dollars and will need to amend the current agreement at the time of requalification; and

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

1. The amend the agreement to state the following:  
*“Municipality may not sell, trade, or otherwise transfer all or any portion of its CDBG funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the CDBG Act”.*
2. Authorizes the Mayor and City Administrator to sign all necessary documents.

---

Moved by:

Approved by: \_\_\_\_\_

Peter Lindstrom, Mayor  
June 10<sup>th</sup>, 2015

LINDSTROM            \_\_\_\_\_    In Favor  
BROWN THUNDER  
HARRIS                \_\_\_\_\_    Against  
LONG  
MERCER-TAYLOR

Attested by: \_\_\_\_\_  
Sack Thongvanh, City Administrator  
June 10<sup>th</sup>, 2015

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## AMENDMENT TO JOINT COOPERATION AGREEMENT

WHEREAS, the Ramsey County Housing and Redevelopment Authority (“Authority”) and City of Falcon Heights ("Municipality"), each a political subdivision of the State of Minnesota, entered into a joint cooperative agreement dated June 10, 2015 as amended the Joint Cooperation Agreement (“Agreement”); and

WHEREAS Title I of the Housing and Community Development Act of 1974, 42 U.S.C. §5301 et seq., as amended, (“CDBG Act”) provides for a program of community development block grants; and

WHEREAS, computation of a county's population as an Urban County as that term is used in the CDBG Act included the Municipality with which it has entered into the Agreement to undertake or to assist in the undertaking of essential activities pursuant to community development block grants; and

WHEREAS, HUD Notice CPD-15-04 requires that an Urban County requalifying in fiscal year (FY) 2015 for the FY 2016-2018 qualification period is required to make any necessary revisions to its cooperation agreements at the time that it requalifies; and

WHEREAS, the Authority is requalifying for the FY 2016-2018 qualification period and therefore amends and restates the Agreement.

Now, Therefore, the Parties agree to amend the Agreement as follows:

1. Paragraph 4 should be amended by the addition of the following:
  - O. The Municipality may not sell, trade, or otherwise transfer all or any portion of its CDBG funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the CDBG Act.
2. Except as modified herein, the terms of the Agreement shall remain in full force and effect.

**RAMSEY COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY**

**MUNICIPALITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Julie Kleinschmidt  
Ramsey County Manager

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
Harry D. McPeak  
Assistant Ramsey County Attorney

This Document Drafted By:

Office of the Ramsey County Attorney  
121 7<sup>th</sup> Place East, Suite 4500  
St. Paul, Minnesota