

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

AGENDA
January 13, 2016 at 7:00 P.M.

- A. CALL TO ORDER:

- B. ROLL CALL: LINDSTROM ___ HARRIS ___ BROWN THUNDER ___
FISCHER ___ GUSTAFSON ___

STAFF PRESENT: THONGVANH___

- C. PRESENTATIONS:
 - 1. Oath of Office

- D. APPROVAL OF MINUTES:
 - 1. December 9, 2015 City Council Meeting Minutes
 - 2. December 21, 2015 Special City Council Meeting Minutes

- E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
 - 1. General Disbursements through: 1/06/16 \$437,333.13
Payroll through: 12/31/15 \$35,303.40
 - 2. Approval of City License(s)
 - 3. Designating Official Depositories for 2016
 - 4. Review Elected Official Out-of-State Travel Policy
 - 5. Review and Adopt Council Standing Rules
 - 6. Council/City Commission Liaison Assignments
 - 7. Appoint Acting Mayor
 - 8. Commission Reappointments
 - 9. Mile Reimbursement Rate for 2016
 - 10. Approval of the 2016 NYFS Cooperative Service Agreement
 - 11. 2016 Greater Housing Cooperative Service Agreement
 - 12. Capitol Region Watershed District - Curtiss Field Improvement Project Final Payment
 - 13. Harddrives-Final Pay Request

- G. POLICY ITEMS:
 - 1. Snow Removal Fee

H. INFORMATION/ANNOUNCEMENTS:

I. COMMUNITY FORUM:

J. ADJOURNMENT:



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Presentation C1
Attachment	Oath of Office
Submitted By	Sack Thongvanh, City Administrator

Item	Oath of Office
Description	<p>The oath of office is required before any elected official exercise any of their powers. The three elected are as follow:</p> <p>Peter Lindstrom - Mayor Joe Brown Thunder - Council Member Randy Gustafson - Council Member Tony Fischer - Council Member</p> <p>Option #1 "I, (name), do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (Mayor/Council Member) of the office of Falcon Height, Minnesota, to the best of my judgement and ability, so help me God."</p> <p>Option #2 "I, (name), do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (Mayor/Council Member) of the office of Falcon Height, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury."</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> Oath of Office
Action(s) Requested	N/A

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CITY OF
FALCON HEIGHTS

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

email: mail@falconheights.org
website: www.falconheights.org

The City That Soars!

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

Oath of Office

"I, Peter Lindstrom, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Mayor of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, so help me God."

Peter Lindstrom, Mayor

ATTEST: _____
Sack Thongvanh, City Administrator

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Oath of Office

“I, Joe Brown Thunder, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, so help me God.”

Joe Brown Thunder, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

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Oath of Office

“I, Randy Gustafson, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, so help me God.”

Randy Gustafson, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

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

Oath of Office

“I, Tony Fischer, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, so help me God.”

Tony Fischer, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

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

MINUTES
December 9, 2015 at 7:00 P.M.

- A. CALL TO ORDER: 7:00pm
- B. ROLL CALL: LINDSTROM X HARRIS X BROWN THUNDER X
LONG X MERCER-TAYLOR
- STAFF PRESENT: THONGVANH X
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
- | | |
|--|----------|
| 1. October 28th, 2015 City Council Meeting Minutes | Approved |
| 2. November 10th, 2015 Canvass Board Meeting Minutes | Approved |
| 3. November 18 th , 2015 City Council Meeting Minutes | Approved |
- E. PUBLIC HEARINGS:
1. 2015 Truth in Taxation and Budget Presentation
 - The overall levy has increased by \$299,109 since 2004. Police and dispatching services have increased \$235,146 since 2004, an average of \$19,595 per year. The median value home for 2016 is \$247,700, equating to a \$45 increase in property taxes. 51% of Falcon Heights properties have a decrease or zero percent increase in property taxes from 2015 to 2016.
- F. CONSENT AGENDA:
1. General Disbursements through: 12/02/15 \$129,897.81
Payroll through: 11/30/15 \$16,956.25
 2. Approval of City License(s)
 3. 2016 Proposed City Fee Schedule
 4. Appointment of Prosecuting Attorney
 5. Appointment of City Attorney
 6. Appointment of City Engineer
 7. Appointment of City Auditor
 8. Designation of Official Newspaper
 9. 2016 Cost of Living Adjustments
 10. Year End Budget Amendments
- Council Member Long Moved, Approved 4-0
- G. POLICY ITEMS:
1. Approve CenturyLink Franchise Ordinance
 - There are nine cities that are part of the North Suburban Communications Commission, and Falcon Heights is the last city to vote on this policy item.
- Council Member Harris Moved, Approved 4-0

2. Declaration of Official Intent for Reimbursement for 2015 PMP
 - a. Snelling Service Drives
 - b. Roselawn Ave
 - City Administrator Sack Thongvanh states that this allows the city to recoup the costs when bonding in 2017. In order to do so, the city needs to approve the intent for reimbursement. The maximum bonding in 2017 is estimated to be \$300,000.

Council Member Harris Moved, Approved 4-0

3. 2016 Home Occupation License for Cyberwares, LLC

Council Member Long Moved, Approved 3-0, Abstention Mayor Lindstrom

4. 2016 Home Occupation License for Pamela M. Harris, PLLC

Council Member Long Moved, Approved 3-0, Abstention Council Member Harris

H. INFORMATION/ ANNOUNCEMENTS:

Council Member Harris:

No updates

Council Member Long:

The Parks Commission held two open houses in November in regards to Curtiss Field. The Parks Commission will be meeting on Monday, December 14th to review responses from the open houses and the online survey.

Council Member Brown Thunder:

NYFS Senior Chore program is up and running. If seniors need help with chores, such as snow removal, contact NYFS. Planning sessions have begun for the next golf tournament.

Mayor Lindstrom:

Tomorrow night Community Engagement Commission is hosting a movie, Trail of Tears, followed by discussion for Human Rights Day at 6pm at City Hall.

City Administrator Sack Thongvanh:

With the first snowfall a week ago, over 90% of property owners on Larpenteur that received the snow removal notice, removed their snow. There will be a follow up letter to the properties that didn't adhere to the snow removal city code notice.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:53pm

Peter Lindstrom, Mayor

Dated this 9th day of December, 2015

Sack Thongvanh, City Administrator

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

MINUTES
December 21, 2015 at 6:00 P.M.

- A. CALL TO ORDER: 6:00pm
- B. ROLL CALL: LINDSTROM X HARRIS BROWN THUNDER X
LONG X MERCER-TAYLOR
- STAFF PRESENT: THONGVANH X
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
- G. POLICY ITEMS:
1. Adopt Levy and 2016 Budget
 - City Administrator Sack Thongvanh stated that this would be the official approval of the Levy and the 2016 Budget for the City of Falcon Heights with no changes.

Council Member Long Moved, Approved 3-0

 2. Approve Summary Publication of CenturyLink Franchise Ordinance
 - City Administrator Sack Thongvanh stated that this would allow the City to publish a summary of the adopted ordinance which would reduce publication cost from 40 plus pages to about two.

Council Member Long Moved, Approved 3-0
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 6:20pm

Peter Lindstrom, Mayor

Dated this 21st day of December, 2015

Sack Thongvanh, City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 1/06/16: \$437,333.13 Payroll through: 12/31/15: \$35,303.40
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 01321 JAN 6TH 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
01-0023		CINTAS CORPORATION #470				
I-470682447		SHOP TOWELS AND MAT SVC	115.40			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		SHOP TOWELS AND MAT SVC		101 20200-000	ACCOUNTS PAYABLE	115.40
I-470685884		MAT SVC	52.84			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		MAT SVC		101 20200-000	ACCOUNTS PAYABLE	52.84
		=== VENDOR TOTALS ===	168.24			
01-04060		FASTENAL				
I-MNTC576260		FASTENERS	23.54			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		FASTENERS		101 20200-000	ACCOUNTS PAYABLE	23.54
		=== VENDOR TOTALS ===	23.54			
01-05115		GOPHER STATE ONE CALL				
I-201601055635		DEC LOCATES	26.10			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		DEC LOCATES		601 20200-000	ACCOUNTS PAYABLE	26.10
		=== VENDOR TOTALS ===	26.10			
01-05222		INGERSOLL RAND CO INDUSTRIAL T				
I-30498003		REPAIR AIR COMPRESSOR	190.50			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		REPAIR AIR COMPRESSOR		101 20200-000	ACCOUNTS PAYABLE	190.50
		=== VENDOR TOTALS ===	190.50			
01-04570		JOSEPH, KATRINA E.				
I-201601055634		DEC PROSECUTIONS	2,500.00			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: Y		
		DEC PROSECUTIONS		101 20200-000	ACCOUNTS PAYABLE	2,500.00
		=== VENDOR TOTALS ===	2,500.00			

PACKET: 01321 JAN 6TH 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
01-050		LEAGUE MN CITIES INS TRST				
I-51669		2016 CITY LIABILITY/PROPERTY	35,908.00			
1/06/2016	APBNK	DUE: 1/06/2016 DISC: 1/06/2016		1099: N		
		2016 CITY LIABILITY/PROPERTY I		101 4112-88000-000	INSURANCE & BONDS	35,908.00
I-51670		2016 EXCESS LIABILITY INS	3,886.00			
1/06/2016	APBNK	DUE: 1/06/2016 DISC: 1/06/2016		1099: N		
		2016 EXCESS LIABILITY INS		101 4112-88000-000	INSURANCE & BONDS	3,886.00
		=== VENDOR TOTALS ===	39,794.00			
01-07272		LILLIE SUBURBAN NEWSPAPER				
I-201601055632		LEGALS	56.70			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		LEGALS		101 20200-000	ACCOUNTS PAYABLE	56.70
		=== VENDOR TOTALS ===	56.70			
01-06053		OREILLY AUTO PARTS				
I-201601055631		TOOL	19.99			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		TOOL		101 20200-000	ACCOUNTS PAYABLE	19.99
		=== VENDOR TOTALS ===	19.99			
01-06184		RAMSEY COUNTY - 911 DISPATCH				
I-EMCOM 4841		DEC 911 DISPATCH	2,473.65			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		DEC 911 DISPATCH		101 4122-81200-000	911 DISPATCH FEES	2,473.65
EMCOM 4856		DEC CAD	480.09			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		DEC CAD		101 20200-000	ACCOUNTS PAYABLE	480.09
		=== VENDOR TOTALS ===	2,953.74			
01-06062		SUMMIT COMPANIES				
I-1099795		ANNUAL FIRE EXTINGUISHER INSP	254.00			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		ANNUAL FIRE EXTINGUISHER INSP		101 20200-000	ACCOUNTS PAYABLE	254.00
		=== VENDOR TOTALS ===	254.00			

PACKET: 01321 JAN 6TH PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00074		TENNIS SANITATION LLC				
I-1533503		DEC RECYCLYING	5,769.00			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		DEC RECYCLYING		206 20200-000	ACCOUNTS PAYABLE	5,769.00
=== VENDOR TOTALS ===			5,769.00			
=====						
01-05170		TOM LYNCH ELECTRIC LLC				
I-201601055633		ELCTRIC:WARMINGHOUSE/CITY HAL	2,150.00			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		ELCTRIC:WARMINGHOUSE/CITY HALL		101 20200-000	ACCOUNTS PAYABLE	2,150.00
=== VENDOR TOTALS ===			2,150.00			
=====						
01-07132		WELLS FARGO INSURNACE SERVICES				
I-201601065636		FINNANCE DIRECTOR BOND	350.00			
1/06/2016	APBNK	DUE: 1/06/2016 DISC: 1/06/2016		1099: N		
		FINNANCE DIRECTOR BOND		101 4113-88000-000	INSURANCE & BONDS	350.00
=== VENDOR TOTALS ===			350.00			
=====						
01-05870		XCEL ENERGY				
I-201601055630		ELECT AND GAS 2015	807.69			
1/05/2016	APBNK	DUE: 1/05/2016 DISC: 1/05/2016		1099: N		
		ELECT AND GAS 2015		101 20200-000	ACCOUNTS PAYABLE	807.69
=== VENDOR TOTALS ===			807.69			
=== PACKET TOTALS ===			55,063.50			

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05289	BLOOMINGTON	EMBROIDERY				
I-36930		FIRE CLOTHING - SHIRTS	1,489.00			
12/31/2015	APBNK	DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
		FIRE CLOTHING - SHIRTS		101 4124-77000-000	CLOTHING	1,489.00
		=== VENDOR TOTALS ===	1,489.00			
=====						
01-05422	BP					
I-201512315628		FUEL	439.14			
12/31/2015	APBNK	DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	439.14
		=== VENDOR TOTALS ===	439.14			
=====						
01-05072	BRANCH AND BOUGH TREE SERVICE					
I-2858		TREE PLANTINGS AND STUMP GRII	5,315.00			
12/31/2015	APBNK	DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
		TREE PLANTINGS		419 4419-86000-000	TREE PLANTING	5,215.00
		STUMP GRINDING		419 4419-85000-000	TREE REMOVAL	100.00
I-8047		FORESTRY CONSULTING	3,457.10			
12/31/2015	APBNK	DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
		FORESTRY CONSULTING		101 4134-80330-000	FORESTRY CONSULTANT	3,457.10
		=== VENDOR TOTALS ===	8,772.10			
=====						
01-03527	DELEGARD TOOL COMPANY					
I-61277		20" FLOOR DRILL PRESS	999.00			
12/31/2015	APBNK	DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
		20" FLOOR DRILL PRESS		403 4403-91000-000	MACHINERY & EQUIPMENT	999.00
		=== VENDOR TOTALS ===	999.00			
=====						
01-05243	HINRICHS,RICH					
I-201512315629		SMALL TOOL SUPPLIES	147.94			
12/31/2015	APBNK	DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
		SMALL TOOL SUPPLIES		101 4124-70120-000	TOOLS & SUPPLIES	147.94
		=== VENDOR TOTALS ===	147.94			

ID	DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====							
01-05153		HOME DEPOT	CRC/GECF				
I-201512315627	12/31/2015	APBNK	MILLWORK AND PAINT FOR LOBBY	498.85			
			DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
			MILLWORK AND PAINT FOR LOBBY		101 4131-87010-000	CITY HALL MAINTENANCE	498.85
			=== VENDOR TOTALS ===	498.85			
=====							
01-07263		NEXTEL COMMUNICATIONS, INC					
I-201512315625	12/31/2015	APBNK	CELL PHONES	115.41			
			DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
			CELL PHONES		101 4121-85015-000	CELL PHONE	22.76
			CELL PHONES		101 4131-85015-000	CELL PHONE	11.60
			CELL PHONES		101 4141-85015-000	CELL PHONE	11.60
			CELL PHONES		101 4132-85015-000	CELL PHONE	11.60
			CELL PHONES		601 4601-85015-000	CELL PHONE	45.00
			CELL PHONES		602 4602-85015-000	CELL PHONES	12.85
			=== VENDOR TOTALS ===	115.41			
=====							
01-06185		RAMSEY COUNTY					
I-EMCOM 4800	12/31/2015	APBNK	RADIO FLEET SUPPORT	81.12			
			DUE: 12/31/2015 DISC: 12/31/2015		1099: N		
			RADIO FLEET SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	81.12
			=== VENDOR TOTALS ===	81.12			
			=== PACKET TOTALS ===	12,542.56			

fed withholdings 17,020.44
 st withholdings 1,179.90
 Pera 3,111.57
 icma 300.00

24,154.47

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01	30	AMERIPRIDE SERVICES					
=====							
I-1003334553		LINEN CLEANING	39.03				
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N			
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING		39.03
=== VENDOR TOTALS ===			39.03				
=====							
01-03125		CAPITAL REGION WATERSHED					
=====							
I-201512295619		CURTISS POND IMPROVEMENTS	189,501.00				
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N			
		CURTISS POND IMPROVEMENTS		602 4602-92000-000	CURTIS POND IMPROVEMENT		189,501.00
=== VENDOR TOTALS ===			189,501.00				
=====							
01-05670		METRO PRODUCTS INC					
=====							
I-113815		WELDING WIRE/AAA BATERIES	234.64				
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N			
		WELDING WIRE/AAA BATERIES		101 4131-70110-000	SUPPLIES		234.64
=== VENDOR TOTALS ===			234.64				
=====							
01-06544		TIM SANDVIK					
=====							
I-201512295623		CELL PHONE REIMB/POSTAGE	22.58				
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N			
		CELL PHONE REIMB		101 4112-70500-000	POSTAGE		20.00
		CELL PHONE REIMB		101 4112-70500-000	POSTAGE		2.58
=== VENDOR TOTALS ===			22.58				
=====							
01	38	CITY OF ST ANTHONY					
=====							
I-3338		JAN POLICE SVCS	54,418.83				
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N			
		JAN POLICE SVCS - PREPAID		101 15500-000	PREPAID EXPENDITURES		54,418.83
=== VENDOR TOTALS ===			54,418.83				
=====							
01-00935		ST PAUL REGIONAL WATER SERVICE					
=====							
I-201512295621		H2O AND SS	442.51				
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N			
		H2O		101 4141-85040-000	WATER		205.78
		SS		101 4141-85070-000	SEWER		150.81
		H2O		101 4131-85040-000	WATER		63.16
		SS		101 4131-85070-000	SEWER		22.76
=== VENDOR TOTALS ===			442.51				

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01	46	STAPLES				
I-8037304795		OFFICE SUPPLIES	84.06			
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	84.06
=== VENDOR TOTALS ===			84.06			
01-06628	SACK THONGVANH					
I-201512295622		MILEAGE REIMB	40.14			
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N		
		MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	40.14
=== VENDOR TOTALS ===			40.14			
01-06639	THRASHER, KATIE					
I-201512295624		MILEAGE REIMB	19.00			
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N		
		MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	19.00
=== VENDOR TOTALS ===			19.00			
01-06901	ULTIMATE SAFETY CONCEPTS					
I-164316		HOSE/ AIR MASK/ CARBON MONX D	843.93			
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N		
		HOSE/ AIR MASK/ CARBON MONX DE		101 4124-70100-000	SUPPLIES	843.93
=== VENDOR TOTALS ===			843.93			
01-05870	XCEL ENERGY					
.01512295620		ELECTRICITY	36.17			
12/29/2015	APBNK	DUE: 12/29/2015 DISC: 12/29/2015		1099: N		
		ELECTRICITY		101 4141-85020-000	ELECTRIC/GAS	28.34
		ELECTRICITY		101 4121-85020-000	ELECTRIC	7.83
=== VENDOR TOTALS ===			36.17			
=== PACKET TOTALS ===			245,681.89			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0937		CITY OF ROSEVILLE				
I-0221050		ENGINEERING SERVICES	3,359.48			
12/22/2015	APBNK	DUE: 12/22/2015 DISC: 12/22/2015		1099: N		
		2015 STREET PROJECT ENGINEERIN		419 4419-92057-000	2015 SNELLING DRIVE/ GAR	2,555.30
		2015 STREET PROJECT ENGINEERIN		101 4133-80100-000	ENGINEERING SERVICES	804.18
		=== VENDOR TOTALS ===	3,359.48			
=====						
01-07174		FALCON HEIGHTS LIMITED PARTNER				
I-201512225616		2ND HALF PAY-AS-GO PAYMENT	23,472.14			
12/22/2015	APBNK	DUE: 12/22/2015 DISC: 12/22/2015		1099: N		
		2ND HALF PAY-AS-GO PAYMENT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	23,472.14
		=== VENDOR TOTALS ===	23,472.14			
=====						
01-06024		ON SITE SANITATION				
I-176830		COMM PARK TOILETS	75.00			
12/22/2015	APBNK	DUE: 12/22/2015 DISC: 12/22/2015		1099: N		
		COMM PARK TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-06525		SUBURBAN ACE HARDWARE				
I-103353		SHOP SUPPLIES	128.15			
12/22/2015	APBNK	DUE: 12/22/2015 DISC: 12/22/2015		1099: N		
		SHOP SUPPLIES		101 4131-70110-000	SUPPLIES	128.15
		=== VENDOR TOTALS ===	128.15			
=====						
01-073		TOWNSQUARE SENIOR LLC				
I-201512225617		2ND HALF PAY AS GO PAYMENT	9,887.54			
12/22/2015	APBNK	DUE: 12/22/2015 DISC: 12/22/2015		1099: N		
		2ND HALF PAY AS GO PAYMENT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	9,887.54
		=== VENDOR TOTALS ===	9,887.54			
		=== PACKET TOTALS ===	36,922.31			

ID	DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====							
01-00250	AMERIPRIDE SERVICES						
I-1003321188	12/15/2015	APBNK	LINEN CLEANING DUE: 12/15/2015 DISC: 12/15/2015 LINEN CLEANING	39.03	1099: N 101 4124-70100-000	SUPPLIES	39.03
=== VENDOR TOTALS ===				39.03			
=====							
01-03025	COLIN CALLAHAN						
I-201512165611	12/16/2015	APBNK	REIMB CELL PHONE DUE: 12/16/2015 DISC: 12/16/2015 REIMB CELL PHONE	100.00	1099: N 601 4601-85015-000	CELL PHONE	100.00
=== VENDOR TOTALS ===				100.00			
=====							
01-03110	CENTURY LINK						
I-201512155607	12/15/2015	APBNK	LANDLINES DUE: 12/15/2015 DISC: 12/15/2015 LANDLINE CURTISS FIELD AUTO DIALER SS AUTO DIALER SS	181.44	1099: N 101 4141-85011-000 601 4601-85011-000 101 4141-85011-000	TELEPHONE - LANDLINE TELEPHONE - LANDLINE TELEPHONE - LANDLINE	56.56 64.10 60.78
=== VENDOR TOTALS ===				181.44			
=====							
01-03123	CINTAS CORPORATION #470						
I-470675591	12/15/2015	APBNK	TOWELS/MATS/TOILET PAPER DUE: 12/15/2015 DISC: 12/15/2015 TOWELS/MATS/TOILET PAPER	215.25	1099: N 101 4131-70110-000	SUPPLIES	215.25
70679014	15/2015	APBNK	MAT SERVICE DUE: 12/15/2015 DISC: 12/15/2015 MAT SERVICE	52.84	1099: N 101 4131-70110-000	SUPPLIES	52.84
=== VENDOR TOTALS ===				268.09			
=====							
01-03527	DELEGARD TOOL COMPANY						
I-58067	12/15/2015	APBNK	AUTOMOTIVE SCAN DIAGNOSTC TOO DUE: 12/15/2015 DISC: 12/15/2015 AUTOMOTIVE SCAN DIAGNOSTC TOOL	1,370.00	1099: N 403 4403-91000-000	MACHINERY & EQUIPMENT	1,370.00
=== VENDOR TOTALS ===				1,370.00			

PACKET: 01311 DEC 18TH PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

ID	T DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====							
01-05181			GREAT PLAINS INSTITUTE				
I-1626	12/15/2015	APBNK	CITYWIDE REISILENCY TASK 1A DUE: 12/15/2015 DISC: 12/15/2015 CITYWIDE REISILENCY TASK 1A	500.00	1099: N 208 4208-81900-000	OTHER PROFESSIONAL SERVI	500.00
I-1755	12/15/2015	APBNK	CITYWIDE RESILIENCY FINAL PRO DUE: 12/15/2015 DISC: 12/15/2015 CITYWIDE RESILIENCY FINAL PROJ	3,500.00	1099: N 208 4208-81900-000	OTHER PROFESSIONAL SERVI	3,500.00
=== VENDOR TOTALS ===				4,000.00			
=====							
01-05968			LEAGUE MN CITIES INSURANCE TRU				
I-201512155610	12/15/2015	APBNK	2016 WORKMANS COMP INS DUE: 12/15/2015 DISC: 12/15/2015 2016 WORKMANS COMP INS 2016 WORKMANS COMP INS 2016 WORKMANS COMP INS	21,991.00	1099: N 101 15500-000 601 15500-000 602 15500-000	PREPAID EXPENDITURES PREPAID EXPENSE PREPAID EXPENSES	18,991.00 2,000.00 1,000.00
=== VENDOR TOTALS ===				21,991.00			
=====							
01-05440			LOFFLER COMPANIES, INC				
I-17967917	12/15/2015	APBNK	DEC COPIER CHARGES DUE: 12/15/2015 DISC: 12/15/2015 DEC COPIER CHARGES	222.08	1099: N 101 4112-87000-000	REPAIR OFFICE EQUIPMENT	222.08
=== VENDOR TOTALS ===				222.08			
=====							
01-05582			MENARDS				
01512185613	18/2015	APBNK	FASTENERS AND SHELIVING DUE: 12/18/2015 DISC: 12/18/2015 FASTENERS FOR HOCKEY BOARDS SHELIVING/FASTENERS FOR VAULT	221.75	1099: N 101 4141-70100-000 101 4131-70110-000	SUPPLIES SUPPLIES	25.94 195.81
=== VENDOR TOTALS ===				221.75			
=====							
01-05273			MN PUBLIC EMPLOYEES INSURANCE				
I-402112	12/15/2015	APBNK	JANUARY HEALTH INSURANCE DUE: 12/15/2015 DISC: 12/15/2015 JANUARY HEALTH INSURANCE	6,453.22	1099: N 101 15500-000	PREPAID EXPENDITURES	6,453.22
=== VENDOR TOTALS ===				6,453.22			

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06030	OLSON,ROLAND					
I-201512185614		MILEAGE REIMB	72.74			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		MILEAGE REIMB		101 4113-86010-000	MILEAGE	72.74
		=== VENDOR TOTALS ===	72.74			
=====						
01-06185	RAMSEY COUNTY					
I-PRRLG 001502		4TH QTR ELECTION CONTRACT	4,475.00			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		4TH QTR ELECTION CONTRACT		101 4115-80300-000	ELECTION CONTRACT	4,475.00
		=== VENDOR TOTALS ===	4,475.00			
=====						
01-06301	SAMS CLUB MC/SYNCB					
I-201512155608		MS4/TOASTER/KITCHEN SUPPLIES	64.56			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		MS4 TRAINING		602 4602-70200-000	SUPPLIES	12.15
		TOASTER AND KITCHEN SUPPLIES		101 4131-70110-000	SUPPLIES	52.41
		=== VENDOR TOTALS ===	64.56			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-710464		COMMERCIAL MONITORING SVC	94.50			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		COMMERCIAL MONITORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-06483	16 STAPLES					
I-8037123019		COPY PAPER AND OFFICE SUPPLIE	439.28			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		COPY PAPER AND OFFICE SUPPLIES		101 4131-70110-000	SUPPLIES	439.28
		=== VENDOR TOTALS ===	439.28			
=====						
01-07282	SURPLUS SERVICES					
I-11275		TOOLS	15.00			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		TOOLS		101 4132-70120-000	SUPPLIES	15.00
I-20036448		2 OFFICE CHAIRS	30.00			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		2 OFFICE CHAIRS		101 4131-70110-000	SUPPLIES	30.00
		=== VENDOR TOTALS ===	45.00			

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0/250		TRETSVEN, DAVE				

I-201512155609		REIMB CELL PHONE	120.00			
12/15/2015	APBNK	DUE: 12/15/2015 DISC: 12/15/2015		1099: N		
		REIMB CELL PHONE		601 4601-85015-000	CELL PHONE	120.00
		=== VENDOR TOTALS ===	120.00			
=====						
01-05870		XCEL ENERGY				

I-201512185612		ELECTRIC	22.35			
12/18/2015	APBNK	DUE: 12/18/2015 DISC: 12/18/2015		1099: N		
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	10.99
		ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	11.36
		=== VENDOR TOTALS ===	22.35			
		=== PACKET TOTALS ===	40,180.04			

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-050		AMERIPRIDE SERVICES					
I-1003308098		LINEN CLEANING	39.03				
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N			
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING		39.03
		=== VENDOR TOTALS ===	39.03				
=====							
01-05460		CDW GOVERNMENT					
I-BGM2084		CAD IMPROVEMENTS	566.71				
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N			
		CAD IMPROVEMENTS		402 4402-91000-000	MACHINERY & EQUIPMENT		566.71
I-BGX3963		CAD IMPROVEMENTS	3,672.77				
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N			
		CAD IMPROVEMENTS		402 4402-91000-000	MACHINERY & EQUIPMENT		3,672.77
		=== VENDOR TOTALS ===	4,239.48				
=====							
01-03123		CINTAS CORPORATION #470					
I-470672136		SHOP- BLACK MATS	52.84				
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N			
		SHOP- BLACK MATS		101 4132-70120-000	SUPPLIES		52.84
		=== VENDOR TOTALS ===	52.84				
=====							
01-06290		CITY OF ROSEVILLE					
I-220866		ENGINEERING SERVICES	3,266.47				
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N			
		ENGINEERING- 2015 STREET PROJE		419 4419-92057-000	2015 SNELLING DRIVE/ GAR		1,803.05
		ENGINEERING- 2015 STREET PROJE		419 4419-92057-000	2015 SNELLING DRIVE/ GAR		345.64
		ENGINEERING- 2017 STREET PROJE		419 4419-92098-000	2017 STREET PROJECT		217.09
		GENERAL ENGINEERING		101 4133-80100-000	ENGINEERING SERVICES		900.69
		=== VENDOR TOTALS ===	3,266.47				
=====							
01-03539		DAKOTA ELECTRIC ASSOCIATION					
I-1480700039		DECEMBER SOLAR ELECT	530.00				
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N			
		DECEMBER SOLAR ELECT		101 4131-85025-000	SOLAR ELECTRIC		530.00
		=== VENDOR TOTALS ===	530.00				

PACKET: 01308 DECEMBER 9 PAYABLES
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-027		EMERGENCY APPARATUS MAINT				
I-82430		752 YEAR END MAINTENANCE	885.90			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		752 YEAR END MAINTENANCE		101 4124-87029-000	REPAIR OTHER EQUIPMENT	885.90
I-82431		753 YEAR END MAINTENANCE	1,011.07			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		753 YEAR END MAINTENANCE		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,011.07
I-82432		757 YEAR END MAINTENANCE	2,772.25			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		757 YEAR END MAINTENANCE		101 4124-87029-000	REPAIR OTHER EQUIPMENT	2,772.25
		=== VENDOR TOTALS ===	4,669.22			
=====						
01-05115		GOPHER STATE ONE CALL				
I-149549		NOVEMBER LOCATES	53.65			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		NOVEMBER LOCATES		601 4601-88030-000	LOCATES	53.65
		=== VENDOR TOTALS ===	53.65			
=====						
01-05244		HENNEPIN TECH COLLEGE				
I-343369		FIRE INSPECTOR TNG- HINRICHS	375.00			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N		
		FIRE INSPECTOR TNG- HINRICHS		101 4124-86020-000	TRAINING	375.00
		=== VENDOR TOTALS ===	375.00			
=====						
01-05243		HINRICHS, RICH				
01512075599		STATION, TRAINING SUPPLIES	117.72			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		STATION SUPPLIES		101 4124-70100-000	SUPPLIES	17.72
		SAFETY AND PERFORMANCE AWARD		101 4124-86020-000	TRAINING	100.00
		=== VENDOR TOTALS ===	117.72			
=====						
01-05235		JAN-PRO CLEANING SYSTEMS				
I-52893		DECEMBER CLEANING SERVICES	205.00			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N		
		DECEMBER CLEANING SERVICES		101 4131-87010-000	CITY HALL MAINTENANCE	205.00
		=== VENDOR TOTALS ===	205.00			

PACKET: 01308 DECEMBER 9 PAYABLES
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-058	JOSH JORDAN					
I-201512095604		TAE KWON DO INSTRUCTOR	2,152.00			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: Y		
		TAE KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	2,152.00
		=== VENDOR TOTALS ===	2,152.00			
=====						
01-04570	JOSEPH, KATRINA E.					
I-47		NOVEMBER PROSECUTIONS	2,500.00			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: Y		
		NOVEMBER PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-05509	LEAGUE OF MN CITIES					
I-223650		LMC MEETING	40.00			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		LMC MEETING		101 4111-86100-000	CONFERENCES/EDUCATION/TR	40.00
		=== VENDOR TOTALS ===	40.00			
=====						
01-07272	LILLIE SUBURBAN NEWSPAPER					
I-201512095606		NOTICE- SPECIAL ASSESSMENT	44.55			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N		
		NOTICE- SPECIAL ASSESSMENT		101 4111-70410-000	LEGAL NOTICES	44.55
		=== VENDOR TOTALS ===	44.55			
=====						
01-05585	METROPOLITAN AREA MANAGEMENT A					
I-989		NOVEMBER MEETING- SACK	20.00			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N		
		NOVEMBER MEETING- SACK		101 4112-86100-000	CONFERENCES/EDUCATION/AS	20.00
		=== VENDOR TOTALS ===	20.00			
=====						
01-05672	MN EQUIPMENT SOLUTIONS					
I-97616		AIR FILTER	108.00			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		AIR FILTER		101 4131-70110-000	SUPPLIES	108.00
		=== VENDOR TOTALS ===	108.00			

PACKET: 01308 DECEMBER 9 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-263	NEXTEL COMMUNICATIONS, INC					
I-201512095605		CELL PHONES	62.44			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N		
		CELL PHONES		101 4124-85015-000	CELL PHONE	62.44
		=== VENDOR TOTALS ===	62.44			
=====						
01-06053	OREILLY AUTO PARTS					
I-1799-181964		FIRE DEPT- FLOOR DRI	77.88			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		FIRE DEPT- FLOOR DRI		101 4124-70100-000	SUPPLIES	77.88
I-3243-458599		F350 SUPPLIES	12.24			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		F350 SUPPLIES		101 4132-70120-000	SUPPLIES	12.24
		=== VENDOR TOTALS ===	90.12			
=====						
01-06115	TIMOTHY PITTMAN					
I-201512075600		MILEAGE REIMB	73.60			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		MILEAGE REIMB		101 4141-86101-000	MILEAGE	73.60
		=== VENDOR TOTALS ===	73.60			
=====						
01-06185	RAMSEY COUNTY					
I-RISK 1757		DEC DENTAL/DISABILITY/LIFE IN	786.48			
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N		
		DEC DENTAL/DISABILITY/LIFE INS		101 4124-89000-000	MISCELLANEOUS	786.48
		=== VENDOR TOTALS ===	786.48			
=====						
01-06303	REPUBLIC SERVICES					
I-923-2900397		DECEMBER WASTE REMOVAL	432.53			
12/07/2015	APBNK	DUE: 12/07/2015 DISC: 12/07/2015		1099: N		
		DECEMBER WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	432.53
		=== VENDOR TOTALS ===	432.53			

PACKET: 01308 DECEMBER 9 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-049	ROSENBERG, NICHOLAS						
I-201512095603		FIRE TRAINING BOOKS	163.22				
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N			
		FIRE TRAINING BOOKS		101 4124-86020-000	TRAINING		163.22
=== VENDOR TOTALS ===			163.22				
=====							
01-05374	TENNIS SANITATION LLC						
I-1513628		NOVEMBER RECYCLING	5,769.00				
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N			
		NOVEMBER RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS		5,769.00
=== VENDOR TOTALS ===			5,769.00				
=====							
01-05195	TYLER TECHNOLOGIES						
I-025-140449		ANNUAL SOFTWARE MAINT 2016	5,671.78				
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N			
		ANNUAL SOFTWARE MAINT 2016		101 15500-000	PREPAID EXPENDITURES		5,671.78
=== VENDOR TOTALS ===			5,671.78				
=====							
01-05870	XCEL ENERGY						
I-201512095602		ELECT, GAS	3,868.79				
12/09/2015	APBNK	DUE: 12/09/2015 DISC: 12/09/2015		1099: N			
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		13.30
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		56.85
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		47.39
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		11.01
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		64.57
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		2,030.28
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		54.30
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		44.97
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		43.65
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER		11.01
		CITY HALL GAS		101 4131-85030-000	NATURAL GAS		387.00
		PARKS ELECT		101 4141-85020-000	ELECTRIC/GAS		333.69
		PARKS GAS		101 4141-85020-000	ELECTRIC/GAS		169.79
		CURTISS FIELD ELECT		101 4141-85020-000	ELECTRIC/GAS		45.11
		CITY HALL ELECT		101 4131-85020-000	ELECTRIC		530.00
		ICE RINK LIGHTS		101 4141-85020-000	ELECTRIC/GAS		25.87
=== VENDOR TOTALS ===			3,868.79				
=== PACKET TOTALS ===			35,330.92				

EMP #	NAME	AMOUNT
01-0013	PETER C LINDSTROM	316.50
01-0016	PAMELA M HARRIS	277.05
01-1005	SACK THONGVANH	2,749.21
01-1017	TIMOTHY J SANDVIK	1,581.46
01-1019	KATHLEEN N THRASHER	1,167.17
01-1136	ROLAND O OLSON	1,899.43
01-1159	SARA E ASCHENBECK	264.96
01-2154	MAUREEN A ANDERSON	44.22
01-1018	PAUL A MORETTO	1,670.19
01-0086	RICHARD H HINRICHS	825.00
01-0095	MICHAEL J POESCHL	115.44
01-0105	ANTON M FEHRENBACH	322.71
01-0123	BRYAN R SULLIVAN	110.96
01-0124	MICHAEL D KRUSE	110.96
01-1030	TIMOTHY J PITTMAN	2,478.24
01-1033	DAVE TRETSEVEN	1,415.73
01-1143	COLIN B CALLAHAN	1,439.27

TOTAL PRINTED: 17 16,788.50

12-28-2015 12:21 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 12/28/2015

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
01	MERCER-TAYLOR, ELIZABETH	R	12/28/2015	277.05	087162
01	LONG, CHARLES E	R	12/28/2015	277.05	087163
0020	BROWN THUNDER, JOSEPH C	R	12/28/2015	277.05	087164
0034	KURHAJETZ, CLEMENT	R	12/28/2015	100.44	087165
0097	GAFFNEY, PATRICK	R	12/28/2015	115.44	087166
2172	ARCAND, MICHAEL W	R	12/28/2015	80.06	087167

12-28-2015 12:21 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 12/28/2015

*** REGISTER TOTALS ***

REGULAR CHECKS:	6	1,127.09
DIRECT DEPOSIT REGULAR CHECKS:	17	16,788.50
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	23	17,915.59

*** NO ERRORS FOUND ***

** END OF REPORT **

EMP #	NAME	AMOUNT
00005	SACK THONGVANH	2,749.21
01-1017	TIMOTHY J SANDVIK	1,447.88
01-1019	KATHLEEN N THRASHER	861.43
01-1136	ROLAND O OLSON	1,672.24
01-1159	SARA E ASCHENBECK	224.91
01-1018	PAUL A MORETTO	1,670.19
01-0085	DANIEL S JOHNSON-POWERS	51.82
01-0086	RICHARD H HINRICHS	134.52
01-0087	MICHAEL A MCKAY	83.97
01-0095	MICHAEL J POESCHL	1,182.73
01-0105	ANTON M FEHRENBACH	103.54
01-0106	SCOTT A TESCH	298.96
01-0123	BRYAN R SULLIVAN	334.78
01-0124	MICHAEL D KRUSE	122.33
01-0132	ANDREW K TEMME	117.80
01-1030	TIMOTHY J PITTMAN	2,424.06
01-1033	DAVE TRETSVEN	1,415.73
01-1143	COLIN B CALLAHAN	1,439.27

TOTAL PRINTED: 18 16,335.37

12-09-2015 10:41 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 12/09/2015

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
00	ANDERSON, KEVIN	R	12/09/2015	122.00	087106
00	GAFFNEY, PATRICK	R	12/09/2015	78.54	087107
0119	WICK, JEFFREY M	R	12/09/2015	44.71	087108
0126	SMITH, BENJAMIN J	R	12/09/2015	136.60	087109
0128	ROSENBERG, NICHOLAS M	R	12/09/2015	332.09	087110
0130	RABEK, PAUL A	R	12/09/2015	94.13	087111
0131	THOMAS, DAVID M	R	12/09/2015	99.98	087112
2172	ARCAND, MICHAEL W	R	12/09/2015	144.39	087113

12-09-2015 10:41 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 12/09/2015

*** REGISTER TOTALS ***

REGULAR CHECKS:	8	1,052.44
DIRECT DEPOSIT REGULAR CHECKS:	18	16,335.37
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	26	17,387.81

*** NO ERRORS FOUND ***

** END OF REPORT **

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Tim Sandvik, Deputy Clerk

Item	Approval of City Licenses
Description	<p>The following individuals have applied for a <u>Municipal Business License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Premier Health 2. Twin Cities Laboratories 3. Bie Grand Enterprises Inc dba Hermes Floral 4. DM Massage / Coffman Ctr 5. Northern Tier Retail, LLC dba Super America #4353 6. Martinizing Cleaners 7. James Kernik D.D.S. 8. Association of Metropolitan School Districts <p>The following individuals have applied for a <u>Restaurant License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Piper D, LLC dba Toppers Pizza <p>The following individuals have applied for an <u>On Sale Liquor License</u> for 2016. Staff has received the necessary documents for licensure.</p> <p>The following individuals have applied for a <u>Refuse/Recycler's License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Keith Krupenny & Sons Disposal Service, Inc 2. Walters Recycling and Refuse <p>The following individuals have applied for a <u>Tobacco License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail, LLC dba Super America #4353 <p>The following individuals have applied for a <u>Tree Trimming/Treating/Removal Contractor's License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. A-1 Walsh 2. Northern Arborists 3. Northeast Tree, Inc

	<ol style="list-style-type: none"> 4. Bartlett Tree Experts 5. Hugo’s Tree Care, Inc 6. Hiawatha Tree Services Inc 7. Branch and Bough Tree Service and Landscape Care 8. Rainbow Tree Care <p>The following individuals have applied for a <u>Therapeutic Massage License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Massage by Amy 2. DM Massage <p>The following individuals have applied for a <u>Home Occupation License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. The Touch-Up Artist, Inc 2. Massage by Amy <p>The following individuals have applied for a <u>Gasoline Operator License</u> for 2016. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail, LLC dba Super America #4353 <p>The following individuals have applied for a <u>Retail Grocery License</u> for 2016. Staff has received the necessary documents for licensure.</p> <p>Northern Tier Retail, LLC dba Super America #4353</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2016 City License Applications.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Roland Olson, Finance Director

Item	Designate Official Depositories for 2016
Description	All investments are made according to State law and the City's Investment Policy. The City Administrator and/or Finance Director are authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
Budget Impact	
Attachment(s)	<ul style="list-style-type: none"> Resolution 2016-01 Designating the Official Depositories for the City of Falcon Heights
Action(s) Requested	Staff recommends approve of resolution for the official depositories for 2016.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 13, 2016

No. 16-01

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

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

- US Bank System, LMC 4M Fund (checking account)
- US Bank National Association
- RBC Capital Markets, LLC
- Morgan Stanley, LLC
- Wells Fargo Advisors, LLC
- Minnesota Municipal Money Market Fund (4M and 4M Plus Funds)
- PMA Securities Inc, PMA Financial Network Inc (4M and 4M Plus Investment Pools)
- Wells Fargo Securities, LLC

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

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
BROWN THUNDER
FISCHER

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F4
Attachment	Elected Official Out-of-State Travel Policy
Submitted By	Sack Thongvanh, City Administrator

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

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City of Falcon Heights

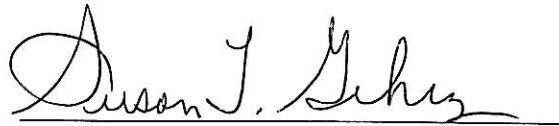
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

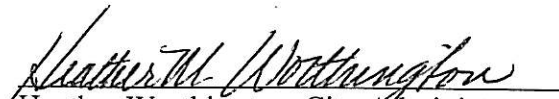
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

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

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F5
Attachment	City Council Standing Rules
Submitted By	Sack Thongvanh, City Administrator

Item	Review and Adopt Council Standing Rules
Description	<p>Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted.</p> <p>Staff has no recommendations for changes in the standing rules at this time</p>
Budget Impact	N/A
Attachment(s)	City Council Standing Rules
Action(s) Requested	Staff would recommend adopting the Council Standing Rules for 2016.

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Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

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

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

MEMBERSHIP

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

RULES

Agenda

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

Agenda (continued)

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

Process – Regular and Special Council Meetings

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

Process – Regular and Special Council Meetings (continued)

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

Process – Public Hearings

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

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

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

ADOPTION/MODIFICATION/SUSPENSION

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

ANNUAL REVIEW

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

INTERPRETATION

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

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

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

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

SIKKINK'S SEVEN MOTION SYSTEM TABLE

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



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F6
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	Council/City Commission Liaison Assignments
Description	<p>Councilmembers are each assigned to serve as a liaison between City Council and various commissions each year. Assignments for 2016 are as follows:</p> <ul style="list-style-type: none"> • Planning Commission - Pam Harris • Community Engagement Commission - Tony Fischer • Parks and Recreation Commission - Randy Gustafson • Environment Commission - Peter Lindstrom • Northeast Youth and Family Services - Joe Brown Thunder • North Suburban Cable Commission - Susan Majerus
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	I recommend approval of the above assignments.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F7
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	Appointment of Acting Mayor
Description	<p>Periodically, the Mayor's absence requires that official duties (such as signing official documents, running City Council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various City Council Members. The 2015 Acting Mayor was Council Member Charles Long.</p> <p>The Mayor still retains the right to name other Council Members as Acting Mayor when planned absences are anticipated, but the formal designation of an Acting Mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve Council Member Joe Brown Thunder as the 2016 Acting Mayor.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F8
Attachment	NA
Submitted By	Peter Lindstrom, Mayor

Item	2016 Commission Appointments
Description	<p>Each year the City Council appoints residents to serve on various city commissions. Below are my recommendations for residents to serve three year terms (2016-2018), as directed by the City Code:</p> <p>Mary Hannon Jacobson (Parks and Recreation Commission) 2nd Term Dave Thomas (Parks and Recreation Commission) 2nd Term Michael Breen (Parks and Recreation Commission) 2nd Term Jay Colond (Community Engagement Commission) 2nd Term Kathryn Hartman (Environment Commission) 2nd Term Patricia Holmes (Environment Commission) 2nd Term</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	I recommend that the residents listed above be appointed to their second three year terms to their respective commissions.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F9
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Mileage reimbursement rate for 2016
Description	The business mileage reimbursement rate allowed by the IRS is 54.0 cents per mile effective January 1, 2016. This is a 3.5 cent per mile decrease in the mileage rate allowed by the IRS in 2015.
Budget Impact	The mileage reimbursement rate is 54.0 cent per mile effective January 1, 2016.
Attachment(s)	N/A
Action(s) Requested	Staff recommends allowing the IRS approved reimbursement mileage rate of 54.0 cents per mile when employees use their personal vehicles for city business.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F10
Attachment	2016 NYFS Agreement and Letter of Intent
Submitted By	Sack Thongvanh, City Administrator

Item	2016 NYFS Cooperative Service Agreement
Description	<p>For many years now, the City of Falcon Heights has been a partner with Northeast Youth and Family Services (NYFS). Some of the services they provide include senior chore services and diversion programs for youth in various law enforcement cases. Each year the City allocates money in the general fund to help pay for these services.</p> <p>Attached is the 2016 Agreement that NYFS is asking all of their partner cities to approve. The City Attorney has reviewed the agreement and staff is recommending approval.</p>
Budget Impact	<ul style="list-style-type: none"> • 2016 Contribution of \$8,927 which is accounted for in the 2016 Budget. • 2015 Contribution of \$8,892 which is accounted for in the 2015 Budget.
Attachment(s)	<ul style="list-style-type: none"> • Letter of Intent • 2015 NYFS Agreement (Example)
Action(s) Requested	Staff recommends Council approval of the 2016 NYFS Agreement and authorization of the Mayor and City Administrator to sign all associated documents.

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July 2, 2015

Sack Thongvanh, City Administrator
City of Falcon Heights
2077 Larpenteur Avenue
Falcon Heights, MN 55113

Dear Sack,

One of the many things we are proud of at NYFS is our partnerships with organizations in the community. Working together we ensure critical services are available for those in need and that precious resources are used wisely.

Over the years our partnerships with local municipalities have ensured services within their local community and contributed to a strong region. With the merger in 2012, we now partner with 15 municipalities across the northeast metro area.

In 2010 the city administrators from our partner municipalities and NYFS met and decided that the June CPI-U would be used to determine each city's contribution for the coming year. Currently the CPI-U for June 2015 is .04. As a result, we are proposing that your City Participation amount would be \$8,927, a .04% increase over 2015.

We're sending you this correspondence now to aid in your planning for your next fiscal year. In November we will seek confirmation of the amount you are budgeting for your collaborative support of NYFS. In the meantime if you have any questions please don't hesitate to contact me at (651)-379-3404 or at jerry@nyfs.org.

Thank you for your continued support of NYFS. We are honored that you consider us worthy of your support and look forward to our ongoing partnership as we work in tandem to serve the residents of our area.

Sincerely,

Jerry Hromatka
President & CEO

AGREEMENT

I. PARTIES

This agreement is made and entered into by and between the City of Falcon Heights Minnesota ("City") and Northeast Youth and Family Services ("NYFS").

II. RECITALS

- A. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282 and 832.
- B. Through this Agreement the City intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- C. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the City and NYFS.

III. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- A. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- B. Services Provided. NYFS shall provide the City and its residents with youth and family programs set forth in the Addendum attached hereto.
- C. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:
 - 1. Report regarding proposed changes in services and programs to the City; and

2. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

D. Funding

1. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
2. The City shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation using the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U). Such adjustment shall not exceed plus or minus 3% in any year. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
3. Any new City joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
4. Amounts payable by the City shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year.

E. Board of Directors. This agreement is contingent upon the City having a designated seat on the Board of Directors. The Board of Directors shall be limited to not more than 30 Board members.

F. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the following:

1. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.
2. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.

3. On or before November 30, of any year NYFS shall submit a written report to the City including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.
 4. Periodically advising the City of services available through NYFS to the City's residents;
 5. Establishing a sliding scale for services available through NYFS to the City's residents and periodically advising the City of such fees;
 6. Providing other reasonable information requested by the City;
 7. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the City as an additional insured and providing a copy of the insurance certificate evidencing such policy to the City;
 8. Provide the City with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
 9. NYFS shall defend and indemnify the City from any and all claims or causes of actions brought against the City of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
 10. Without the written approval of the City, NYFS will not enter into any agreement with any other city which differs from the terms and conditions of this Agreement.
- G. Term. The term of this agreement will be through December 31, 2015. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the City if a successor agreement has not been executed prior to the end of the term.
- H. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

1. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
2. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

1. Consider the request and by a majority vote deny it.
2. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
3. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

CITY OF _____

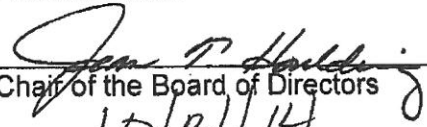
By: _____
Elected Official

Its: _____
Clerk/Manager

Dated: _____

NORTHEAST YOUTH & FAMILY SERVICES

By:  _____
President/CEO

Its:  _____
Chair of the Board of Directors

Dated: 10/31/14

10/2014

Northeast Youth & Family Services

NYFS services fall into two categories: mental health services and youth development programs. By serving both areas within our agency, we can provide a continuum of care. This has proven beneficial because although mental health and youth development have similar goals, their distinctions also complement each other.

Contracted Services

Mental Health Services:

- *Mental Health Counseling* – licensed mental health staff provide therapy for the emotional health of children, teens and adults.

Youth Development Programs:

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Senior Chore Program* – youth and other adults complete seasonal and household tasks to help seniors remain independent.

Non Contracted Services

Mental Health Services:

- *Northeast Educational & Therapeutic Services (NETS)* – provides academics and therapy for youth with mental illnesses who can not function in traditional school environments in grades 6-12.

Youth Development Programs:

- *Out of School Time* – underperforming youth receive support to increase grades, explore career and educational opportunities, and develop leadership in the community .

Northeast Youth & Family Services
City Participation Figures

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
	3% increase from 2008	1.4% decrease CPI-U @ 6-09	Same as 2010 no increase	3% increase from 2011	1.7% increase CPI-U @ 6-12	1.1% increase CPI-U @6-13	2.1% increase CPI-U 6-14
Falcon Heights	8,341	8,224	8,224	8,471	8,615	8,709 1.02	8,892

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F11
Attachment	2016 Consultant Services Agreement
Submitted By	Sack Thongvanh, City Administrator

Item	2016 Greater Metropolitan Housing Corporation Cooperative Service Agreement
Description	The City of Falcon Heights has historically partnered with the Housing Resource Center (HRC) so that our residents have access to resources such as Ramsey County loan funds, scope of service/bid preparation, contractor lists, and numerous other services. The annual cost of this contract continues to be \$2,000. The draft 2016 Consultant Services Agreement is attached to this report.
Budget Impact	The \$2,000 cost associated with this contract is included in the adopted 2016 operating budget.
Attachment(s)	<ul style="list-style-type: none"> • 2016 Consultant Services Agreement
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the attached 2016 Consultant Services Agreement with the Greater Metropolitan Housing Corporation.

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CONSULTANT SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the ____ day of _____, 2016, by and between the City of Falcon Heights, a Minnesota municipal corporation, (“the City”), and **GREATER METROPOLITAN HOUSING CORPORATION**, a Minnesota non-profit corporation (“Consultant”).

RECITALS

A. The Consultant has a division called The Housing Resource Center (“HRC”). GMHC has agreed to provide certain Services through HRC (as defined below) in connection with the City’s housing program.

B. The City desires to hire the Consultant to render this technical, professional, and marketing assistance in connection with housing programs in the City for the term as set forth in this Agreement.

C. Consultant is willing to provide such services on the terms and conditions set forth herein.

In consideration of the foregoing recitals and following terms, conditions and mutual promises contained herein, the parties agree as follows:

1. **Scope of Services.** The Consultant shall provide services as follows (the “Services”):
 - b. Administer the following home improvement programs for residents of the City of Falcon Heights: MHFA Fix Up Fund, the MHFA Rental Rehab Program, the MHFA Emergency and Accessibility Program (collectively the “MHFA Programs”):
 1. Providing information to residents and property owners about the programs, upon request;
 2. Assist the City in developing procedures for the programs;
 3. Receipt of applications from residents;
 4. Processing applications;
 5. Closing loans to qualified applicants in accordance with the applicable program;
 6. Overseeing the draw process for the funds, including, as necessary, reviewing draws, reviewing the progress of the work and collecting lien waivers and certificates of occupancy. Consultant may, for this purpose, rely on third-party representations and certifications.
 7. Provide monthly reports about the number of loans closed and the balance in each loan program.

- c. Assist City residents considering rehabilitation, including property visits, meet with homeowners and potential contractors, suggest alternatives for rehabilitation to homeowners, educate homeowners on the construction bid process, and assist homeowners to evaluate bids, work completed and construction progress.
- d. Provide HRC housing information to City residents, including information on emergency assistance, housing rehabilitation, first time homebuyers and limited rental information;
- e. Assist the City in developing programs to purchase and rehabilitate homes;
- f. Coordinate these services out of Consultant's Housing Resource Center, 1170 Lepak Court, Shoreview, MN 55126; and
- g. Have Consultant's staff visit residences as determined necessary by Consultant.

2. **Term.** This Agreement shall be in full force and effect from January 1, 2016 and shall continue through December 31, 2016, unless otherwise terminated as set forth below.

3. **Compensation.** For services provided under this Agreement, the City shall pay to the Consultant Two Thousand Dollars (\$2,000.00) within thirty (30) days after execution of this Agreement.

The Consultant shall receive compensation for administering the MHFA Programs directly from the Minnesota Housing Finance Agency and not from the City.

4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- a. The parties, by mutual written agreement, may terminate this Agreement at any time in which case the parties shall agree to the amount of fees payable to Consultant.
- b. The City may terminate this Agreement upon the breach by Consultant of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by Consultant of a written notice from the City, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that Consultant cannot reasonably cure same in the thirty (30) day period, Consultant shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by Consultant of such written notice. In the event of termination by the City hereunder, Consultant shall be entitled to fees due to the date the notice of breach is sent by the City.
- c. If Consultant or City (as applicable) (i) files a voluntary petition in bankruptcy (ii) files a voluntary petition for reorganization under any bankruptcy law, statute

or regulation or other similar statute or regulation, (iii) is adjudicated a bankrupt, (iv) makes an assignment for the benefit of creditors or applies for or consents to the appointment of a receiver or trustee as part of or in conjunction with a “creditor plan” with respect to any substantial part of its assets, or (v) a receiver or trustee is appointed, or an attachment or execution levied with respect to any substantial part of its assets, and said appointment is not vacated, or the attachment or execution not released, within sixty (60) days, then this Agreement shall, effective as of such date, without notice or further action by either party, immediately terminate.

- d. Consultant may terminate this Agreement upon the breach by City of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by City of a written notice from Consultant, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that City cannot reasonably cure same in the thirty (30) day period, City shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by City of such written notice. In the event of termination by Consultant hereunder. Consultant shall be entitled to retain the entire fee under this Agreement.

5. **Insurance.**

- a. During the term of this Agreement, the Consultant shall obtain and maintain workers compensation, comprehensive general liability, and automobile liability insurance. Comprehensive general liability insurance shall have an aggregate limit of Two Million Dollars (\$2,000,000.00).
- b. Upon request by the City, the Consultant shall provide a certificate or certificates of insurance relating to the insurance required. Such insurance secured by the Contractor shall be issued by insurance companies licensed in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess.
- c. Such insurance shall be in force on the date of execution of an Agreement and shall remain continuously in force for the duration of the Agreement.

6. **Indemnification.**

- a. Notwithstanding anything to the contrary in this Agreement, the City, its officers, agents, and employees shall not be liable or responsible in any manner to the Consultant, the Consultant’s successors or assigns, the Consultant’s subcontractors, or to any other person or persons for any third party claim, demand, damage, or cause of action of any kind, nature, or character, including intentional acts, arising out of or by reason of the performance of this Agreement by Consultant. The Consultant, and the Consultant’s successors or assigns, agree to protect, defend and save the City, and its officers, agents, and employees, harmless from all third party

claims, demands, damages, and causes of action, to the extent caused by the negligence or wrongful acts of Consultant, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting services, and other technical, administrative or professional assistance.

b. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466, or otherwise.

7. **Assignment.** This Agreement shall not be assigned, sublet, or transferred, in whole or in part without the prior written approval of the City.

8. **Conflict of Interest.** The Independent Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Independent Contractor, with the prior written consent of the City, shall arrange for suitable alternative services.

9. **Compliance with Laws.** The Consultant shall comply with all applicable Federal, State, and local laws, rules, ordinances, and regulations at all times and in the performance of the services pursuant to this Agreement.

10. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Consultant: Greater Metropolitan Housing Corporation
15 South 5th Street, Suite 710
Minneapolis, MN 55402
ATTN: Suzanne Snyder

City: Attn: City Administrator
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

Or such other address as either party may provide to the other by notice given in accordance with this provision.

11. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Consultant, and supersedes any other written or oral agreements between the City and the Consultant. This Agreement can only be modified in writing signed by the City and the Consultant.

12. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

13. **Counterparts.** This Agreement may be signed in one or more counterparts but all of which taken together shall constitute one instrument.

14. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

15. **Agreement Not Exclusive.** The City retains the right to hire other housing program consultants, in the City's sole discretion.

16. **Data Practices Act Compliance.** Data provided to the Consultant or created by the Consultant under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective dates indicated below.

CITY:

CITY OF FALCON HEIGHTS

By: _____

Its: Mayor

Date: _____, 2016.

By: _____

Its: City Administrator

Date: _____, 2016.

CONSULTANT:

GREATER METROPOLITAN HOUSING CORPORATION

By: _____

Its: President

Date: _____, 2016.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F12
Attachment	Joint Powers Agreement & Final Invoice
Submitted By	Sack Thongvanh, City Administrator

Item	Capitol Region Watershed District - Curtiss Field Improvement Project-Final Payment
Description	<p>In 2014, the City entered into a joint powers agreement with Capitol Region Watershed District to conduct storm water and flood mitigation improvement at Curtiss Field. The project was identified in the "Curtiss Pond Improvement Project Feasibility Study" report dated August 28, 2013.</p> <p>The City and the Watershed agreed to share the cost of a 65/35 County/City split. The total cost of the project was \$541,431.00. The total project cost came in 5.9% below budget.</p>
Budget Impact	This amount has been allocated in the budget.
Attachment(s)	<ul style="list-style-type: none"> • Joint Powers Agreement • Final Invoice
Action(s) Requested	Staff would recommend final payment to Capitol Region Watershed District in the amount of \$189,501.00 that reflects the construction and engineering costs detailed in the Joint Powers Agreement and final cost breakdown matrix.

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Capitol Region Watershed District

1410 Energy Park Drive, Suite 4 • Saint Paul, MN 55108

T: (651) 644-8888 • F: (651) 644-8894 • capitolregionwd.org

December 23, 2015

Mr. Sack Thongvanh, Administrator
City of Falcon Heights
2077 W. Larpenteur Ave.
Falcon Heights, MN 55113

RE: Request for Reimbursement – Curtiss Pond Improvement Project

Dear Sack:

The Capitol Region Watershed District is requesting reimbursement for the actual construction and engineering costs for the Curtiss Pond Improvement Project made under our Cooperative Construction Agreement. We are requesting \$189,501. This amount reflects the construction and engineering costs detailed in our joint powers agreement and in the following enclosure. The total project costs came in 5.9% below budget.

Thank you for your support and assistance on this project. If you have any questions or need additional information please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Fossum", written over a horizontal line.

Bob Fossum
Water Resource Project Manager

enc: Curtiss Pond Improvement Project—Expense and Financing Summary
Curtiss Pond Improvement Project —Construction and Engineering Detail
Joint Powers Agreement, Curtiss Pond Project

cc: Jesse Freihammer, Falcon Heights City Engineer, w/enc.

W:\06 Projects\Curtis Field\Coop Agreement\Reimbursement Request Letter, 12-23-2015.docx

Curtiss Pond Improvement Project
 Final Project Budget vs Actual Summary Table

12/21/2015

Costs		Budget	Actual	Difference (\$)	Difference (%)
	Construction, Contingency	\$424,000	\$376,131	-\$47,869	-11.3%
	Base Engineering (Houston Eng. Inc.)	\$81,600	\$92,800	\$11,200	13.7%
	Design and Installation--OptiRTC (Geosyntec)	\$70,000	\$72,500	\$2,500	3.6%
	Total	\$575,600	\$541,431	-\$34,169	-5.9%
Financing	CRWD	\$375,600	\$351,930	-\$23,670	-6.3%
	Falcon Heights	\$200,000	\$189,501	-\$10,499	-5.2%
	Total	\$575,600	\$541,431	-\$34,169	-5.9%

Note: Budget amounts were defined in the Joint Powers Agreement between Falcon Heights and CRWD dated 4/18/2014

Curtiss Pond Improvement Project
 Construction and Engineering Detail, Final

12/21/2015

Construction		Amount	Revised Total
Original Contract		\$329,692.00	
Change Order #1	Regulated Fill	\$32,961.00	
Change Order #2	Regulated Fill	\$10,035.00	
Change Order #3	Ice Rink Erosion Control	\$2,175.00	
Change Order #4	Light Pole Remove/Reinstall	\$1,513.00	
			\$376,376.00
Requests for payment	Date Paid	Amount	
#1	11/21/2014	\$305,932.27	
#2	1/23/2015	\$45,386.44	
#3	3/31/2015	\$1,436.00	
#4	12/21/2015	\$23,376.08	
Total Pay Requested			\$376,130.79

Engineering			
Total Invoiced	Houston Engineering	\$92,800.00	
	Geosyntec	\$72,500.00	
Total Engineering			\$165,300.00

Total Construction & Engineering

\$541,430.79

JOINT POWERS AGREEMENT

THIS AGREEMENT is entered into between the Capitol Region Watershed District a Minnesota watershed district established under the authority of Minnesota Statutes Chapter 103D (the CRWD), and the city of Falcon Heights, a municipal corporation under the laws of the State of Minnesota (the City), pursuant to the provisions of Minn. Stat. §103D.335, subd. 2, and §471.59.

Recitals

WHEREAS, the CRWD and the City have been planning to conduct stormwater and flood mitigation improvements to Pond at Curtiss Field by completing the Curtiss Pond Improvement Project (the Project); and

WHEREAS, the Project contemplates and includes regrading of the field, installation of an underground storage system and site restoration; and

WHEREAS, the Project has been identified in the "Curtiss Pond Improvement Project Feasibility Study" report dated August 28, 2013, and prepared by Houston Engineering, Inc.; and

WHEREAS, these constructed improvements are proposed at the Curtiss Field Park adjacent to the Snelling Ave. N. and Idaho Ave. intersection in the city of Falcon Heights, See Exhibit "A"; and

WHEREAS, the City and the CRWD have agreed to participate in financing the total cost of the Project, and such participation for the City as is defined herein.

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive herefrom, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to define the funding shares, direction, management and control, contracting, supervision, and liability of the parties in connection with the Project.
2. Funding. Pursuant to estimates prepared by Houston Engineering, Inc. dated April 1, 2014 (See Exhibit "B") the preliminary estimate of the cost of the Project is \$575,600. The CRWD shall be responsible for payment of the sum of \$375,600. The City shall pay \$200,000, subject to the provisions of paragraph 3.
3. Cost Overrun. In the event actual design and construction costs exceed \$575,600, the City shall pay an additional 10%, to a maximum additional contribution of \$20,000. Regardless of actual cost, the City's maximum contribution shall be \$220,000. The CRWD shall be responsible for additional costs not paid by the City.
4. Project Management. The CRWD shall manage and direct the Project on its own behalf and on behalf of the City. The CRWD shall cause to be prepared all construction plans and specifications; shall prepare bid specifications and let the Project for public bidding; shall award the construction and

related contracts; shall enter into construction and other contracts on its behalf; and shall direct and manage completion of the Project. The CRWD reserves the right to reject all bids.

5. Extra Work. All extra work orders or substantial changes to the Project made during construction of the Project shall be subject to approval by change order in writing signed by the City and the CRWD prior to such construction.

6. Construction Permits. Each party having jurisdiction for any construction permits or other permits required for construction of the Project agrees to provide those permits, in accordance with applicable law, with no fee or expense made to the Project.

7. Records and Reports/Payment by City. All parties agree to maintain records of costs pertaining to the Project in accordance with Minnesota Statutes and relevant internal record keeping and accounting procedures. Upon completion of the Project, the CRWD will submit a payment request to the City, payable in full within sixty (60) days of the billing date. Completion of the Project will be as determined by the City and the CRWD at a final project walk-through and when all punchlist items have been satisfactorily addressed by the Contractor.

8. Maintenance and Safety During Construction. Work site maintenance and safety will be the responsibility of CRWD and its contractor during the construction project.

9. Employees. It is further agreed that any and all employees of CRWD and all other persons engaged by CRWD in the performance of any work or services required, volunteered, or provided for herein to be performed by CRWD, shall not be considered employees of City, and that any and all claims that may arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged, and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged on any of the work or services provided to be rendered herein, shall in no way be the obligation or responsibility of City.

10. Non-Discrimination. The provisions of Minn. Stat. §181.59, and of any applicable local ordinance relating to Civil Rights and Discrimination, shall be considered a part of this Agreement as if fully set forth herein

11. Indemnification. The City and CRWD agree that liability under this Agreement is controlled by Minn. Stat. §471.59, subd. 1a and that the total liability for the participating cities shall not exceed the limits on governmental liability for a single use of government as specified in §466.04, subd. 1. CRWD agrees to defend, indemnify, and hold harmless City against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of CRWD or those of CRWD's employees or agents. City agrees to defend, indemnify, and hold harmless CRWD against any and all claims liability, loss, damage, or expense arising under the provisions of this Agreement for which City is responsible and caused by or resulting from negligent acts or omissions of City and or those of City's employees or agents. Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party any amount in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any one party. The limits of liability for both parties may not be added together to determine the maximum amount of liability for either party. The intent of this paragraph is to impose on each party a

limited duty to defend and indemnify each other subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

12. Project Property Ownership. Upon completion of the Project, all infrastructure constructed and all property utilized in connection with the Project shall be the property of the City, and the CRWD shall have no interest in or claim thereto.

13. Term. This Agreement shall be effective as of the last date of signature of the parties below. This Agreement shall expire and be of no further force or effect upon completion of the Project, except that the provisions of paragraphs 7 and 12 shall survive expiration of the Agreement.

CAPITOL REGION WATERSHED DISTRICT

By: Joseph Collins Date 4/18/2014
Joe Collins, President

Recommended for Approval:

By: Mark Doñeux Date 4/18/14
Mark Doñeux, Administrator

CITY OF FALCON HEIGHTS

BY: Peter Lindstrom
Peter Lindstrom, Mayor

AND: Bart Fischer
Bart Fischer, City Administrator/Clerk

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

The foregoing instrument was acknowledge before me this 9 day of April, 2014, by Peter Lindstrom and by Bart Fischer, respectively the Mayor and City Administrator/Clerk of the City of Falcon Heights, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Deborah K. Jones
Notary Public

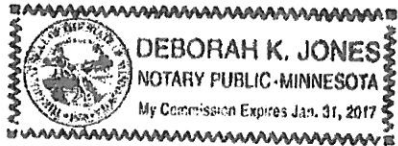


EXHIBIT A
Project Plans for Curtiss Pond Improvement Project

CAPITOL REGION WATERSHED DISTRICT AND CITY OF FALCON HEIGHTS

CONSTRUCTION PLANS FOR CURTISS POND IMPROVEMENT PROJECT FALCON HEIGHTS, MINNESOTA

APRIL 2014

GOVERNING SPECIFICATIONS

THE 2014 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION", INCLUDING CURRENT SUPPLEMENTAL SPECIFICATIONS, SHALL GOVERN.

DRAWING INDEX

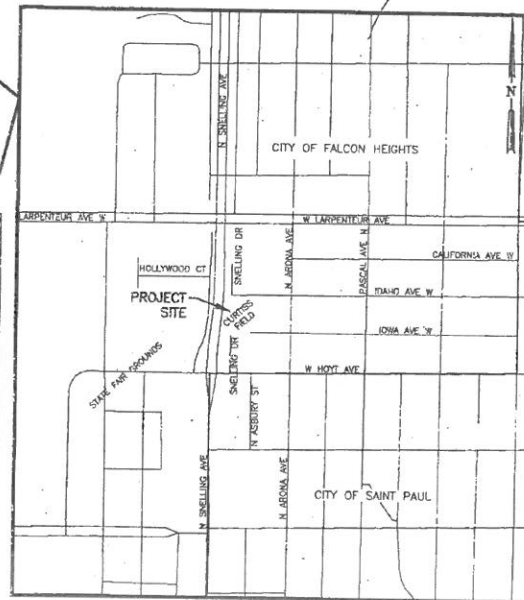
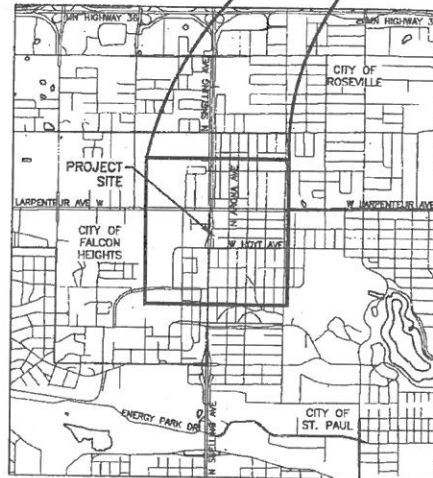
- | | |
|-----|---|
| 1 | COVER SHEET |
| 2 | EXISTING CONDITIONS, REMOVALS & TRAFFIC CONTROL |
| 3 | SITE AND GRADING PLAN |
| 4 | PLAN AND PROFILE - CMP DETENTION |
| 5-8 | CONSTRUCTION DETAILS |
| 9 | EROSION AND SEDIMENT CONTROL |
| 10 | EROSION AND SEDIMENT CONTROL - DETAILS |

UTILITY NOTES:

1. PRIOR TO ANY EXCAVATION WORK, THE CONTRACTOR IS RESPONSIBLE UNDER MINNESOTA STATE STATUTE 218D AND MINNESOTA RULES CHAPTER 7560 TO CONTACT GOPHER STATE ONE CALL FOR THE LOCATION OF UNDERGROUND UTILITY FACILITIES IN PROXIMITY TO THE EXCAVATION SITE.
2. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINE FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

DESCRIPTION	UTILITY TABULATION	OWNER
COMMUNICATION	ACCESS	COMMUNICATION TECH
COMMUNICATION	ARVIG	
COMMUNICATION	COMCAST	
COMMUNICATION	CENTURY LINK OR QWEST	
COMMUNICATION	ZAYO BANDWIDTH	
ELECTRIC	XCEL ENERGY	
GAS	XCEL ENERGY	
SEWER	CITY OF FALCON HEIGHTS	
SEWER	MINNESOTA DOT	
WATER	ST. PAUL REGIONAL WATER SERVICES	

LEGEND	EXISTING	REMOVAL	NEW
WATER MAIN	W		
SANITARY	S		
SEWER MAIN	SE		
STORM SEWER	SS		
STORM INLET	SI		
FLARED END	FE		
MANHOLE	M		
FIRE HYDRANT	FH		
GATE VALVE	GV		
UTILITY POLE	UP		
FLOOD LIGHT	FL		
COMMUNICATION BOX	CB		
UNDERGROUND ELECTRIC	USE		
UNDERGROUND TELEPHONE	UST		
UNDERGROUND FIBER OPTIC	UFO		
GAS MAIN	G		
CONIFEROUS TREE	CT		
DECIDUOUS TREE	DT		
SHRUB	SR		
SIGN	SI		
FENCE	F		
SPOT ELEVATION	E		
CURB & GUTTER	C		
BUILDING	B		
ASPHALT	A		
CONCRETE	C		
PARCEL LINE	PL		
CONTOUR	CO		
DRAINAGE	D		
ARROW	AR		
CONSTRUCTION LIMITS	LC		
TEMPORARY FENCE	TF		
SILT FENCE	SF		
SILT FENCE TYPE TD	TD		
PILE PROTECTION	PP		
SEED AND MULCH	SM		
SEED AND BLANKET	SB		
STABILIZED CONSTRUCTION CUT	SC		



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: *Greg Bowles* Date: 4-18-2014
 Printed Name: Gregory S. Bowles License #: 41929



HoustonEngineering Inc.

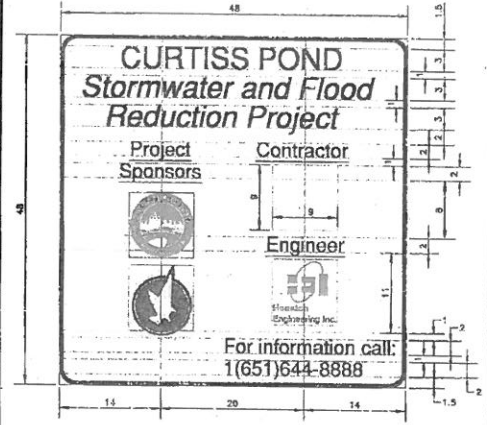
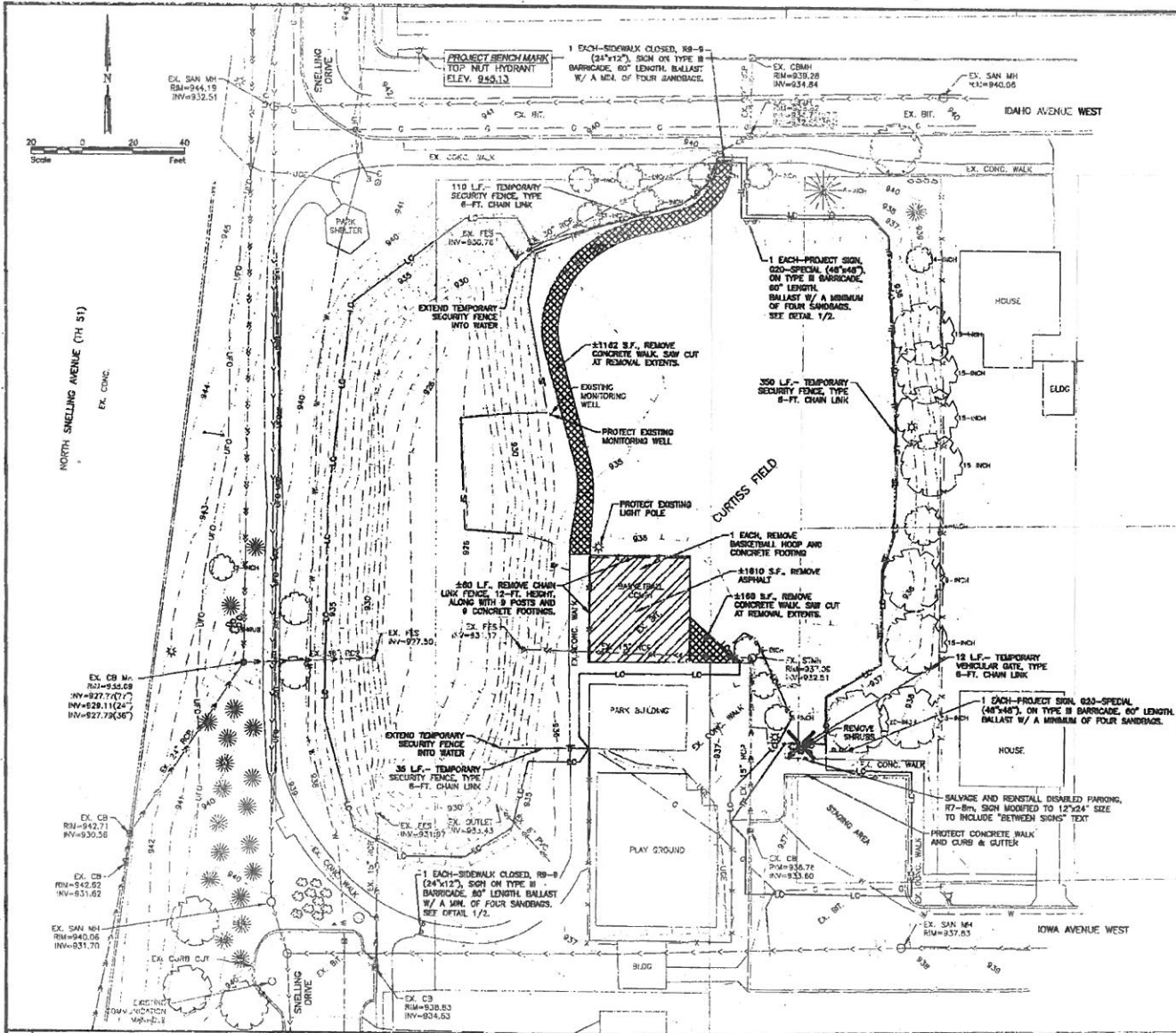
CONTACT "GOPHER STATE ONE CALL" FOR LOCATIONS OF BURIED UTILITIES. CALL (651) 454-0002 OR (800) 252-1166.

NOTES - SITE ACCESS & HAUL ROUTE

- EQUIPMENT AND HAUL ROUTE WILL BE IOWA AVENUE TO ARONA AVENUE TO WEST HOYT AVENUE TO SNELLING AVENUE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL WITHIN AREA SUBJECT TO CONTRACTORS OPERATION AND ALONG THE EQUIPMENT AND HAUL ROUTE.
- BARRICADES AND SIGNAGE SHALL BE PLACED IN ACCORDANCE WITH THE PROVISIONS OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

NOTES

- EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE BEFORE BEGINNING REMOVAL OPERATIONS.
- TEMPORARY SECURITY FENCE SHALL BE IN PLACE BEFORE BEGINNING REMOVAL OPERATIONS.



- NOTES:**
- ALL DIMENSIONS ARE IN INCHES.
 - SIGN SHALL BE 48" x 48", MANUFACTURED FROM HIGH PERFORMANCE 3M VINYL OR APPROVED EQUAL AND HAVE NON-REFLECTIVE SHEETING.
 - WHITE BACKGROUND WITH BLACK LETTERS (NO HAND LETTERING). LOGOS ARE EXCLUDED FROM THESE REQUIREMENTS.
 - BORDER 0.5" WITH 2" RADIUS.
 - LOGOS PROVIDED BY HOUSTON ENGINEERING.

PROJECT SIGN DETAIL
NOT TO SCALE

No.	Revision	Date	By	Signature: <i>Gregory S. Boyton</i>	Date: 4-18-2014	Printed Name: Gregory S. Boyton	License #: 41929
-----	----------	------	----	-------------------------------------	-----------------	---------------------------------	------------------

Houston Engineering Inc.

Maple Grove	Drawn by: DIL	Date: 4-18-14
P: 763.493.4522	Checked by: GSB	Scale: AS SHOWN
F: 763.493.5572		

CURTISS POND IMPROVEMENT PROJECT
FALCON HEIGHTS, MINNESOTA
CAPITOL REGION WATERSHED DISTRICT AND
CITY OF FALCON HEIGHTS

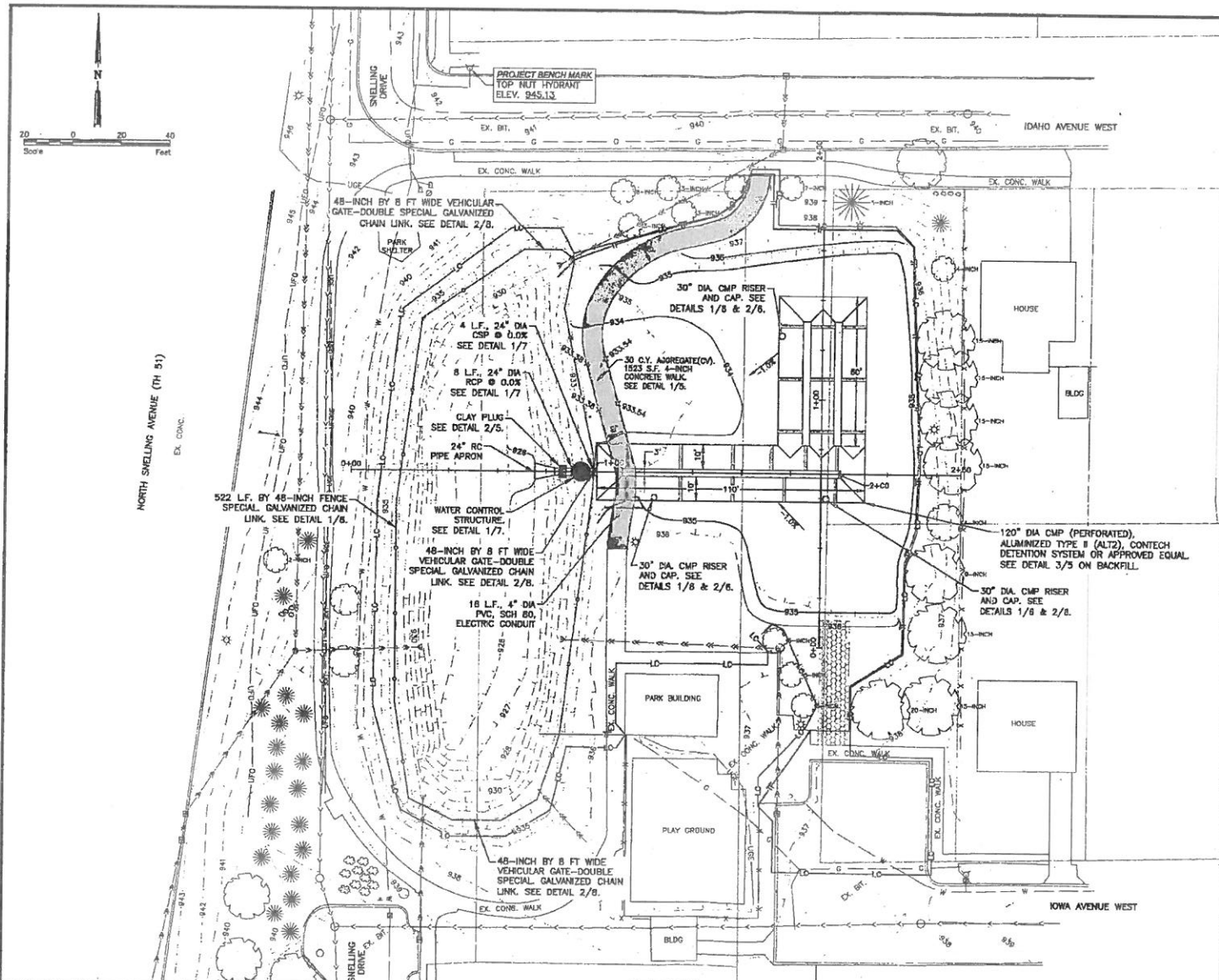
EXISTING CONDITIONS,
REMOVALS & TRAFFIC CONTROL
PROJECT NO. 6475-008

SHEET
2 of 10

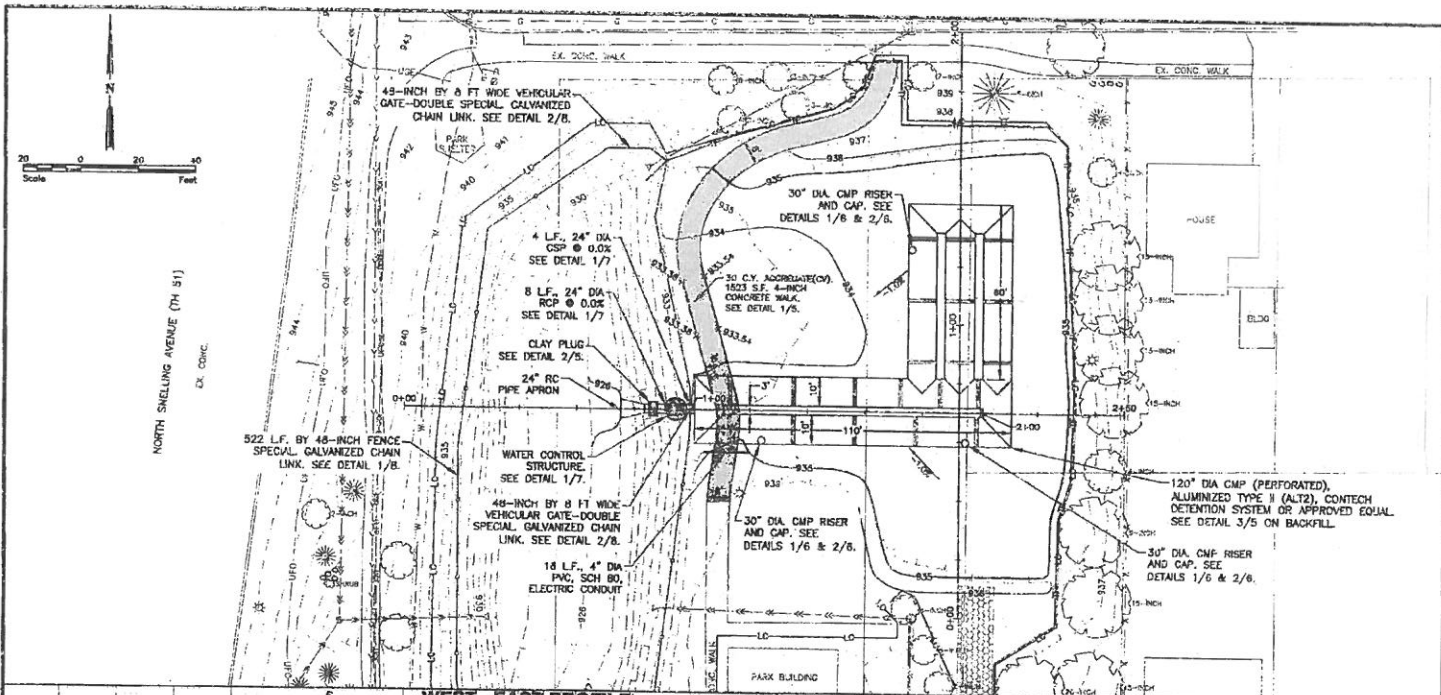
CONTACT "GOPHER STATE ONE CALL" FOR LOCATIONS OF BURIED UTILITIES. CALL (651) 454-0002 OR (800) 252-1186.

NOTES

1. HORIZONTAL CONTROL: ANY COORDINATES LISTED IN THIS PLAN ARE RAMSEY COUNTY, MINNESOTA DOT, US FOOT.
2. VERTICAL CONTROL: ALL ELEVATIONS ARE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
3. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE BEFORE BEGINNING CONSTRUCTION.
4. TEMPORARY SECURITY FENCE SHALL BE IN PLACE BEFORE BEGINNING CONSTRUCTION.



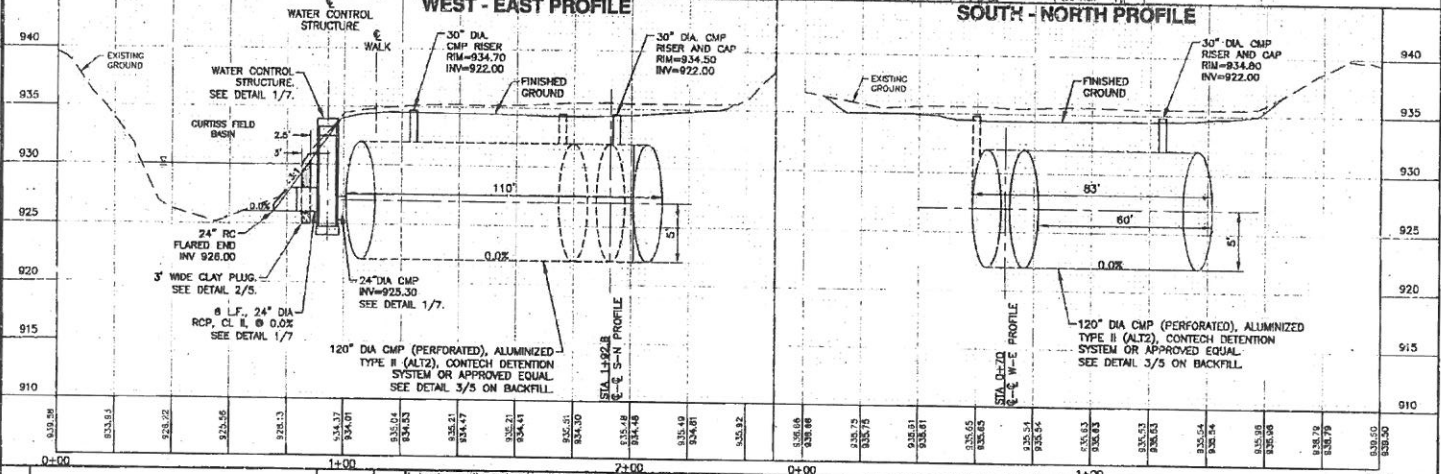
No. Revision		Date	By	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Signature: <i>Gregory S. Reuter</i> Date: 4-18-2014 Printed Name: Gregory S. Reuter License #: 41029	Houston Engineering Inc. Maple Grove P: 763.493.4522 F: 763.493.5572	Drawn by: DJL Checked by: GSB Date: 4-18-14 Scale: AS SHOWN	CURTISS POND IMPROVEMENT PROJECT FALCON HEIGHTS, MINNESOTA CAPITOL REGION WATERSHED DISTRICT AND CITY OF FALCON HEIGHTS	SITE AND GRADING PLAN PROJECT NO. 6475-008	SHEET 3 of 10



CONTACT "GOPHER STATE ONE CALL" FOR LOCATIONS OF BURIED UTILITIES. CALL (851) 454-0002 OR (800) 252-1165.

NOTES

1. HORIZONTAL CONTROL LANY COORDINATES LISTED IN THIS PLAN ARE RAMSEY COUNTY, MINNESOTA DOT, US FOOT.
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No.	Revision	Date	By

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: *Lisa Bowler* Date: 4-18-2014
 Printed Name: Gregory S. Bowler License #: 411928

Maple Grove
 P: 763.493.4522
 F: 763.493.5572

Checked by: GSB
 Scale: AS SHOWN

Crewed by: DJL
 Date: 4-18-14

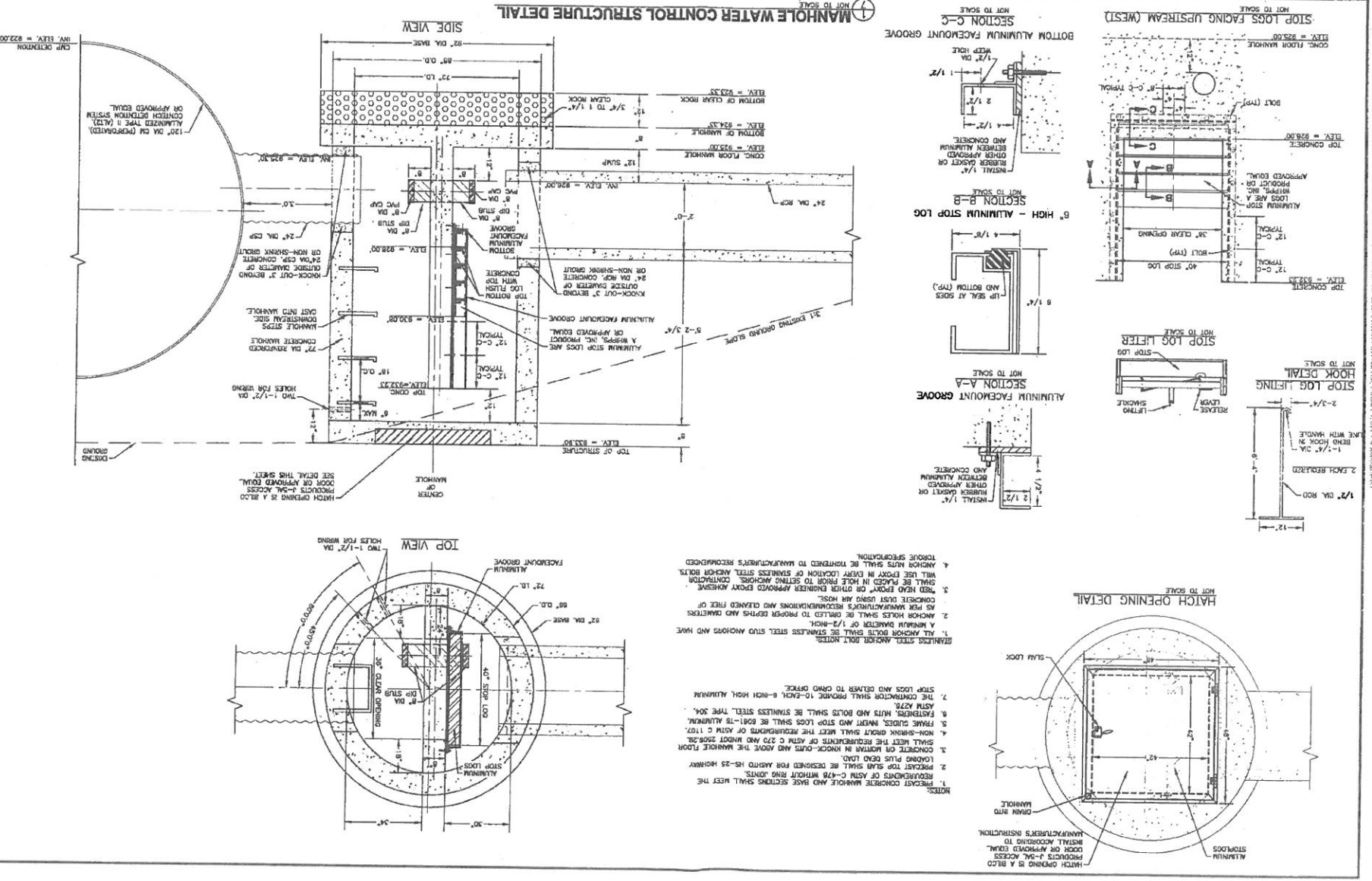
CURTISS POND IMPROVEMENT PROJECT
 FALCON HEIGHTS, MINNESOTA
 CAPITOL REGION WATERSHED DISTRICT AND
 CITY OF FALCON HEIGHTS.

PLAN AND PROFILE
 CMP DETENTION
 PROJECT NO. 6475-008

SHEET
 4 of 10

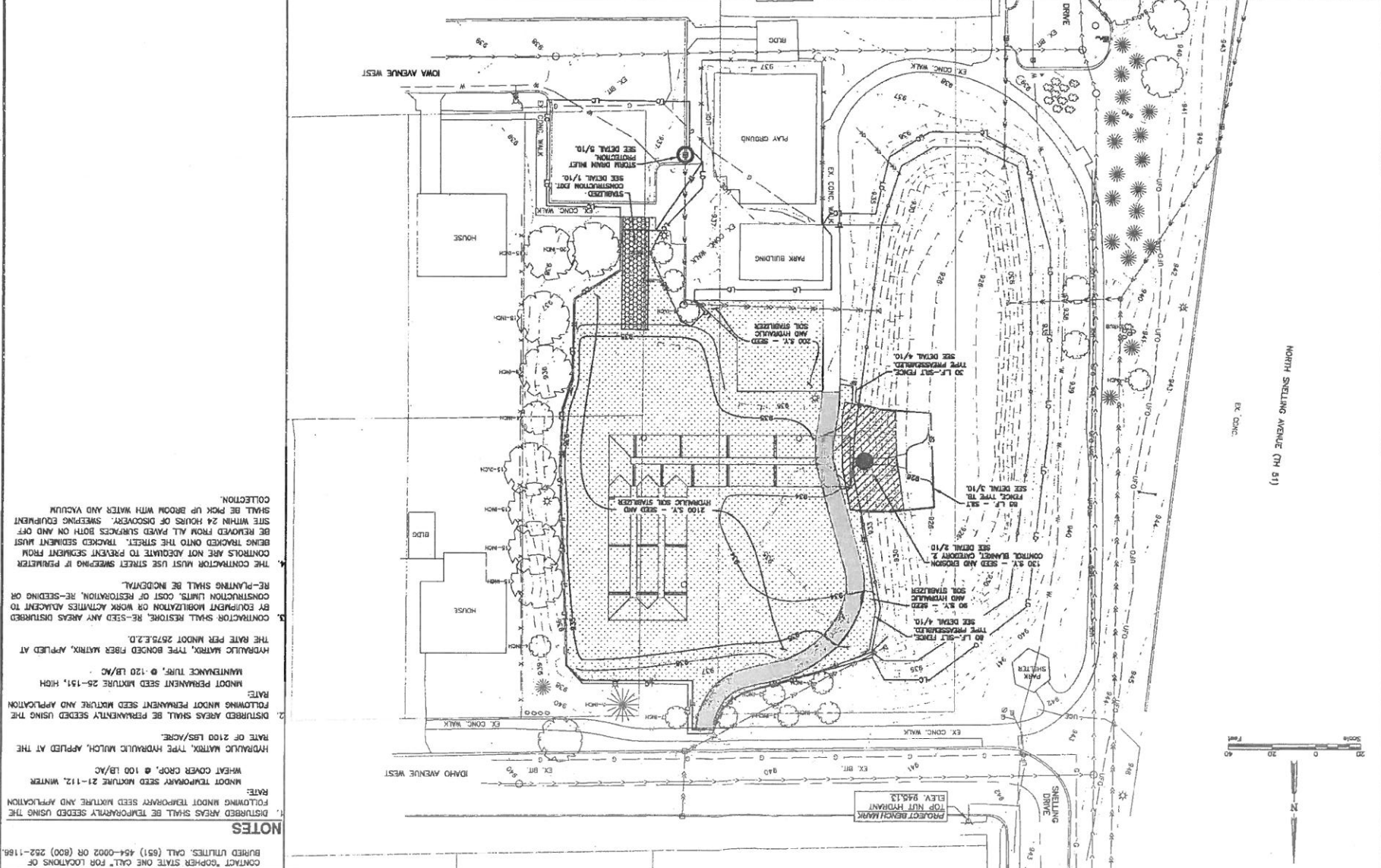
No.	Revision	Date	By	Checked by	Drawn by	Scale	Date

Houston Engineering Inc.
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 4-18-14
 Maple Grove
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 GSB
 AS SHOWN
 CITY OF FALCON HEIGHTS
 CAPITOL REGION WATERESHED DISTRICT AND
 CURTSS POND IMPROVEMENT PROJECT
 CONSTRUCTION DETAILS
 PROJECT NO. 6475-008
 SHEET 7 of 10



1. ALL NOTES TO BE READ IN CONJUNCTION WITH THE PROJECT MANUAL AND ALL APPLICABLE SPECIFICATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

No.	Revision	Date	By	Project Name, District, & Location	Sheet No.
				CURTSS POND IMPROVEMENT PROJECT	9 of 10

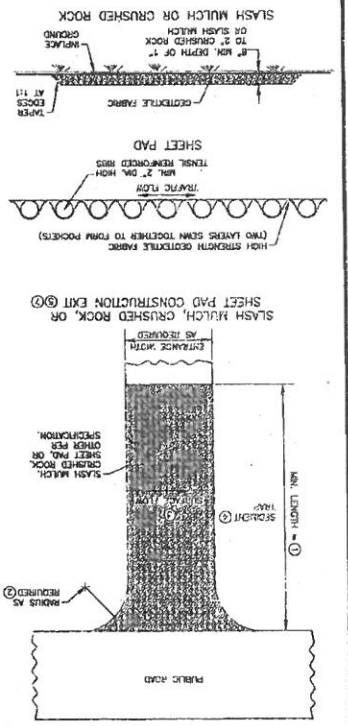
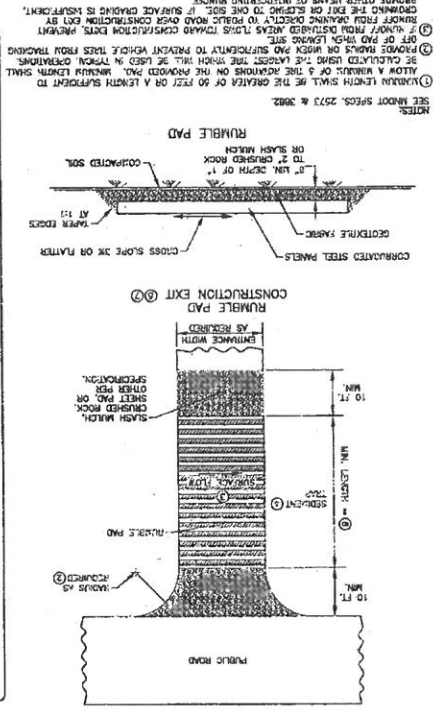
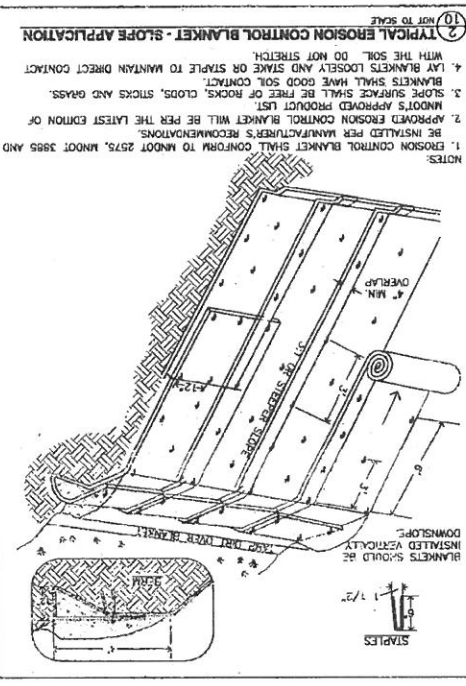
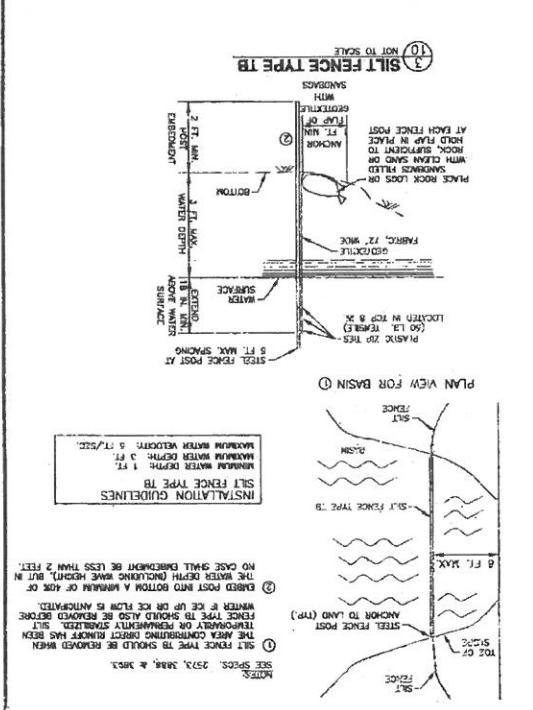
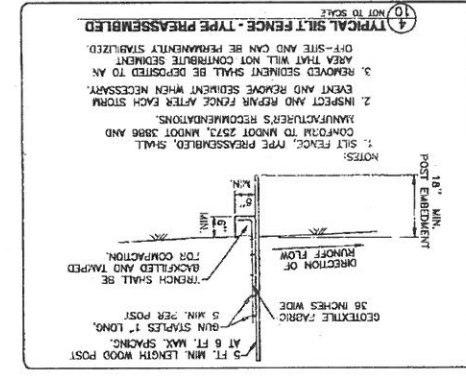
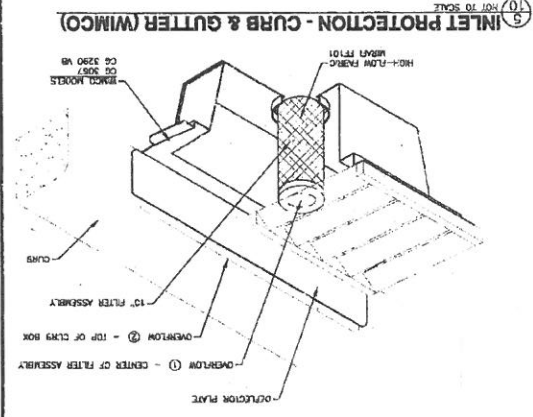


NOTES

1. DISTURBED AREAS SHALL BE TEMPORARILY SEEDED USING THE FOLLOWING MUDOT TEMPORARY SEED MIXTURE AND APPLICATION RATE: WHEAT COVER CROP, @ 100 LB./AC
2. DISTURBED AREAS SHALL BE PERMANENTLY SEEDED USING THE FOLLOWING MUDOT PERMANENT SEED MIXTURE AND APPLICATION RATE: 25-151, HIGH MAINTENANCE TURF, @ 120 LB./AC
3. CONTRACTOR SHALL RESTORE, RE-SEED ANY AREAS DISTURBED BY EQUIPMENT MOBILIZATION OR WORK ACTIVITIES ADJACENT TO RE-PLANTING SHALL BE INCIDENTAL.
4. THE CONTRACTOR MUST USE STREET SWEEPING IF PERMITS ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE STREET. TRACKED SEDIMENT MUST BE REMOVED FROM ALL PAVED SURFACES BOTH ON AND OFF SITE WITHIN 24 HOURS OF DISCOVERY. SWEEPING EQUIPMENT SHALL BE PICK UP BROOM WITH WATER AND VACUUM COLLECTION.

CONTRACT OWNER STATE ONE CALL FOR LOCATIONS OF BURIED UTILITIES. CALL (631) 454-0002 OR (800) 252-1186.

10 OF 10 SHEET	PROJECT NO. 6475-008 EROSION & SEDIMENT CONTROL DETAILS	Scale AS SHOWN	Checked by GSB	Drawn by DJL	Maple Grove	Engineering Inc. Houston	Signature: <i>[Signature]</i> License No. 41129	Date	By	No. Revision
	CURTSS POND IMPROVEMENT PROJECT CITY OF FALCON HEIGHTS, MINNESOTA CAPITOL REGION WATERFED DISTRICT AND						Project No. 6475-008			



NOTES:
 1. SILT FENCE TYPE TB SHOULD BE REPAIRED WHEN THE AREA CONTAINING DIRECT RUNOFF HAS BEEN REMOVED OR ICE UP OR ICE FLOW IS ANTICIPATED.
 2. EXPOSED POST AND BOTTOM A MINIMUM OF 40% OF THE WATER DEPTH INCLUDING WIND HEIGHT, BUT IN NO CASE SHALL EXPOSURE BE LESS THAN 2 FEET.
 3. WINDING WATER VELOCITY: 5 FT./SEC.
 4. WINDING WATER DEPTH: 3 FT.
 5. WINDING WATER VELOCITY: 5 FT./SEC.

EXHIBIT B
Estimated Costs for Construction of Curtiss Pond Improvement Project

Curtiss Pond Improvement Project Costs and Financing 4-1-2014

Costs		
	Construction, Contingency	\$424,000
	Base Engineering (Houston Eng. Inc.)	\$81,600
	Design and Installation—OptiRTC (Geosyntec)	\$70,000
	Total	\$575,600
Financing		
	CRWD	\$375,600
	Falcon Heights	\$200,000
	Total	\$575,600

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent F13
Attachment	Resolution & Supporting Documents
Submitted By	Jesse Freihammer, City Engineer

Item	Accept Work Completed and Approve Final Payment for the 2015 Pavement Management Project
Description	<p>On June 24, 2015, the City Council awarded the 2015 Pavement Management Project to Hardrives Inc., of Rogers, Minnesota. Work completed under the contract totaled \$221,091.98. The work for this contract was finished in September of 2015, and the contractor has requested final payment.</p> <p>The following streets were a part of the 2015 PMP.</p> <ul style="list-style-type: none"> • East Snelling Avenue Service Drive, from Roselawn Avenue to Crawford Avenue • West Snelling Avenue Service Drive, from Roselawn Avenue to Larpenteur Avenue
Budget Impact	<p>The final contract paid amount, \$221,091.98 is less than the original contract amount of \$299,581.97.</p> <p>The project was significantly under the awarded contract price due to under runs of quantities.</p>
Attachment	<ul style="list-style-type: none"> • Resolution 16-02 Accepting Work and Authorizing Final Payment 2015 Pavement Management Project (PMP) • Supporting Documents
Action(s) Requested	Staff would recommend approving the resolution to accept the work completed, authorize final payment, and commence the one-year warranty period for the 2015 Pavement Management Project (PMP).

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 13, 2016

No. 16-02

**RESOLUTION ACCEPTING WORK AND AUTHORIZING FINAL
PAYMENT
2015 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, pursuant to a written contract signed with the City on June 24, 2015, Hardrives Inc., of Rogers, Minnesota, has satisfactorily completed the improvements associated with the 2015 Pavement Management Project contract.

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

1. That the work completed under said contract is hereby accepted and approved; and
2. That the City Administrator is hereby directed to issue a proper order for the final payment of such contract, taking the contractor's receipt in full; and
3. That the one year warranty period as specified in the contract shall commence on January 13, 2016.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
BROWN THUNDER
FISCHER

Attested by: _____

Sack Thongvanh
City Administrator

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CITY OF ROSEVILLE

2680 Civic Center Dr
 Roseville, MN 55113
 Project SAP 124-050-010 [15-07] - Falcon Heights
 2015 Pavment Management Project
 Final Pay Request No. 2

Contractor: Hardrives, Inc.
 14475 Quiram Drive
 Rogers, MN 55374

Contract No.
 Vendor No. 20
 For Period: 8/28/2015 - 12/1/2015
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$299,581.97
Contract Changes	\$1,498.66
Revised Contract	\$301,080.63

Funds Encumbered

Original	\$299,581.97
Additional	N/A
Total	\$299,581.97

Work Certified To Date

Base Bid Items	\$219,593.32
Backsheet	\$0.00
Change Order	\$1,498.66
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$221,091.98

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 124-050-010 [15-07]	\$5,688.24	\$221,091.98	\$0.00	\$204,633.55	\$16,458.43	\$221,091.98
Percent Retained: 0%						
Amount Paid This Final Pay Request					\$16,458.43	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed

in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

 County/City/Project Engineer

Approved By Hardrives, Inc.

 Contractor

12/17/15

 Date

12-17-15

 Date

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-010 [15-07]
 Final Pay Request No. 2

SAP 124-050-010 [15-07] Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	07/14/2015	08/27/2015	\$215,403.74	\$10,770.19	\$204,633.55
2	08/28/2015	12/01/2015	\$5,688.24	(\$10,770.19)	\$16,458.43
Totals:			\$221,091.98	\$0.00	\$221,091.98

SAP 124-050-010 [15-07] Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date	
001	100,979.75	0.00	95,218.90	5,760.85	100,979.75	
002	120,112.22	0.00	109,414.64	10,697.58	120,112.22	
003	0.00	0.00	0.00	0.00	0.00	
004	0.00	0.00	0.00	0.00	0.00	
Totals:		\$221,091.97	\$0.00	\$204,633.54	\$16,458.43	\$221,091.97

SAP 124-050-010 [15-07] Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
001	Municipal (MSAS > 5000) - Falcon Heights	4,114.61	71,957.06	71,582.39	55,272.99
002	Local - Streets - Falcon Heights	12,343.82	215,871.17	214,747.18	165,818.97
003	Sanitary Sewer - Falcon Heights	0.00	0.00	0.00	0.00
004	Local - Storm Sewer - Falcon Heights	0.00	13,252.40	13,252.40	0.00

Totals: \$16,458.43 \$301,080.63 \$299,581.97 \$221,091.97

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-010 [15-07]
 Final Pay Request No. 2

SAP 124-050-010 [15-07] Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid									
1	2021.501	MOBILIZATION	LS	\$13,441.33	1	0	\$0.00	1	\$13,441.33
2	2104.501	REMOVE CONCRETE CURB	LF	\$8.81	550	82	\$722.42	439	\$3,867.59
3	2104.503	REMOVE CONCRETE SIDEWALK	S F	\$1.60	520	0	\$0.00	230	\$368.00
4	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$10.46	60	0	\$0.00	0	\$0.00
5	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$8.81	60	0	\$0.00	0	\$0.00
6	2104.505	REMOVE BITUMINOUS STREET	S Y	\$16.52	10	0	\$0.00	0	\$0.00
7	2104.511	SAWING CONCRETE PAVEMENT	LF	\$4.95	700	0	\$0.00	72	\$356.40
8	2104.513	SAWING BITUMINOUS PAVEMENT	LF	\$2.20	100	0	\$0.00	0	\$0.00
9	2104.603	SAWCUT AND REMOVE BIT FOR CURB AND GUTTER PLACEMENT	LF	\$12.00	550	23	\$276.00	380	\$4,560.00
10	2105.501	COMMON EXCAVATION	C Y	\$44.04	20	0	\$0.00	23	\$1,012.92
11	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$148.64	30	0	\$0.00	0	\$0.00
12	2211.501	AGGREGATE BASE CLASS 5	TON	\$45.61	40	0	\$0.00	7.8	\$355.76
13	2232.501	EDGE MILL BITUMINOUS SURFACE	S Y	\$8.66	90	0	\$0.00	0	\$0.00
14	2232.501	MILL BITUMINOUS SURFACE (2.5")	S Y	\$1.74	12840	0	\$0.00	12840	\$22,341.60
15	2331.609	BIT MIXTURE FOR PATCHING (MOD)	TON	\$103.88	30	0	\$0.00	33.11	\$3,439.47

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-010 [15-07]
 Final Pay Request No. 2

SAP 124-050-010 [15-07] Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
16	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.48	1800	0	\$0.00	1450	\$3,596.00
17	2360.501	TYPE SPWEA240B WEARING COURSE MIX DRIVEWAY	TON	\$120.68	20	0	\$0.00	0	\$0.00
18	2360.501	TYPE SPWEA230B WEARING COURSE MIX	TON	\$60.43	2380	0	\$0.00	2218.57	\$134,068.19
19	2504.602	ADJUST GATE VALVE	EACH	\$176.72	10	0	\$0.00	5	\$883.60
20	2506.522	ADJUST CATCH BASIN FRAME AND RING	EA	\$590.13	23	0	\$0.00	0	\$0.00
21	2506.522	ADJUST MANHOLE (FITTED STEEL RING)	EACH	\$248.00	18	0	\$0.00	3	\$744.00
22	2506.603	REHABILITATE MANHOLE OR CATCH BASIN (INTERIOR)	EACH	\$662.62	20	0	\$0.00	0	\$0.00
23	2521.501	4" CONCRETE WALK	S F	\$6.22	420	0	\$0.00	0	\$0.00
24	2521.501	6" CONCRETE WALK	S F	\$7.16	100	0	\$0.00	256	\$1,832.96
25	2531.501	CONCRETE CURB & GUTTER DESIGN B624	LF	\$37.99	550	84	\$3,191.16	441	\$16,753.59
26	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$66.06	60	0	\$0.00	0	\$0.00
27	2531.618	Truncated Radius Domes	SF	\$60.56	24	0	\$0.00	16	\$968.96
28	2563.601	TRAFFIC CONTROL	LS	\$4,349.01	1	0	\$0.00	1	\$4,349.01
29	2573.502	SILT FENCE, TYPE MACHINE SLICED	LF	\$3.30	100	0	\$0.00	0	\$0.00
30	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$115.61	29	0	\$0.00	29	\$3,352.69
		SEDIMENT							

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-010 [15-07]
 Final Pay Request No. 2

SAP 124-050-010 [15-07] Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
31	2573.533	CONTROL LOG TYPE COMPOST	LF	\$6.06	400	0	\$0.00	0	\$0.00
32	2575.505	SODDING TYPE SALT RESISTANT	SY	\$13.21	575	0	\$0.00	117.6	\$1,553.50
33	2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	LF	\$1.00	2103	0	\$0.00	1087	\$1,087.00
34	2582.503	CROSSWALK MARKING-EPOXY	SF	\$8.81	216	0	\$0.00	75	\$660.75
Totals For Section Base Bid:							\$4,189.58		\$219,593.32
Change Order 1									
35	2360.501	ASPHALT DENSITY INCENTIVE	LS	\$1,498.66	1	1	\$1,498.66	1	\$1,498.66
Totals For Change Order 1:							\$1,498.66		\$1,498.66
Project Totals:							\$5,688.24		\$221,091.98

SAP 124-050-010 [15-07] Contract Changes					
No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	12/1/2015	ASPHALT DENSITY INCENTIVE	\$1,498.66	\$1,498.66
Contract Change Totals:				\$1,498.66	\$1,498.66

MINNESOTA · REVENUE**Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-199-910-976
 Submitted Date and Time: 17-Dec-2015 1:56:26 PM
 Legal Name: HARDRIVES INC
 Federal Employer ID: 41-0859608
 User Who Submitted: Hardrives
 Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1800519680
 Minnesota ID: 9245382
 Project Owner: CITY OF FALCON HEIGHTS
 Project Number: 124-050-010
 Project Begin Date: 14-Jul-2015
 Project End Date: 26-Aug-2015
 Project Location: FALCON HEIGHTS
 Project Amount: \$221,091.98

Subcontractor Summary

Name	ID	Affidavit Number
JODEL CONTRACTING LLC	1411478	2074787840
CURB MASTERS INC	2207114	949534720
CENTURY FENCE COMPANY	8678834	1848459264
SAFETY SIGNS LLC	5139558	1362280448

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

MINNESOTA · REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-715-894-848
Submitted Date and Time: 16-Dec-2015 12:27:58 PM
Legal Name: JODEL CONTRACTING LLC
Federal Employer ID: 26-4105697
User Who Submitted: jorock
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 2074787840
Minnesota ID: 1411478
Project Owner: CITY OF FALCON HEIGHTS
Project Number: 124-050-009
Project Begin Date: 01-Jul-2015
Project End Date: 01-Oct-2015
Project Location: CITY OF FALCON HEIGHTS
Project Amount: \$19,253.47
Subcontractors: No Subcontractors

Important Messages

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MINNESOTA - REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-765-912-640
Submitted Date and Time: 16-Dec-2015 1:54:26 PM
Legal Name: CURB MASTERS INC
Federal Employer ID: 41-1606037
User Who Submitted: Linda H
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 949534720
Minnesota ID: 2207114
Project Owner: CITY OF FALCON HEIGHTS
Project Number: SAP 124-050-009
Project Begin Date: 29-Jul-2015
Project End Date: 29-Jul-2015
Project Location: 2015 STREET PROJECT FALCON HEIGHTS
Project Amount: \$16,473.00
Subcontractors: No Subcontractors

Important Messages

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MINNESOTA REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-485-085-248
Submitted Date and Time: 10-Dec-2015 8:17:47 AM
Legal Name: CENTURY FENCE COMPANY
Federal Employer ID: 39-0203700
User Who Submitted: CENTFENCE
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1848459264
Minnesota ID: 8678834
Project Owner: CITY OF FALCON HEIGHTS
Project Number: SAP 124-050-010
Project Begin Date: 17-Aug-2015
Project End Date: 17-Aug-2015
Project Location: FALCON HEIGHTS 2015 PMP SNELLING DR
Project Amount: \$2,314.17
Subcontractors: No Subcontractors

Important Messages

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MINNESOTA-REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-187-860-544
 Submitted Date and Time: 10-Dec-2015 10:35:33 AM
 Legal Name: SAFETY SIGNS LLC
 Federal Employer ID: 41-1991774
 User Who Submitted: sue blanchard
 Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1362260448
 Minnesota ID: 5139558
 Project Owner: CITY OF FALCON HEIGHTS
 Project Number: NA
 Project Begin Date: 19-Jul-2015
 Project End Date: 19-Jul-2015
 Project Location: 2015 PAVEMENT MANAGEMENT
 Project Amount: \$3,950.00
 Subcontractors: No Subcontractors

Important Messages

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 13, 2016
Agenda Item	Consent G1
Attachment	Resolution
Submitted By	Sack Thongvanh

Item	Snow and Ice Removal Fee
Description	The City Code defines that if snow and ice is not removed from public sidewalks within 24 hours, it is considered a nuisance and authorizes the City to either abate the nuisance or hire a contract to abate the nuisance. City Code also authorizes the City to certify unpaid invoices to the County as a special assessment. What is not determined is the cost to be charged if City Staff abates the nuisance. A proposed fee of \$100 per hour with a minimum an hour would cover the expense for City Staff.
Budget Impact	Minimize cost for removal.
Attachment	<ul style="list-style-type: none"> Resolution16-03 Amend City Fee Schedule to Include Snow and Ice Removal Fee
Action(s) Requested	Staff would recommend approving the resolution to accept the work completed, authorize final payment, and commence the one-year warranty period for the 2015 Pavement Management Project.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 13, 2016

No. 16-03

RESOLUTION TO AMEND CITY FEE SCHEDULE TO INCLUDE A FEE FOR SNOW REMOVAL

WHEREAS, City Code Section 22-47 c1 defines a nuisance upon premises as Snow and ice not removed from public sidewalks 24 hours after a storm has ended;

WHEREAS, the City Code Section 22-48 states “In case of failure to remove snow and ice from sidewalks as provided in subsection 22-47(c)(1) after notification and within the time prescribed, the administrator or clerk may order city employees or a contracted party to abate the nuisance. The responsible person shall be billed for the costs. If the bill is unpaid, the cost shall be certified to the county auditor as a special assessment against the property for collection in accordance with Minn. Stats. 429.101;

NOW THEREFORE BE IT RESOLVED by the Council of the City of Falcon Heights, Minnesota set a fee of \$100 per hour with a minimum of one (1) hour for snow and ice remove to be included the City Fee Schedule.

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
BROWN THUNDER
FISCHER

Attested by: _____
Sack Thongvanh
City Administrator