

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

AGENDA
September 23, 2015 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ___ HARRIS ___ BROWN THUNDER ___
LONG ___ MERCER-TAYLOR ___

STAFF PRESENT: THONGVANH___
- C. PRESENTATIONS:
 - 1. Ramsey County Sheriff Matt Bostrom
- D. APPROVAL OF MINUTES:
 - 1. September 2nd, 2015 City Council Work Session Meeting Minutes
 - 2. September 9th, 2015 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 9/17/15 \$108,002.68
Payroll through: 9/15/15 \$16,259.43
 - 2. Appoint Marc Bellemare to the Planning Commission
 - 3. Administration Coordinator (Katie Thrasher) 6 Month Employee Step Adjustment
 - 4. Community Development Coordinator (Paul Moretto) 6 Month Employee Step Adjustment
- G. POLICY ITEMS:
 - 1. Adopt Preliminary Levy
 - 2. City's Organization Chart
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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Falcon Heights City Council Workshop

**City Hall
2077 W Larpenteur Ave.
6:30 p.m.**

MINUTES

Wednesday, September 2, 2015

1) Discussion Standard Operating Procedures (SOP)-Residency Requirements for the Fire Department

- The Fire Department is requesting review of the eligibility requirement of response time for firefighters. The request is to require that all current fire department personnel physically live or work (able to respond to calls from work) within a ten (10) minute drive time from the fire station.
- Currently the City has an informal policy within various documents that that have different requirements.
- Recommendations are being made to change statements of “terminated” to “recommended for termination” in the disciplinary policy. As well as, changing reporting actions “the City Council at the first Council meeting” to “the Administrator for review”. An additional stipulation is to be added, “Termination- Recommendation(s) will be reviewed by the City Administrator and directed to the Personnel Committee. Final termination procedures will be reviewed and executed by the City Council.” The City Council is the only body that has the authority to terminate City Employees.
- Councilor Long asked the question “Are we in search of a solution without a problem?” It was indicated in the fire study and the recent Annual Fire Report presented by Fire Chief Hinrichs that we have a very quick response time compared to other departments and that our response time is in line with previous years.
- The question was asked how many people this policy would affect, and the response was one. It was recommended that we look at alternatives for the implementation of the policy in terms of grandfathering the one individual or the whole department.
- The Council recommends further research into best practices and other volunteer fire departments policies for:
 - Eligibility requirements and recruitment plans
 - Standards for living/working distance
 - How does this affect response time, and how do they define response time?

2) Discussion on Future Capital Improvement Plan (CIP) with City Engineer

- The city maintains an average Pavement Condition Index (PCI) Range of 74.07 citywide. The last PCI rating was done in 2013. The PCI is a numerical index between 0 to 100 which is used to indicate the general condition of a pavement. The higher the number, the better the pavement.
- Currently sanitary sewer lining is about 21% complete, with some of the lining still as old as the homes built in the area. If the City continues to line every other year, the City should be completed in the fourteen (14) years.

3) Discussion of the Draft 2015 General Fund Budget (Part II)

- The City is required to adopt a preliminary levy by September 30th.
- The preferred levy is 8.27% (about \$45 dollars a year for a medium sized home) to levy for the true cost of government. The major of the increase comes from the debt service from the purchase of the new fire truck. The debt service for the fire truck is over \$100,000 per year until 2023.
- Some of the highlights to make note that affects the budget:
 - The amount of local government aid was increased by \$9,309.
 - LGA will increase from \$531,308 to \$540,617
 - There was an increase for police services of less than 3%.
 - There was a change in Fire Department costs due to a full time Fire Chief position going to part time.
 - The Lauderdale fire contract is an annual automatic renewal contract.
 - The formula currently used to calculate the contract cost for the City of Lauderdale is based on total market value. This will need to be reviewed for future years to make sure it makes sense for the City.
 - 30-40% of sanitary sewer is paid for by UMN and State Fair

Peter Lindstrom, Mayor

Dated this 2nd day of September, 2015

Sack Thongvanh, City Administrator

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

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

- A. CALL TO ORDER: 7:00 pm
- B. ROLL CALL: LINDSTROM X HARRIS ____ BROWN THUNDER X
LONG X MERCER-TAYLOR X

STAFF PRESENT: THONGVANH X

C. PRESENTATIONS:

- D. APPROVAL OF MINUTES:
1. August 26, 2015 City Council Meeting Minutes

Approved

E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
1. General Disbursements through: 9/03/15 \$307,361.93
Payroll through: 8/15/15 \$16,639.89
 2. Close Fund 306 and Transfer Balance to Fund 311
 3. Approve Payment #1 to Hardrives, Inc. for the 2015 Pavement Management Project

Council Member Long Moved, Approved 4-0

G. POLICY ITEMS:

H. INFORMATION/ANNOUNCEMENTS:

Council Member Mercer-Taylor:

- There is a new accessible swing at Curtiss Field Playground which is nice to see. She will not be running in the Falcon Heights/Lauderdale 5k due to a work function.

Council Member Long:

- The Falcon Heights/Lauderdale 5k will be on Saturday, September 12 at 8am. The Parks Commission is meeting Monday, September 14 at 6:30pm.

Council Member Brown Thunder:

- The citywide garage sale is Saturday, September 12 from 9am-3pm.

Mayor Lindstrom:

- He is happy to say that we have survived another year of the State Fair.

City Administrator Sack Thongvanh:

- Staff and council have been working on the budget. The preliminary levy will be adopted at the Council meeting on September 23.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:06 pm

Dated this 9th day of September, 2015

Peter Lindstrom, Mayor

Sack Thongvanh, City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 23, 2015
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 9/17/15: \$108,002.68 Payroll through: 9/15/15: \$16,259.43
Budget Impact	
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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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0612	ABDINASIR ADEN					
I-201509095491		SOCCER REFUND	30.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	30.00
		=== VENDOR TOTALS ===	30.00			
=====						
01-00250	AMERIPRIDE SERVICES					
I-1003229213		LINEN CLEANING	36.35			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	36.35
		=== VENDOR TOTALS ===	36.35			
=====						
01-05611	AMY HACKETT					
I-201509095489		SOCCER REFUND	60.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-05610	ANNALISA RUDSER					
I-201509095487		SOCCER REFUND	30.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	30.00
		=== VENDOR TOTALS ===	30.00			
=====						
01-00295	AVR, INC					
116572		CONCRETE FOR NEW SIDEWALKS	762.00			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		CONCRETE FOR NEW SIDEWALKS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	762.00
		=== VENDOR TOTALS ===	762.00			
=====						
01-03110	CENTURY LINK					
I-201509085482		LANDLINE TELEPHONE	120.65			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	56.59
		LANDLINE TELEPHONE		601 4601-85011-000	TELEPHONE - LANDLINE	64.06
		=== VENDOR TOTALS ===	120.65			

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01-0608	CHAD MYERS					
I-201509095485		SOCCER REFUND	36.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34340-000	NON-RESIDENT FEE	36.00
		=== VENDOR TOTALS ===	36.00			
=====						
01-05617	CHRISTINA LAPPI					
I-201509095496		SOCCER REFUND	36.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34340-000	NON-RESIDENT FEE	36.00
		=== VENDOR TOTALS ===	36.00			
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01-03123	CINTAS CORPORATION #470					
I-470629717		SHOP TOWELS/SUPPLIES	132.25			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		SHOP TOWELS/SUPPLIES		101 4132-70120-000	SUPPLIES	132.25
		=== VENDOR TOTALS ===	132.25			
=====						
01-03117	CITY OF LITTLE CANADA					
I-201509085477		MAY-AUG BLDG PERMITS	31,316.77			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		MAY-AUG BLDG PERMITS		101 4117-81210-000	BUILDING INSPECTORS	26,915.17
		MAY-AUG MECHANICAL PERMITS		101 4117-81220-000	MECHANICAL INSPECTORS	4,401.60
		=== VENDOR TOTALS ===	31,316.77			
=====						
C 19	CORAL FUNG					
I-201509095497		SOCCER REFUND	30.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	30.00
		=== VENDOR TOTALS ===	30.00			
=====						
01-05615	CYNDI BLUME					
I-201509095494		SOCCER REFUND	36.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34340-000	NON-RESIDENT FEE	36.00
		=== VENDOR TOTALS ===	36.00			

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01-0539		DAKOTA ELECTRIC ASSOCIATION				
I-1480700034		SEPT SOLAR ELECT	530.00			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		SEPT SOLAR ELECT		101 4131-85025-000	SOLAR ELECTRIC	530.00
		=== VENDOR TOTALS ===	530.00			
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01-05115		GOPHER STATE ONE CALL				
I-145393		LOCATES	134.95			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	134.95
		=== VENDOR TOTALS ===	134.95			
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01-04570		JOSEPH, KATRINA E.				
I-201509085479		AUG PROSECUTIONS	2,500.00			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: Y		
		AUG PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-03255		KEEPRS, INC.				
I-286816		FIRE DEPT UNIFORMS	36.45			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		FIRE DEPT UNIFORMS		101 4124-77000-000	CLOTHING	36.45
		=== VENDOR TOTALS ===	36.45			
=====						
01-05616		LIHSIA CHEN				
I-201509095495		SOCCER REFUND	36.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34340-000	NON-RESIDENT FEE	36.00
		=== VENDOR TOTALS ===	36.00			
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01-07272		LILLIE SUBURBAN NEWSPAPER				
I-201509085480		LEGALS TIF DISCLOSURES	97.20			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		LEGALS TIF DISCLOSURES		101 4111-70410-000	LEGAL NOTICES	97.20
		=== VENDOR TOTALS ===	97.20			

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01-0230	LISA PALLO					
I-201509095490		SOCCER REFUND	36.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34340-000	NON-RESIDENT FEE	36.00
=== VENDOR TOTALS ===			36.00			
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01-05609	MATTHEW KOKOTOVICH					
I-201509095486		SOCCER REFUND	30.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	30.00
=== VENDOR TOTALS ===			30.00			
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01-05607	MATTHEW STREIT					
I-201509095484		SOCCER REFUND	72.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34340-000	NON-RESIDENT FEE	72.00
=== VENDOR TOTALS ===			72.00			
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01-05493	MCMA					
I-201509095499		2015 MEMBERSHIP	108.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		2015 MEMBERSHIP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	108.00
=== VENDOR TOTALS ===			108.00			
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01-05604	MELINDA MOORE					
I-201509095488		SOCCER REFUND	15.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	15.00
=== VENDOR TOTALS ===			15.00			
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01-05665	METROPOLITAN COUNCIL					
I-1048286		OCTOBER SS	35,833.92			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		OCTOBER SS		601 4601-85060-000	METRO SEWER CHARGES	35,833.92
=== VENDOR TOTALS ===			35,833.92			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-0614	NESA CHENDRA					
I-201509095493		SOCCER REFUND	36.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34340-000	NON-RESIDENT FEE	36.00
=== VENDOR TOTALS ===			36.00			
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01-07263	NEXTEL COMMUNICATIONS, INC					
I-201509085478		AUG CELL PHONE - FIRE TRKS	59.07			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		AUG CELL PHONE - FIRE TRKS		101 4124-85015-000	CELL PHONE	59.07
=== VENDOR TOTALS ===			59.07			
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01-06185	RAMSEY COUNTY					
I-RISK 1741		DENTAL/DISABILITY/LIFE INSURA	786.48			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		DENTAL/DISABILITY/LIFE INSURAN		101 4112-89000-000	MISCELLANEOUS	786.48
=== VENDOR TOTALS ===			786.48			
=====						
01-05620	ROLF ADDY					
I-201509095498		SOCCER REFUND	30.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	30.00
=== VENDOR TOTALS ===			30.00			
=====						
01-07870	XCEL ENERGY					
I-201509085481		ELECT AND GAS	3,146.00			
9/08/2015	APBNK	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		ELECT		101 4131-85020-000	ELECTRIC	547.81
		ELECT		101 4141-85020-000	ELECTRIC/GAS	311.79
		GAS		101 4141-85030-000	NATURAL GAS	38.45
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,084.44
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	47.25
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	50.90
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	53.77
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	11.59
=== VENDOR TOTALS ===			3,146.00			

PACKET: 01269 SEPT 10 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01	613	ANA ZBACNIK				
I-201509095492		SOCCER REFUND	60.00			
9/09/2015	APBNK	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SOCCER REFUND		201 34310-000	RECREATION FEES	60.00
		=== VENDOR TOTALS ===	60.00			
		=== PACKET TOTALS ===	76,173.09			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0600	ASPEN MILLS					
I-170179		UNIFORMS- NAVY PANTS	52.95			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		UNIFORMS- NAVY PANTS		101 4124-77000-000	CLOTHING	52.95
		=== VENDOR TOTALS ===	52.95			
=====						
01-03001	CAMPBELL KNUTSON					
I-215		LEGAL FEES FOR AUGUST	43.50			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: Y		
		LEGAL FEES FOR AUGUST		101 4114-80200-000	LEGAL FEES	43.50
		=== VENDOR TOTALS ===	43.50			
=====						
01-03089	CASH					
I-201509165508		MILEAGE, CERTIFIED MAIL	9.90			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		MILEAGE- POST OFFICE		101 4113-86010-000	MILEAGE	3.16
		POST OFFICE CERTIFIED MAIL		101 4112-70500-000	POSTAGE	6.74
		=== VENDOR TOTALS ===	9.90			
=====						
01-05171	FRA DOR INC					
I-1508347		BLACK DIRT FOR SIDEWALKS	56.00			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		BLACK DIRT FOR SIDEWALKS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	56.00
		=== VENDOR TOTALS ===	56.00			
=====						
01-054	HEWLETT PACKARD					
I-56268722		PAUL MORETTO COMPUTER	662.00			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		PAUL MORETTO COMPUTER		401 4401-90100-000	FURNITURE & EQUIPMENT	662.00
I-56271436		FRONT DESK MONITORS	190.00			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		FRONT DESK MONITORS		401 4401-90100-000	FURNITURE & EQUIPMENT	190.00
		=== VENDOR TOTALS ===	852.00			

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01-0201 ICMA MEMBERSHIP RENEWALS						
I-201509165505		ICMA MEMBERSHIP RENEWAL	720.00			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		ICMA MEMBERSHIP RENEWAL		101 4112-86100-000	CONFERENCES/EDUCATION/AS	720.00
=== VENDOR TOTALS ===			720.00			

01-05496 JOHN OR KARI KILBRIDE						
I-201509175510		ENERGY EFFICIENCY REBATE	271.94			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		ENERGY EFFICIENCY REBATE		101 4117-89100-000	ENERGY REBATE PROGRAM	271.94
=== VENDOR TOTALS ===			271.94			

01-05510 LEAGUE OF MN CITIES						
I-221475		MMA MEMBERSHIP, 2015 CITY DUE	5,569.00			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		MMMA MEMBERSHIP DUES		101 4111-86100-000	CONFERENCES/EDUCATION/TR	30.00
		2015 CITY MEMBERSHIP DUES		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	5,539.00
=== VENDOR TOTALS ===			5,569.00			

01-05440 LOFFLER COMPANIES, INC						
I-17528456		SEPTEMBER COPIER CHARGES	222.08			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		SEPTEMBER COPIER CHARGES		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	222.08
=== VENDOR TOTALS ===			222.08			

01-05482 MENARDS						
I-318122415097618		FIRE DEPARTMENT SUPPLIES	110.95			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		FIRE DEPARTMENT SUPPLIES		101 4124-70100-000	SUPPLIES	110.95
=== VENDOR TOTALS ===			110.95			

01-05273 MN PUBLIC EMPLOYEES INSURANCE						
I-201509145502		OCTOBER HEALTH INSURANCE	6,005.26			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		OCTOBER HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,005.26
=== VENDOR TOTALS ===			6,005.26			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06112	PIONEER PRESS					
I-201509165507		NEWSPAPER RENEWAL	340.60			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		NEWSPAPER RENEWAL		101 4112-70100-000	SUPPLIES	340.60
		=== VENDOR TOTALS ===	340.60			
=====						
01-06115	TIMOTHY PITTMAN					
I-201509175509		MILEAGE REIMBURSEMENT	110.40			
9/17/2015	APBNK	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		MILEAGE REIMBURSEMENT		101 4132-86101-000	MILEAGE	110.40
		=== VENDOR TOTALS ===	110.40			
=====						
01-06185	RAMSEY COUNTY					
I-PRRLG 001444		ELECTION CONTRACT 3RD QTR PMT	4,475.00			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		ELECTION CONTRACT 3RD QTR PMT		101 4115-80300-000	ELECTION CONTRACT	4,475.00
		=== VENDOR TOTALS ===	4,475.00			
=====						
01-06301	SAMS CLUB MC/SYNCB					
I-201509145500		BOOTS, 5K T SHIRTS, SUPPLIES	971.05			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		CLOTHING- BOOTS		101 4132-77000-000	CLOTHING	178.49
		KLEENEX, CLOROX, FOLGERS		601 4601-70100-000	SUPPLIES	103.56
		100 T SHIRTS 5K RUN		101 4141-89000-000	MISCELLANEOUS	689.00
		=== VENDOR TOTALS ===	971.05			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-707462		COMMERCIAL MONITORING SVC	94.50			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		COMMERCIAL MONITORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-06628	SACK THONGVANH					
I-201509165503		SEPT CELL PHONE REIMBURSEMENT	60.00			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		SEPT CELL PHONE REIMBURSEMENT		101 4131-85015-000	CELL PHONE	30.00
		SEPT CELL PHONE REIMBURSEMENT		601 4601-85015-000	CELL PHONE	30.00
		=== VENDOR TOTALS ===	60.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0685		TRAFFIX GRAFFIX				
I-6495		CITY HALL ENTRANCE DOOR LETTE	125.00			
9/14/2015	APBNK	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		CITY HALL ENTRANCE DOOR LETTER		101 4132-75100-000	STREET SIGNS	125.00
=== VENDOR TOTALS ===			125.00			

01-05870		XCEL ENERGY				
I-201509165506		ELECT- GAZEBO, SNELLING & HOY	23.52			
9/16/2015	APBNK	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		GAZEBO ELECTRICITY		101 4141-85020-000	ELECTRIC/GAS	11.94
		SNELLING & HOYT SIGN AREA		209 4209-85020-000	STREET LIGHTING POWER	11.58
=== VENDOR TOTALS ===			23.52			
=== PACKET TOTALS ===			20,113.65			

Federal Withholdings	6196.40
St Withholdings	991.26
Pera	2928.28
Icma	1600.00
Total;	31,829.59

EMP #	NAME	AMOUNT
01-0005	SACK THONGVANH	2,644.44
01-1017	TIMOTHY J SANDVIK	1,459.79
01-1019	KATHLEEN N THRASHER	643.30
01-1136	ROLAND O OLSON	1,813.53
01-1018	PAUL A MORETTO	1,623.83
01-0085	DANIEL S JOHNSON-POWERS	137.17
01-0086	RICHARD H HINRICHS	352.25
01-0087	MICHAEL A MCKAY	145.60
01-0095	MICHAEL J POESCHL	597.49
01-0105	ANTON M FEHRENBACH	272.59
01-0106	SCOTT A TESCH	175.58
01-0123	BRYAN R SULLIVAN	411.32
01-0124	MICHAEL D KRUSE	161.28
01-0132	ANDREW K TEMME	290.36
01-0133	MICHAEL A TESTER	11.27
01-1030	TIMOTHY J PITTMAN	1,620.79
01-1033	DAVE TRETSEVEN	1,415.73
01-1143	COLIN B CALLAHAN	1,439.27

TOTAL PRINTED: 18 15,215.59

9-09-2015 2:31 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 9/09/2015

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
007	ANDERSON, KEVIN	R	9/09/2015	85.84	084512
008	GAFFNEY, PATRICK	R	9/09/2015	148.52	084513
0115	WICK, JEFFREY M	R	9/09/2015	168.49	084514
0126	SMITH, BENJAMIN J	R	9/09/2015	78.54	084515
0128	ROSENBERG, NICHOLAS M	R	9/09/2015	129.47	084516
0130	RABEK, PAUL A	R	9/09/2015	122.00	084517
0131	THOMAS, DAVID M	R	9/09/2015	61.43	084518
0172	ARCAND, MICHAEL W	R	9/09/2015	249.55	084519

9-09-2015 2:31 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 9/09/2015

*** REGISTER TOTALS ***

REGULAR CHECKS:	8	1,043.84
DIRECT DEPOSIT REGULAR CHECKS:	18	15,215.59
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	26	16,259.43

*** NO ERRORS FOUND ***

END OF REPORT **

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 23, 2015
Agenda Item	Consent F2
Attachment	Resolution 15-28
Submitted By	Sack Thongvanh, City Administrator

Item	Appoint Marc Bellemare to the Planning Commission
Description	City Staff has interviewed and recommended Marc Bellemare to Mayor Lindstrom for final recommendation for the Planning Commission.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> Resolution 15-28 Appointment of Marc Bellemare to the Planning Commission
Action(s) Requested	Staff would recommend approval of Resolution 15-28 Appointment of Marc Bellemare to the Planning Commission

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 23, 2015

No. 15-28

**RESOLUTION APPOINTING MARC BELLEMARE TO THE FALCON HEIGHTS PLANNING
COMMISSION**

WHEREAS, the City Council established a Planning Commission per Minnesota Statute 462.354 subd. 1 to:

1. Guide future development of land, services, and facilities; and
2. Ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and
3. Promote the public health, safety, and general welfare of the community; and

WHEREAS, the duties are to be carried out by:

1. Establishing community objectives and policy.
2. Making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.
3. Reviewing and making recommendations on all matters relating to or affecting the physical development of the City; and

WHEREAS, City Staff and the Mayor has interviewed Marc Bellemare and recommends appointment to the Falcon Heights Planning Commission.

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

1. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER
HARRIS _____ Against
LONG
MERCER-TAYLOR

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 23, 2015
Agenda Item	Consent F3
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Administration Coordinator (Katie Thrasher) 6 Month Employee Step Adjustment
Description	Katie Thrasher, Part-Time Administrative Coordinator was hired March 9 th , 2015. Katie has completed her first 6 months with the City. It is the practice of the City to reward after the 6 month probationary period with up to a 5% step increase in their base salary.
Budget Impact	There are available funds for this step adjustment.
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve a 5% step adjustment for Katie Thrasher effective September 9, 2015.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 23, 2015
Agenda Item	Consent F4
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Community Development Coordinator (Paul Moretto) 6 Month Employee Step Adjustment
Description	Paul Moretto, Community Development Coordinator was hired March 9 th , 2015. Paul has completed his first 6 months with the City. It is the practice of the City to reward after the 6 month probationary period with up to a 5% step increase in their base salary.
Budget Impact	There are available funds for this step adjustment.
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve a 5% step adjustment for Paul Moretto effective September 9, 2015.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 23, 2015
Agenda Item	Policy G1
Attachment	Resolution 15-29
Submitted By	Sack Thongvanh, City Administrator

Item	Adopt 2016 Preliminary Levy
Description	<p>Each year, the City must set and certify to Ramsey County a preliminary levy by September 30th.</p> <p>At the August 5th and September 2nd workshops, the City Council reviewed the Draft 2015 General Fund Budget. Highlights of the Draft 2015 General Fund Budget include:</p> <p>Details for the preliminary 2016 General Fund Budget:</p> <ol style="list-style-type: none"> 1) There are no levy limits imposed by the Legislature for the 2016 Budget. 2) The amount of LGA state aid was increased by an amount of \$9,309 by the Legislature for budget year 2016. LGA will increase from \$531,308 to \$540,617 in 2016. 3) Fiscal Disparity distribution dollars for 2016 decreased by \$18,441 over the 2015 level. The decrease was \$24,223 in 2015. This results in a <u>higher</u> ad valorem property tax portion of the levy. 4) The overall general fund expenditures are proposed to increase by 2.46%. <ul style="list-style-type: none"> -Public Safety (Police, Fire and Dispatch costs) account for 1.0% of this increase. This includes the latest Police Contract, the costs from Ramsey County for inclusion in the 911 Dispatch system for 2016. -All <u>other departments</u> account for increases of 1.46%. <p>-Health insurance premiums are estimated to increase 6% due to being a small group with additional health expenses in our group during 2015. None of the insurance companies have provided new premium data at this time. Rates are not available to the City until November.</p>

	Impacts to the Overall Property Tax Levy:		
	<u>2014</u>	<u>2015</u>	<u>2016 (Proposed)</u>
General Fund Levy	944,570	1,014,116	1,046,183
Debt Service Levy	139,280	69,734	127,264
TOTAL LEVY	1,083,850	1,083,850	1,173,447
	Impacts on a Median Value Home in Falcon Heights:		
	<u>2014</u>	<u>2015</u>	<u>2016 (Proposed)</u>
Median Value Home	224,900	251,500	247,700
Taxable Median Value	207,901	236,895	232,753
Tax Capacity	2,079	2,369	2,328
City Tax Rate	24.796	23.470	25.840
City Taxes	515	556	601
Net Change	(46)	41	45
	-Over the last three year period, the net change in a median value home was \$40 for an average net change per year of \$13.33 each year.		
Budget Impact	Dependent upon adoption of the 2016 General Fund Budget. Budget Hearing Scheduled for the December 9 th 2015 City Council meeting.		
Attachment(s)	<ul style="list-style-type: none"> Resolution 15-29 Certification of the Preliminary Levy for 2016 		
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the attached Resolution 15-29 Certification of the Preliminary Levy for 2016. The Preliminary 2016 Tax Levy is \$1,173,447. Further, staff recommends that the Falcon Heights City Council set a budget hearing meeting for December 9 th , 2015, at 7:00 pm in the City Council Chambers for the purpose of receiving public comment on the 2016 General Fund Budget.		

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 23, 2015

No. 15-29

CERTIFICATION OF THE PRELIMINARY TAX LEVY FOR 2016

WHEREAS, the State of Minnesota requires the City adopt a proposed preliminary levy certification for its General Fund; and

WHEREAS, the City Council of Falcon Heights is required to adopt its 2016 Preliminary Levy Certification on or before September 30, 2015; and

WHEREAS, the City Council of the City of Falcon Heights wishes to comply with State law in this area;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota hereby does levy for the preliminary tax levy for the fiscal year commencing January 1, 2016 and the following sums for the respective purposes indicated therein upon taxable property of the City of Falcon Heights, to wit:

	PRELIMINARY LEVY
General Fund	\$1,046,183
Debt Service	\$127,264
TOTOAL LEVY	\$1,173,447

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
LONG _____
MERCER-TAYLOR _____

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

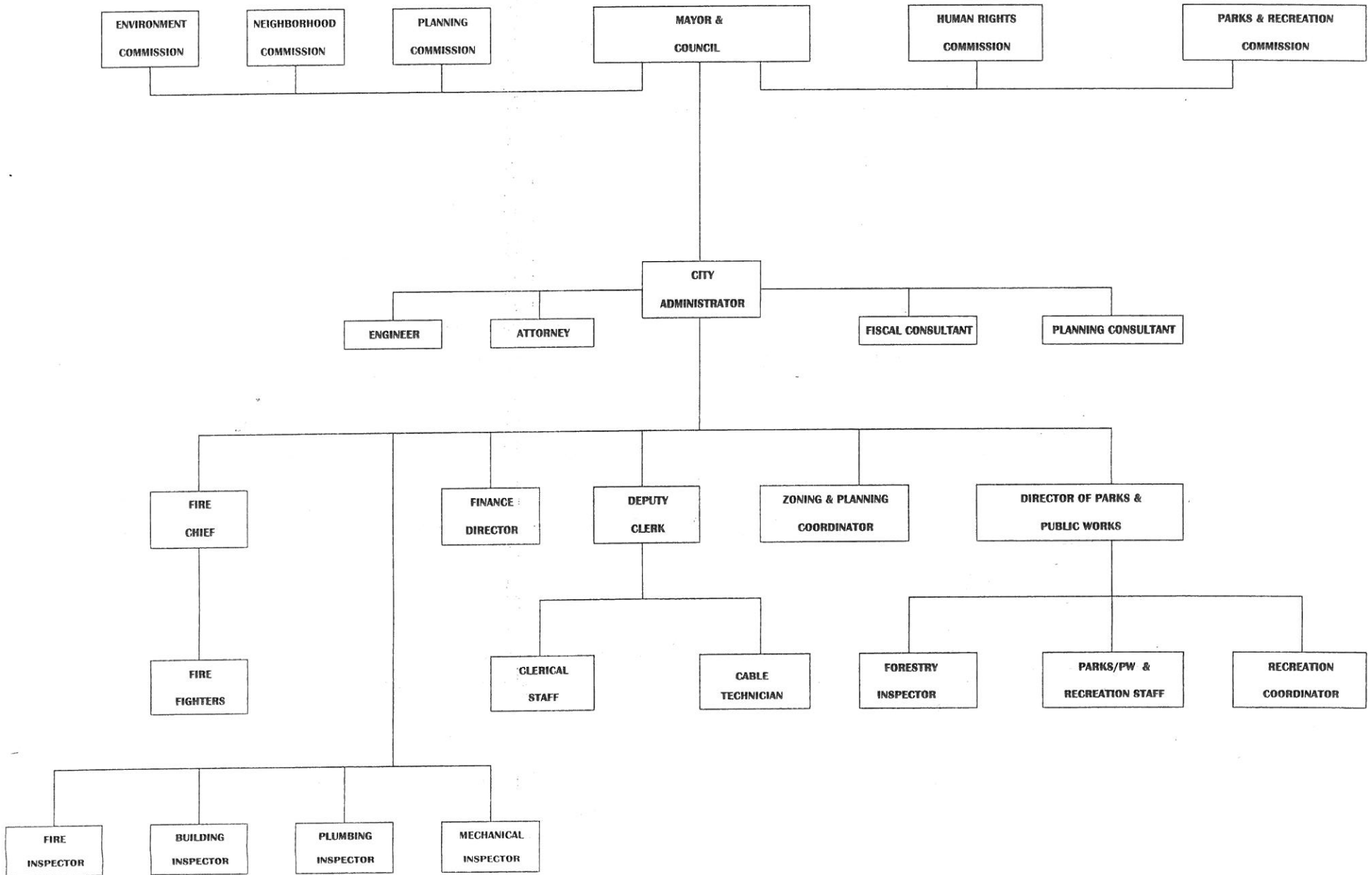
Meeting Date	September 23, 2015
Agenda Item	Policy G2
Attachment	Current and Proposed Organization Chart & Resolution 15-30
Submitted By	Sack Thongvanh, City Administrator

Item	City Organization Chart
Description	<p>The Organization Chart has not been modified for some time. There have been many changes over the years of staff changes, staff responsibility, and the combination of commissions.</p> <p>The first change was combining the Neighborhood Commission and the Human Rights Commission to create the Community Engagement Commission.</p> <p>The second change is to make sure current practices reflect the organization chart.</p> <p>The final change is to modify who reports to whom and what makes the most sense in terms of efficiency and effectiveness.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Current Organization Chart • Proposed Organization Chart • Resolution 15-30 Approve Organization Chart
Action(s) Requested	Staff would recommend approving Resolution 15-30 Approve Organization Chart

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CITY OF FALCON HEIGHTS

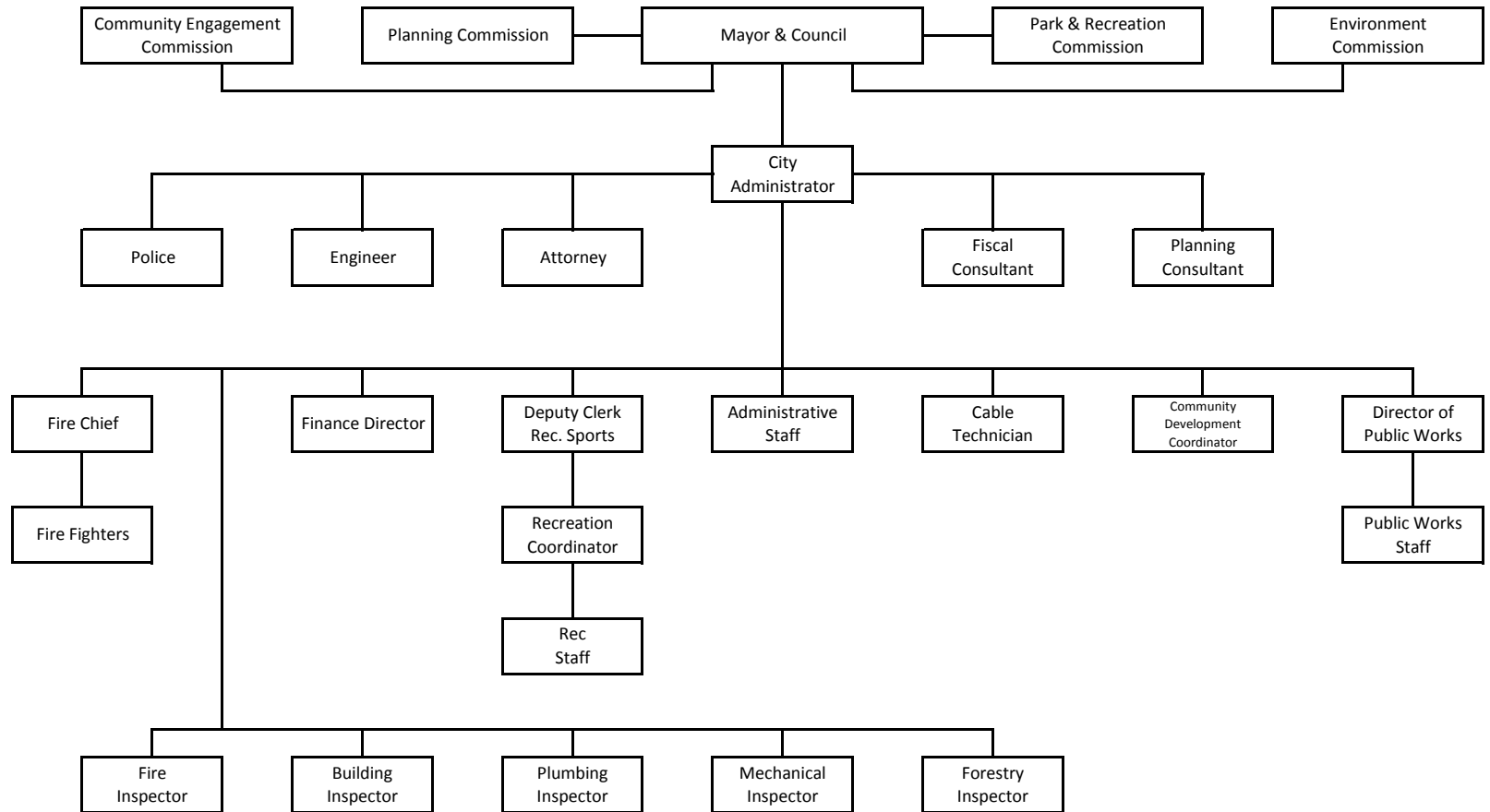
ORGANIZATIONAL CHART



1-6

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"Exhibit A"
CITY OF FALCON HEIGHTS
 2015 ORGANIZATIONAL CHART



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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 23, 2015

No. 15-30

RESOLUTION APPROVING THE CITY’S ORGANIZATION CHART

WHEREAS, the current City’s Organization Chart is outdated due to changes adopted by City Council to combine the Neighborhood Commission and the Human Rights Commission to form the new Community Engagement Commission ; and

WHEREAS, the modification of the organization chart will make sure current practices are reflected in the proposed change; and

WHEREAS, the final change is to modify who reports to whom and what makes the most sense in terms of efficiency and effectiveness.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota hereby approves the proposed Organization Chart as shown in “Exhibit A”.

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
LONG _____
MERCER-TAYLOR _____

Attested by: _____
Sack Thongvanh
City Administrator