

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

**AGENDA**  
May 25, 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. Neil Kwong Youth Citizenship Award – Austin Johnson
  - 2. Retirement of Police Chief John Ohl and Capitan Dominic Cotroneo
  
- CI. APPROVAL OF MINUTES:
  - 1. May 11, 2016 City Council Meeting Minutes
  
- CII. PUBLIC HEARINGS:
  
- CIII. CONSENT AGENDA:
  - 1. General Disbursements through: 5/19/16 \$48,686.26  
Payroll through: 5/25/16 \$32,092.79
  - 2. Increase Petty Cash
  - 3. Tim Sandvik - Deputy Clerk/Recreation Supervisor 18 Month Employee Step Adjustment
  
- G: POLICY ITEMS:
  
- H. INFORMATION/ ANNOUNCEMENTS:
  
- I. COMMUNITY FORUM:
  
- J. ADJOURNMENT:

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 25, 2016
<b>Agenda Item</b>	Consent C1
<b>Attachment</b>	Resolution and Nomination Form
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Neil Kwong Youth Citizen Award - Austin Johnson
<b>Description</b>	<p>The Neil Kwong Youth Citizenship Award was established September 2000 in memory of Neil Kwong. Neil Kwong, a youth leader and Eagle Scout, died suddenly early in August while at Boy Scout camp. Neil was an active coach, volunteer, and great young citizen. In his memory, we wish to establish the Neil Kwong Youth Citizenship Award to recognize outstanding youth leaders, volunteers, and citizens in their work here in Falcon Heights.</p> <p>We recommend that the award be granted annually to one person between the age of 12 and 21, who displays outstanding leadership, volunteerism, or citizenship while making contributions to the Falcon Heights community. The recipient would be recognized by the city council, receive acknowledgement on a plaque at city hall, and be highlighted in the city newsletter. These youth could be recommended through the schools, a nomination process, or by individual citizens of Falcon Heights.</p> <p>Mr. Gary Kwong would recommend awarding the Neil Kwong Citizenship Award to Austin Johnson. Austin is 17 years old and a junior at Open World Learning Community, a St. Paul charter school. Austin attended Falcon Heights Elementary and has been active in Boy Scouts of America and also a Brotherhood member in the Order of the Arrow (which is a philanthropic/honor society section of the scouts).</p>
<b>Budget Impact</b>	No significant impact on the adopted 2016 budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 2016-19 Awarding the Neil Kwong Youth Citizen Award to Austin Johnson</li> <li>• Nomination Form and Recommendation Letter</li> </ul>
<b>Action(s) Requested</b>	Motion to approve the attached resolution and award the Neil Kwong Youth Citizen Award to Austin Johnson.

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*"I will love life more than anybody I will ever know."* Neal Kwong, 1998

**Neal Kwong Youth Citizenship Award Nomination Form**

Please nominate a person between the ages of 12 and 19 who either lives in Falcon Heights or has volunteered within Falcon Heights. Nominators are encouraged to attach extra pages if required.

Name of Nominee Austin Johnson  
Address 1576 Snelling Drive Falcon Hgts 55108  
Phone Number 651-917-9678 Age 17  
Your Name Jennifer Johnson  
Your Phone 651-442-4443 Your E-Mail Address Dazyjmj@yahoo.com  
Your Relationship to the Nominee Parent

How has the nominee demonstrated outstanding leadership, volunteerism, or citizenship?

*See attached*

Is there anything you would like us to know about the nominee that will help us understand why you are nominating him or her (e.g. personal qualities, challenges, or interests)?

*See attached*

Nominations are due by April 30, 2015. 2016

You can e-mail this information to [mail@falconheights.org](mailto:mail@falconheights.org), fax it to 651 792-7610 or mail it to us at: Falcon Heights City Hall; Attn: **Neal Kwong** Award; 2077 W. Larpenteur Avenue; Falcon Heights, MN 55113.

April 28, 2016  
Falcon Heights City Hall  
2077 W. Larpenteur Avenue  
Falcon Heights MN 55113

Dear Falcon Heights City Hall:

Austin Johnson of 1576 Snelling Drive, Falcon Heights, MN 55108, would be an excellent choice for the Neal Kwong Youth Citizenship Award. He is a 17 year old in his junior year at Open World Learning Community, which is a St. Paul charter school. He has been a lifelong member of the City of Falcon Heights. Austin attended Falcon Height Elementary from first through sixth grade and has attended various local children's activities through the years. He spent many hours playing in Curtis Field and walking through the neighborhood.

Over the years he has shown incredible leadership, volunteerism and citizenship. Since second grade Austin has been active in the Boy Scouts of America. Austin earned his Eagle Scout Rank last year with Troop 297, and has earned 2 Eagle "palm awards" this year for continued service to the troop. He is also a Brotherhood member in the Order of the Arrow (which is a philanthropic/honor society section of the scouts). Both of these activities require many hours of service to the community and troop. He has completed the 300 hours of community/school service that is a required minimum to graduate from his high school. Examples of these activities include a school year of tutoring younger students, a school year as a teacher's helper, scout leadership as an assistant patrol leader and Order of the Arrow representative, yearly church festival children's booth worker, on-call church food server, as needed volunteer for US Figure Skating events, yearly Halloween event set up at the RANC, regular clean-up of Reservoir Woods with the troop, Tech Recycling and other similar fundraisers. Some one-time opportunities include: sole student representative on a hiring committee for school social worker, helper at various Eagle Scout projects, repairs made at Camp Du Nord and the Audubon Center. Many volunteer coordinators over the years have asked again for Austin's help, claiming he is a preferred volunteer for them.

Additionally, there are a few of Austin's interests and challenges that make my recommendation stand out. Austin is on his archery team at school. He enjoys outdoor activities and board games. He is willing to serve quietly and dependably when asked. Austin struggles with several learning disabilities, which include moderate dyslexia. For most of elementary school, Austin attended summer school help programs to help him catch up to his peers. In seventh and eighth grade he attended a year round school program to keep improving his skills, although he still lagged behind. Standardized testing often showed him to be in the lowest quartile, but he persevered. His high school years have gone exceptionally well and Austin continues to improve himself. Austin currently has a 3.3 GPA, and takes a challenging course load. He is ahead of schedule for graduation and plans to take college level math and science next fall for his senior year. Personal struggles have not held Austin back from helping others in a variety of areas and we look forward to what the future holds. Likely, Austin will begin his college career in the Minnesota Community College system to better acclimate to college life with dyslexia. Potentially, he plans to attend the University of Minnesota after his first year.

As you can see, Austin is immersed already as a productive and helpful citizen. He holds the Scout Law, "A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent", in high regard. It seems that Austin is well defined by the twelve attributes listed in the law and we expect that to only improve over the next several years. I nominate Austin Johnson for this award because I believe he meets the traits of an excellent citizen.

Sincerely,



Jennifer Marker Johnson, Parent of Nominee  
Email: [jmarkerjohnson@metro-dentalcare.com](mailto:jmarkerjohnson@metro-dentalcare.com), Phone: 651-442-4943

Austin Johnson can be contact at: 1576 Snelling Drive, Falcon Heights, MN 55108. 651-917-9678

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

May 25, 2016

No. 16-19

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**RESOLUTION AWARDING THE NEIL KWONG YOUTH CITIZENSHIP AWARD TO  
AUSTIN JOHNSON**

**WHEREAS**, the Neil Kwong Citizenship Award was established in September 2000 in memory of Neil Kwong who passed away suddenly at a Boy Scout Camp; and

**WHEREAS**, the award will be granted annually to one person between the age of 12 and 21, who displays outstanding leadership, volunteerism, or citizenship while making contributions to the Falcon Heights; and

**WHEREAS**, the recipient would be recognized by the city council, receive acknowledgement on a plaque at city hall, and be highlighted in the city newsletter; and

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota award Austin Johnson the Neil Kwong Youth Citizenship Award

**ADOPTED** by the Falcon Heights City Council this 25th day of May, 2016.

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Moved by:

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

Peter Lindstrom  
Mayor

LINDSTROM        \_\_\_\_\_    In Favor  
BROWN THUNDER  
HARRIS            \_\_\_\_\_    Against  
FISCHER  
GUSTAFSON

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator

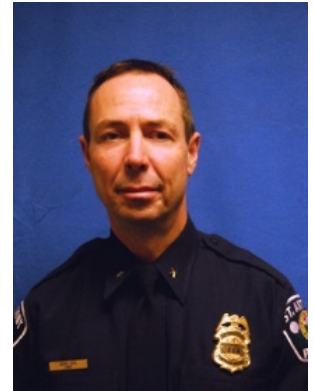
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## RETIREMENT ANNOUNCEMENT



Chief John Ohl  
St. Anthony PD



After 33 years of service to the City of St. Anthony, we are delighted and disheartened to announce that Chief John Ohl is retiring. His last day will be Friday, June 3, 2016.

John's retirement is our loss, but a well-deserved respite for him. On Thursday, June 2, 2016 we will be recognizing John for his many years of service with cake and coffee. Please join us in the St. Anthony City Council Chambers (3301 Silver Lake Road) from 4:00pm to 6:00pm to wish him well in his future endeavors.



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# RETIREMENT ANNOUNCEMENT

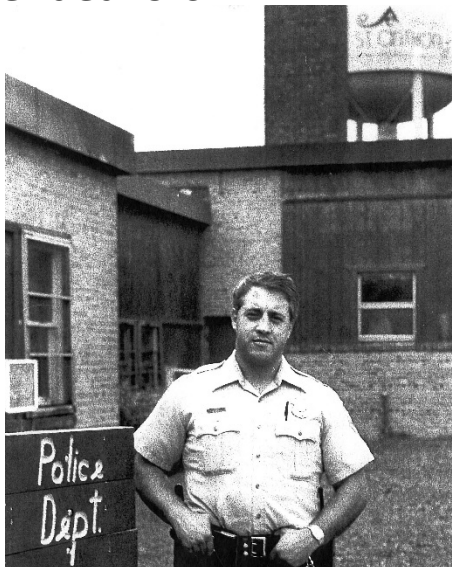
Captain Dominic Cotroneo

St. Anthony PD



As a young child, Dominic came to this country and connected with the area in which he grew up. After 30 years of service to the City of St. Anthony, we are saddened to say “arrivederci” to Captain Dominic Cotroneo. His last day will be Friday, June 3, 2016.

Dominic has made a big impact on the communities he serves. On Thursday, June 2, 2016 we will be recognizing Dominic for his many years of service with cake and coffee. Please join us in the St. Anthony City Council Chambers (3301 Silver Lake Road) from 4:00pm to 6:00pm to wish him well in his future endeavors.



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

**MINUTES**  
May 11, 2016 at 7:00 P.M.

A. CALL TO ORDER: 7:03pm

B. ROLL CALL: LINDSTROM  X  HARRIS  X  BROWN THUNDER    
FISCHER  X  GUSTAFSON  X

STAFF PRESENT: THONGVANH  X   
FREIHAMMER  X

C. PRESENTATIONS:

1. Year End 2015 Annual Audit Report

Matt Mayer from Ehlers presented an unmodified opinion of the Financial Statement and the Legal Compliance Audit.

- Revenues came in \$35,000 better than what was budgeted at \$1.88 million
- Expenditures were under budget by \$131,000, budgeted at \$1.86
- Net Transfers Out budgeted at \$22,000, and made budget
- Fund Balance increased \$166,000 to \$1.59 million
  - General Fund Expenditures has had a steady allocation
  - Sanitary Sewer Fund has had a decrease in revenue for the last two years, due to relatively flat rates and a decrease in usage
  - Storm Drainage revenue has been relatively flat and operating expenses have been up and down for the last few years.

D. APPROVAL OF MINUTES:

- |  |          |
|--|----------|
| 1. April 6, 2016 City Council Workshop Meeting Minutes | Approved |
| 2. April 13, 2016 City Council Meeting Minutes         | Approved |

E. PUBLIC HEARINGS:

F. CONSENT AGENDA:

1. General Disbursements through: 5/03/16 \$102,050.99  
Payroll through: 4/30/16 \$17,484.58

Council Member Gustafson Moved, Approved 4-0

G. POLICY ITEMS:

1. Solar Subscription Agreement with Geronimo Energy, LLC and BHE Renewables, LLC

City Administrator Thongvanh stated that this agreement is a subscription with developer, Geronimo Energy LLC and BHE Renewables LLC. The developer will create a solar garden within the county or abutting counties. This specific garden will be in Washington County. The agreement is subscribing to the production of energy through the solar garden process. Geronimo produces it and generates the power. The power is

then captured and put back into the Xcel grid. Then Xcel Energy credits the city, and we pay Geronimo Energy the payment minus one penny (a guaranteed savings of one penny). In the end, the city is saving one penny per Kwh. The estimated value of the savings is \$23,000 for a 25 year period, which is the length of the agreement. There is no upfront expense to the City. Doug Wester from Geronimo Energy stated that residents do have opportunities to subscribe to solar gardens, but Geronimo specifically focuses on low income/public residential housing.

Council Member Fischer Moved, Approved 4-0

2. Authorize Feasibility Report for the 2017 PMP –The Grove and Garden Ave  
City Engineer, Jesse Freihammer, stated that staff is looking at initiating the planning and preliminary design for the roadway maintenance included in the 2017 Pavement Management Project. This project will include Garden from Snelling to Hamline, Folwell from Fullham to Hoyt, Vincent from Hoyt to Folwell, Northrop from Hoyt to Folwell, Burton from Hoyt to Folwell, and Coffman from Hoyt to Larpenteur. The project also includes a pathway along Roselawn from Fairview to Cleveland. There are approximately 117 properties that would be affected by this project.

The project funding would be a combination of city funds, assessments, and municipal state aid dollars. The majority of the work will be recommended as a reclaim and inlay for Garden and the Grove. There would also be some curb repairs and some minor storm sewer work.

Mill and Overlay was originally presented to the Grove, but with the reclaim the project would allow St. Paul Regional Water Services to do some water main replacements. This will include replacing appropriate hydrants too. The Grove has been a red zone for water main breaks. The assessment that would happen is only for the roadwork, not for the water main work.

Council Member Harris Moved, Approved 4-0

3. SPRWS Cost Share Agreement for the 2017 PMP – The Grove Project  
St. Paul Regional Water Services is planning on replacing the water mains in the Grove. SPRWS has agreed to pay for the increase in the total project cost that would be associated to the water main replacement and their portion of the engineering cost for the project. Once the project is complete the city will invoice SPRWS, and they will reimburse the city.

Council Member Gustafson Moved, Approved 4-0

#### H. INFORMATION/ ANNOUNCEMENTS:

Council Member Fischer:

No Updates.

Council Member Harris:

- The Planning Commission discussed the concept of having a zoning review for projects that do not require a building permit. In general the Planning Commission thought that it required a lot of extra process for residents.

Council Member Gustafson:

- The Ice Cream Social and Movie in the Park is happening July 21. The Parks Commission is looking for volunteers to assist in that event. In addition to that, park programming is open for registration.
- He attended an interest meeting with the League of Local Governments of Ramsey County on the role of Minnesota's Ethnic Councils in public policy.
- This week is police memorial week starting on May 15. The Suburban Ramsey County Police Memorial is happening tomorrow, May 12 at 11am at the Hmong Alliance Church in Maplewood.
- This weekend the MN Police Memorial is at the State Capitol on Saturday and Sunday.

Mayor Lindstrom:

- He met with Governor Dayton on water issues. There were about five mayors from the metro and three to four County Commissioners. They discussed goals and accomplishments for the green step cities.
- The Environment Commission met this week. They are thinking about the next steps required to make the Ice Cream Social a zero waste event.
- The Bell Museum groundbreaking was a few weeks ago. The two year project has begun.

City Administrator Thongvanh:

- At the Bell Museum groundbreaking the city found out they received the Good Neighbor grant for three fixit stations. The likely locations will be at City Hall, Community Park, and Falcon Heights Elementary. The purpose is to promote more of a walkable, livable, and cycle-friendly community. The fixit stations will be available by mid-summer.
- Staff is moving forward with installing the sidewalks back to where they were at Curtiss field. The location may be slightly adjusted in order to be ADA compliant with the grade.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 8:00pm

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Peter Lindstrom, Mayor

Dated this 11<sup>th</sup> day of May, 2016

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Sack Thongvanh, City Administrator

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 25, 2016
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 5/19/16: \$48,686.26 Payroll through: 5/25/16: \$32,092.79
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements and Payroll</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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01-0539		DAKOTA ELECTRIC ASSOCIATION				
I-1680700042		MAY SOLAR ELECT	530.00			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: N		
		MAY SOLAR ELECT		101 4131-85025-000	SOLAR ELECTRIC	530.00
		=== VENDOR TOTALS ===	530.00			
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01-00215		EARL F ANDERSEN				
I-110965-IN		TRAFFIC CONES	330.00			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: N		
		TRAFFIC CONES		101 4132-70120-000	SUPPLIES	330.00
		=== VENDOR TOTALS ===	330.00			
=====						
01-05115		GOPHER STATE ONE CALL				
I-6040355		LOCATES	98.60			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	98.60
		=== VENDOR TOTALS ===	98.60			
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01-04570		JOSEPH, KATRINA E.				
I-52		APRIL PROSECUTIONS	2,500.00			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: Y		
		APRIL PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
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01-07263		NEXTEL COMMUNICATIONS, INC				
201605055782		CELL PHONES	64.71			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: N		
		CELL PHONES		101 4124-85015-000	CELL PHONE	64.71
		=== VENDOR TOTALS ===	64.71			
=====						
01-06185		RAMSEY COUNTY				
I-RISK1782		APRIL DENTAL/DISABIL/LIFE INS	907.39			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: N		
		APRIL DENTAL/DISABIL/LIFE INS		101 4112-89000-000	MISCELLANEOUS	907.39
		=== VENDOR TOTALS ===	907.39			

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01	370	XCEL ENERGY				
I-201605055780		GAS, STREET LIGHTS, SIGN	385.20			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: N		
		CITY HALL GAS		101 4131-85030-000	NATURAL GAS	239.10
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	43.94
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	41.78
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	48.63
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	11.75
I-201605055781		ICE RINK LIGHTS, STREET LIGHT	37.81			
5/05/2016	APBNK	DUE: 5/05/2016 DISC: 5/05/2016		1099: N		
		COFFMAN ICE RINK LIGHTS		101 4141-85020-000	ELECTRIC/GAS	26.06
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	11.75
		=== VENDOR TOTALS ===	423.01			
		=== PACKET TOTALS ===	4,853.71			

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0.	.53	FIRST DUE FIRE TRAINING				
I-3		INTO TO RIT/SURVIVAL TNG	600.00			
5/10/2016	APBNK	DUE: 5/10/2016 DISC: 5/10/2016		1099: N		
		INTO TO RIT/SURVIVAL TNG		101 4124-86020-000	TRAINING	600.00
I-4		RIT/EXTYRICAITON/RESCUES	600.00			
5/10/2016	APBNK	DUE: 5/10/2016 DISC: 5/10/2016		1099: N		
		RIT/EXTYRICAITON/RESCUES		101 4124-86020-000	TRAINING	600.00
=== VENDOR TOTALS ===			1,200.00			
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-201605105784		HEALTH INS; MAR, APR MAY	19,359.66			
5/10/2016	APBNK	DUE: 5/10/2016 DISC: 5/10/2016		1099: N		
		HEALTH INS; MAR, APR MAY		101 4112-89000-000	MISCELLANEOUS	19,359.66
=== VENDOR TOTALS ===			19,359.66			
=====						
01-06544	TIM SANDVIK					
I-201605105783		MCMA CONF/MRPA MEETINGS/CELL	448.42			
5/10/2016	APBNK	DUE: 5/10/2016 DISC: 5/10/2016		1099: N		
		MCMA CONF EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	374.94
		MRPA MEETINGS EXP		101 4112-86010-000	MILEAGE & PARKING	33.48
		MAR/APR CELL PHONE REIMB		101 4116-85010-000	TELEPHONE	40.00
=== VENDOR TOTALS ===			448.42			
=== PACKET TOTALS ===			21,008.08			

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01-0250		AMERIPRIDE SERVICES					
I-1003463931		LINEN CLEANING	39.03				
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N			
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING		39.03
		=== VENDOR TOTALS ===	39.03				
=====							
01-03001		CAMPBELL KNUTSON					
I-222		APRIL LEGALS	464.00				
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: Y			
		APRIL LEGALS		101 4114-80200-000	LEGAL FEES		464.00
		=== VENDOR TOTALS ===	464.00				
=====							
01-03089		CASH					
I-201605165789		POSTAGE, SUPPLIES, REC SPORTS	298.90				
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N			
		CERTIFIED POSTAGE		101 4112-70500-000	POSTAGE		32.21
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES		16.69
		ADDTL PETTY CASH- REC SPORTS		101 10200-000	PETTY CASH		250.00
		=== VENDOR TOTALS ===	298.90				
=====							
01-03110		CENTURY LINK					
I-201605165790		LANDLINES	121.20				
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N			
		LANDLINES PARKS		101 4141-85011-000	TELEPHONE - LANDLINE		56.81
		LANDLINES		601 4601-85011-000	TELEPHONE - LANDLINE		64.39
		=== VENDOR TOTALS ===	121.20				
=====							
01-03123		CINTAS CORPORATION #470					
I-470748954		SHOP TOWELS, CLEANER, MATS	118.80				
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N			
		SHOP TOWELS, CLEANER, MATS		101 4131-70110-000	SUPPLIES		118.80
		=== VENDOR TOTALS ===	118.80				

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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I-IN 15717		ASPHALT MIX	181.29			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		ASPHALT MIX		101 4132-75000-000	BITUMINOUS PATCHING	181.29
=== VENDOR TOTALS ===			181.29			
01-05175		CONTINENTAL RESEARCH CORPORATI				
I-434899-CRC-1		WEED KILLER	479.74			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		WEED KILLER		101 4132-87010-000	BOULEVARD MAINTENANCE	479.74
=== VENDOR TOTALS ===			479.74			
01-03527		DELEGARD TOOL COMPANY				
I-94760		HOSE REEL, TIRES	134.98			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		HOSE REEL, TIRES		101 4131-70110-000	SUPPLIES	134.98
=== VENDOR TOTALS ===			134.98			
01-05243		HINRICHS,RICH				
I-201605165787		REIMB: NATURAL GAS FIRE TNG	153.92			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		REIMB: NATURAL GAS FIRE TNG		101 4124-86020-000	TRAINING	153.92
=== VENDOR TOTALS ===			153.92			
01-05440		LOFFLER COMPANIES, INC				
18729315		MAY COPIER CHARGES	222.08			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		MAY COPIER CHARGES		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	222.08
=== VENDOR TOTALS ===			222.08			
01-05582		MENARDS				
I-201605165792		SHOP SUPPLIES	78.87			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		SHOP SUPPLIES		101 4131-70110-000	SUPPLIES	78.87
=== VENDOR TOTALS ===			78.87			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-231		MN FIRE SVC CERT. BOARD				
I-3898		FIRE CERTIFICATION - MCCREADY	135.00			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		FIRE CERTIFICATION - MCCREADY		101 4124-86020-000	TRAINING	135.00
=== VENDOR TOTALS ===			135.00			
01-05832		MORETTO, PAUL				
I-201605165788		REIMB CELL PHONE, MILEAGE	32.18			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		CELL PHONE REIMB		101 4117-85015-000	CELL PHONE	20.00
		MILEAGE REIMB		101 4117-86010-000	MILEAGE	12.18
=== VENDOR TOTALS ===			32.18			
01-06053		OREILLY AUTO PARTS				
I-1799211786		AIR FILTER, GREASE HOSE, OIL	75.51			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		AIR FILTER, GREASE HOSE, OIL		101 4131-70110-000	SUPPLIES	75.51
=== VENDOR TOTALS ===			75.51			
01-06185		RAMSEY COUNTY				
I-149270		COPY CHARGES APRIL 2016	10.00			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		COPY CHARGES APRIL 2016		101 4112-89000-000	MISCELLANEOUS	10.00
=== VENDOR TOTALS ===			10.00			
01-46		STAPLES				
I-8038740236		OFFICE SUPPLIES	348.83			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	348.83
=== VENDOR TOTALS ===			348.83			
01-05666		DOUG & JEAN WOLFE				
I-201605165791		ENERGY EFFICIENCY REBATE	20.87			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		ENERGY EFFICIENCY REBATE		101 4117-89100-000	ENERGY REBATE PROGRAM	20.87
=== VENDOR TOTALS ===			20.87			



PACKET: 01389 MAY 16 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	370	XCEL ENERGY				
<hr/>						
I-201605165786		ELECT, GAS	3,094.06			
5/16/2016	APBNK	DUE: 5/16/2016 DISC: 5/16/2016		1099: N		
		CITY HALL ELECT		101 4131-85020-000	ELECTRIC	452.31
		CURTISS FIELD ELECT		101 4141-85020-000	ELECTRIC/GAS	31.79
		COMM PARK ELECT		101 4141-85020-000	ELECTRIC/GAS	248.16
		COMM PARK GAS		101 4141-85030-000	NATURAL GAS	104.89
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	47.78
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	49.97
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	48.99
		STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	2,110.17
		=== VENDOR TOTALS ===	3,094.06			
		=== PACKET TOTALS ===	6,009.26			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0055		AMERICAN OFFICE PRODUCTS				
I-2990		ENVELOPES	172.00			
5/18/2016	APBNK	DUE: 5/18/2016 DISC: 5/18/2016		1099: N		
		ENVELOPES		101 4112-70100-000	SUPPLIES	172.00
=== VENDOR TOTALS ===			172.00			
01-03123		CINTAS CORPORATION #470				
I-470752248		BLACK MATS	52.84			
5/18/2016	APBNK	DUE: 5/18/2016 DISC: 5/18/2016		1099: N		
		BLACK MATS		101 4131-70110-000	SUPPLIES	52.84
=== VENDOR TOTALS ===			52.84			
01-05175		CONTINENTAL RESEARCH CORPORATI				
I-0434899-CRC-1		WEED KILLER	476.74			
5/18/2016	APBNK	DUE: 5/18/2016 DISC: 5/18/2016		1099: N		
		WEED KILLER		101 4132-87010-000	BOULEVARD MAINTENANCE	476.74
=== VENDOR TOTALS ===			476.74			
01-04084		FIRE EQUIPMENT SPECIALTIES				
I-9277		GEAR-COATS, PANTS, SUSPENDERS	4,023.55			
5/18/2016	APBNK	DUE: 5/18/2016 DISC: 5/18/2016		1099: N		
		GEAR-COATS, PANTS, SUSPENDERS		101 4124-77000-000	CLOTHING	4,023.55
=== VENDOR TOTALS ===			4,023.55			
01-00870		XCEL ENERGY				
01605185793		CURTISS FIELD GAZEBO ELECT	23.83			
5/18/2016	APBNK	DUE: 5/18/2016 DISC: 5/18/2016		1099: N		
		CURTISS FIELD GAZEBO ELECT		101 4141-85020-000	ELECTRIC/GAS	23.83
=== VENDOR TOTALS ===			23.83			
=== PACKET TOTALS ===			4,748.96			
		fed withholdings	6546.96			
		state withholdings	1043.17			
		Pera	3076.24			
		Icma	1400.00			

16,815.21

MP #	NAME	AMOUNT
1005	SACK THONGVANH	2,817.34
-1017	TIMOTHY J SANDVIK	1,497.91
1-1019	KATHLEEN N THRASHER	743.99
1-1136	ROLAND O OLSON	1,906.60
1-1159	SARA E ASCHENBECK	164.53
1-1018	PAUL A MORETTO	1,743.54
1-0085	DANIEL S JOHNSON-POWERS	124.71
1-0086	RICHARD H HINRICHS	63.32
1-0087	MICHAEL A MCKAY	112.40
1-0095	MICHAEL J POESCHL	980.73
1-0105	ANTON M FEHRENBACH	290.88
1-0106	SCOTT A TESCH	124.01
1-0123	BRYAN R SULLIVAN	128.97
1-0124	MICHAEL D KRUSE	113.11
1-0128	NICHOLAS M ROSENBERG	93.74
1-0132	ANDREW K TEMME	160.90
1-1030	TIMOTHY J PITTMAN	1,690.96
1-1033	DAVE TRETSVEN	1,451.90
1-1143	COLIN B CALLAHAN	1,468.55

TOTAL PRINTED: 19 15,678.09

5-11-2016 8:43 AM PAYROLL CHECK REGISTER PAGE: 1  
 PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 5/11/2016

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1010	ANDERSON, KEVIN	R	5/11/2016	17.23	084813
	GAFFNEY, PATRICK	R	5/11/2016	158.48	084814
1011	WICK, JEFFREY M	R	5/11/2016	77.94	084815
10126	SMITH, BENJAMIN J	R	5/11/2016	98.74	084816
10130	RABEK, PAUL A	R	5/11/2016	146.85	084817
10131	THOMAS, DAVID M	R	5/11/2016	40.46	084818
10134	MCCREADY, IAN H	R	5/11/2016	108.10	084819
2172	ARCAND, MICHAEL W	R	5/11/2016	121.47	084820

5-11-2016 8:43 AM PAYROLL CHECK REGISTER PAGE: 2  
 PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 5/11/2016

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

REGULAR CHECKS:	8	769.27
DIRECT DEPOSIT REGULAR CHECKS:	19	15,678.09
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	27	16,447.36

EMP #	NAME	AMOUNT
00013	PETER C LINDSTROM	316.17
01-0016	PAMELA M HARRIS	277.05
01-0021	JOSE A FISCHER	277.05
01-0022	RANDALL C GUSTAFSON	277.05
01-1005	SACK THONGVANH	2,817.34
01-1017	TIMOTHY J SANDVIK	1,497.91
01-1136	ROLAND O OLSON	1,906.60
01-1018	PAUL A MORETTO	1,743.54
01-0086	RICHARD H HINRICHS	847.77
01-0095	MICHAEL J POESCHL	118.90
01-0105	ANTON M FEHRENBACH	331.63
01-0123	BRYAN R SULLIVAN	113.53
01-0124	MICHAEL D KRUSE	113.53
01-1030	TIMOTHY J PITTMAN	1,690.96
01-1033	DAVE TRETSEVEN	1,451.90
01-1143	COLIN B CALLAHAN	1,468.55

TOTAL PRINTED: 16 15,249.48

5-18-2016 2:02 PM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
 PAYROLL DATE: 5/25/2016

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0020	BROWN THUNDER, JOSEPH C	R	5/25/2016	277.05	084839
	GAFFNEY, PATRICK	R	5/25/2016	118.90	084840

5-18-2016 2:02 PM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
 PAYROLL DATE: 5/25/2016

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

REGULAR CHECKS:	2	395.95
DIRECT DEPOSIT REGULAR CHECKS:	16	15,249.48
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	18	15,645.43

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

\*\* END OF REPORT \*\*



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 25, 2016
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Increase current petty cash fund for Recreational Sports.
<b>Description</b>	<p>The recreational sports program needs flexibility in procuring needed supply items for its programs. For example, fresh food for the cooking classes from the local farmers market and a local super market. Also, program supplies are often needed from stores such as Michaels and other craft supply stores with which the city doesn't have an account. It is impractical to pay for these items in any other manner.</p> <p>Staff recommends increasing the current petty cash fund from a \$250 level up to a \$500 level. Tim Sandvik, deputy city clerk and recreation supervisor would oversee use of this additional \$250. Original Receipts for all expenditures of funds would be required. Claims to replenish this petty cash fund would be presented to the city council for approval.</p> <p>At the conclusion of the recreational sports season, the petty cash fund would be reduced to the \$250 level.</p>
<b>Budget Impact</b>	NA
<b>Attachment(s)</b>	NA
<b>Action(s) Requested</b>	Staff recommends increasing the petty cash fund from a level of \$250 to a level of \$500 to be used in the recreational sports program.

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 25, 2016
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Deputy Clerk/Recreation Supervisor 18 Month Employee Step Adjustment
<b>Description</b>	Tim Sandvik, Part-Time Administrative Coordinator was appointed to the title of Deputy Clerk/Recreation Supervisor on December 10 <sup>th</sup> , 2014. Tim has received a favorable review for 2016. It is the practice of the City to reward after the 18 month period with up to a 5% step increase in their base salary.
<b>Budget Impact</b>	There are available funds for this step adjustment.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve a 5% step adjustment for Tim Sandvik effective June 10, 2016.