

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

AGENDA
July 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:
- D. APPROVAL OF MINUTES:
 - 1. June 22, 2016 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 7/05/16 \$134,033.63
Payroll through: 6/30/16 \$21,217.48
 - 2. Approval of City License(s)
 - 3. Accepting MPCA Sponsorship Grant
 - 4. Accepting the 2015 Year End Audit-Falcon Heights Fire Relief Association
- G: POLICY ITEMS:
 - 1. City of Lauderdale Fire Contract
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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City Hall
2077 West Larpenteur Avenue

MINUTES
June 22, 2016 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 pm

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

STAFF PRESENT: THONGVANH X

- C. PRESENTATIONS:
 - 1. League of Women Voters -Police Study
Presenter Gwen Willems and Mindy Grieling (co-chair of the study) stated that letters were sent to Little Canada, Maplewood, Roseville, Lauderdale, and Falcon Heights to introduce the study. The study was conducted over the span of a year, studying police services and trainings that educate officers on how to avoid racial profiling and how to handle crises involving people with mental illness and domestic abuse situations. Interviews were conducted with Police Chiefs, a Ramsey County Sheriff, and data was gathered from cities. Some of the League of Women Voters recommendations were to increase training opportunities and to collect more data.

 - 2. Annual MS 4 Presentation – Public Works Director Tim Pittman
Some of the goals for 2016 are to continue utility billing, continue educational flyers/newsletters, street sweep more often, rehab/repair all catch basins related to each street project, put an underground containment structure into place at Curtiss Field Park and monitor after heavy rainfalls.

- D. APPROVAL OF MINUTES:
 - 1. May 25, 2016 City Council Meeting Minutes Approved

- E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
 - 1. General Disbursements through: 6/14/16 \$233,089.61
Payroll through: 6/14/16 \$54,911.34
 - 2. Appointment of Morgan B. McCann to the Falcon Heights Volunteer Fire Department
 - 3. Appointment of Schliz Sawyers to the Falcon Heights Volunteer Fire Department

Council Member Gustafson Moved, Approved 5-0

G: POLICY ITEMS:

1. Ordinance 16-01 Amending Chapter 113 of the City Code to Remove Structural Heights as a Conditional Use Permit

City Administrator Thongvanh stated that based on the way the ordinance is currently written, height limits on structures is allowed by way of Conditional Use Permit. The conditions in which it can be built do not include limiting the height. Anything above the 6 foot height would now require a variance instead of a CUP.

Council Member Harris Moved, Approved 5-0

2. Ramsey County Election Contract Amendment for 2017-2020

City Administrator stated that Ramsey County is electing to continue the term per the original agreement. There will be no changes in cost aside from the presidential primary in 2020, and those changes in cost will be made known that year.

Council Member Fischer Moved, Approved 5-0

H. INFORMATION/ ANNOUNCEMENTS:

Council Member Fischer:

- The Community Engagement Commission discussed having a Citizen of the Year Award, but has tabled that item in favor of hosting a volunteer recognition event.

Council Member Harris:

- No updates aside from the policy recommendation that was made by the Planning Commission.

Council Member Brown Thunder:

- NYFS had their annual Mayors challenge. Falcon Heights participated, but did not win. NYFS raised over \$10,000. The planning for next year is already under way.

Council Member Gustafson:

- The Parks and Recreation Commission met, and they are looking at participating in the comprehensive plan. The park programs have started. The Ice Cream Social is on July 21. On Tuesday, July 12 the Sherriff's office is conducting a bike rodeo at Island Lake in Shoreview in the afternoon. Tuesday, August 2 is Night to Unite. The Falcon Heights Block Captains should register their block party with St. Anthony Police and/or City Hall.
- The Environment Commission discussed resiliency in regards to solar power, pollinators, sewer, and water. The presentation on pollinators was very informative. Falcon Heights does well in regards to pollination because of the variety in landscaping.

City Administrator Thongvanh:

- Ramsey County sidewalk construction on Larpenteur is anticipated to be completed by July 4. The new voting systems are at City Hall to test out.
- The budget workshop will be on July 13 immediately following the council meeting. They will discuss Special Revenue and Debt Service. The larger budget sections will be

discussed in August and September, General Fund and Capital Fund. The preliminary budget has to be accepted by September 30.

- Public Works has been working on completing the sidewalk at Curtiss Field.
- Ice Cream Social is Thursday, July 21. The City is looking into making it a low waste event. This year the Movie in the Park will immediately follow the Ice Cream Social.

Mayor Lindstrom:

- The Environment Commission met, but he was unable to attend.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:46 pm

Peter Lindstrom, Mayor

Dated this 22nd day of June, 2016

Sack Thongvanh, City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	July 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: 7/05/16: \$134,033.63 Payroll through: 6/30/16: \$21,217.48
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: 01407 JUNE 17 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
00222	ALLEGRA PRINT & IMAGING					
I-68502		PUBLIC WORKS CITY LOGO CLOTHE	170.60			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		PUBLIC WORKS CITY LOGO CLOTHES		101 4132-77000-000	CLOTHING	170.60
=== VENDOR TOTALS ===			170.60			
01-00295	AVR, INC					
I-130300		CURTISS SIDEWALK CONCRETE	1,850.68			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		CURTISS SIDEWALK CONCRETE		602 4602-92500-000	CURTISS FIELD SIDEWALKS	1,850.68
=== VENDOR TOTALS ===			1,850.68			
01-03089	CASH					
I-201606175837		CERTIFIED MAIL, MILEAGE	34.20			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		CERTIFIED MAIL		101 4112-70500-000	POSTAGE	19.41
		CERTIFIED MAIL		101 4113-86010-000	MILEAGE	14.79
=== VENDOR TOTALS ===			34.20			
01-03110	CENTURY LINK					
I-201606175839		LANDLINES PARKS	61.03			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		LANDLINES PARKS		101 4141-85011-000	TELEPHONE - LANDLINE	61.03
=== VENDOR TOTALS ===			61.03			
01-03122	CITY OF ST PAUL					
I-IN00016245		ASPHALT MIX	627.93			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		ASPHALT MIX		101 4132-75000-000	BITUMINOUS PATCHING	627.93
=== VENDOR TOTALS ===			627.93			
01-05670	METRO PRODUCTS INC					
I-118032		SUPPLIES - 14" WHEELS	140.30			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		SUPPLIES - 14" WHEELS		101 4141-70100-000	SUPPLIES	140.30
=== VENDOR TOTALS ===			140.30			

PACKET: 01407 JUNE 17 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
05665		METROPOLITAN COUNCIL				
I-1054983		JUNE SANITARY SEWER	40,550.39			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		JUNE SANITARY SEWER		601 4601-85060-000	METRO SEWER CHARGES	40,550.39
=== VENDOR TOTALS ===			40,550.39			
=====						
01-06483		SENTRY SYSTEMS, INC.				
I-716229		3 MO COMMERCIAL MONITORING SV	94.50			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		3 MO COMMERCIAL MONITORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
=== VENDOR TOTALS ===			94.50			
=====						
01-06546		STAPLES				
I-8039604691		FOLDERS, PERMANENT MARKERS	61.47			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		FOLDERS, PERMANENT MARKERS		101 4112-70100-000	SUPPLIES	61.47
=== VENDOR TOTALS ===			61.47			
=====						
01-05870		XCEL ENERGY				
I-201606175838		GAZEBO, SNELLING & HOYT SIGN	23.83			
6/17/2016	APBNK	DUE: 6/17/2016 DISC: 6/17/2016		1099: N		
		CURTISS FIELD GAZEBO		101 4141-85020-000	ELECTRIC/GAS	12.08
		SNELLING & HOYT SIGN AREA		209 4209-85020-000	STREET LIGHTING POWER	11.75
=== VENDOR TOTALS ===			23.83			
=== PACKET TOTALS ===			43,614.93			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
422	BP					
I-201606215843		FUEL	367.35			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	292.59
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	74.76
		=== VENDOR TOTALS ===	367.35			
=====						
01-03123	CINTAS CORPORATION #470					
I-470765190		MAT SERVICE	62.81			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		MAT SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	62.81
		=== VENDOR TOTALS ===	62.81			
=====						
01-06290	CITY OF ROSEVILLE					
I-221576		IT/TELEPHONE/ENG/2017 ST PROJ	1,831.25			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		JUNE IT		101 4116-85070-000	TECHNICAL SUPPORT	1,831.25
I-221609		JUNE TELEPHONE	281.12			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		JUNE TELEPHONE		101 4116-85010-000	TELEPHONE	281.12
I-221641		GEN ENG, 2017 ST PROJECT ENG	5,507.96			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		GENERAL ENGINEERING		101 4133-80100-000	ENGINEERING SERVICES	1,390.06
		2017 ST PROJECT ENG		419 4419-92098-000	2017 STREET PROJECT	4,117.90
		=== VENDOR TOTALS ===	7,620.33			
=====						
243	HINRICHS, RICH					
I-201606215844		TRAINING, RESCUE WIPES, SUPPL	405.79			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		LIVE BURN TRG EXERCISE		101 4124-86020-000	TRAINING	254.10
		RESCUE WIPES, PROPANE, TIN SNIP		101 4124-70100-000	SUPPLIES	151.69
		=== VENDOR TOTALS ===	405.79			

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
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6/21/2016	APBNK	MENARDS					
I-318113816073933		CATCH BASIN OPENING, PLUGS, A	48.68				
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N			
		CATCH BASIN OPENING, PLUGS, AD		602 4602-70200-000	SUPPLIES		48.68
=== VENDOR TOTALS ===			48.68				
=====							
01-05693	MIDWEST ASPHALT CORPORATION						
I-849		ASPHALT PATCH	99.78				
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N			
		ASPHALT PATCH		101 4132-75000-000	BITUMINOUS PATCHING		99.78
=== VENDOR TOTALS ===			99.78				
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01-07263	NEXTEL COMMUNICATIONS, INC						
I-201606215840		CELL PHONES	117.46				
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		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		14.90
=== VENDOR TOTALS ===			117.46				
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01-06030	OLSON,ROLAND						
I-201606215845		FLEX PAYMENT	135.69				
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N			
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY		112.55
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY		20.34
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY		2.80
=== VENDOR TOTALS ===			135.69				
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01-06185	RAMSEY COUNTY						
I-PRRL6 1601		ADM EXP SPEC ASSMTS	230.00				
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N			
		ADM EXP SPEC ASSMTS		311 4311-94900-000	BOND FEES		230.00
=== VENDOR TOTALS ===			230.00				

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-0152		RAMY TURF PRODUCTS				

I-op-43831-06		TURF MIX, PRO-SEEDER	190.00			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		TURF MIX, PRO-SEEDER		101 4141-70100-000	SUPPLIES	190.00
		=== VENDOR TOTALS ===	190.00			
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01-06525		SUBURBAN ACE HARDWARE				

I-201606215842		QUICK LINK, AIR FILTER, PARAC	29.51			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		QUICK LINK, AIR FILTER, PARACO		101 4132-70120-000	SUPPLIES	29.51
		=== VENDOR TOTALS ===	29.51			
=====						
01-07205		ZEP SALES & SERVICE				

I-201606215841		PLASTIC TRASH BAGS	339.96			
6/21/2016	APBNK	DUE: 6/21/2016 DISC: 6/21/2016		1099: N		
		PLASTIC TRASH BAGS		101 4131-70110-000	SUPPLIES	170.00
		PLASTIC TRASH BAGS		101 4141-70100-000	SUPPLIES	169.96
		=== VENDOR TOTALS ===	339.96			
		=== PACKET TOTALS ===	9,647.36			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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0220	ALEX AIR APPARATUS INC					
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I-30091		DUPLEX RECEPTABLE/JUNCTON BOX	456.84			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		DUPLEX RECEPTABLE/JUNCTON BOX		101 4124-70120-000	TOOLS & SUPPLIES	456.84
=== VENDOR TOTALS ===			456.84			
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01-05600	ASPEN MILLS					
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I-201606285849		UNIFORM:NAVY PANT, JACKET,BEL	3,254.36			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		UNIFORM:NAVY PANT, JACKET,BELT		402 4402-91000-000	MACHINERY & EQUIPMENT	3,254.36
=== VENDOR TOTALS ===			3,254.36			
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01-03123	CINTAS CORPORATION #470					
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I-470768394		SUPPLIES:SHOP TOWELS, SOAP, MAT	341.48			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		SUPPLIES:SHOP TOWLS, SOAP, MAT		101 4131-70110-000	SUPPLIES	200.00
		SUPPLIES:SHOP TOWLS, SOAP, MAT		101 4141-70100-000	SUPPLIES	141.48
=== VENDOR TOTALS ===			341.48			
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01-00911	CITY OF NEW BRIGHTON					
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I-16-0000106		1ST QUARTER HAZMAT SERVICES	219.26			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		1ST QUARTER HAZMAT SERVICES		101 4124-87025-000	HAZMAT EQUIPMENT MAINT	219.26
=== VENDOR TOTALS ===			219.26			
=====						
030	EMERGENCY RESPONSE SOLUTIONSKL					
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I-6667		REPAIR:SCBA FLOW TEST,WORK	1,595.00			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		SCBA FLOW TEST,FACE PIECE,WORK		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,595.00
=== VENDOR TOTALS ===			1,595.00			
=====						
01-05243	HINRICHS,RICH					
=====						
I-201606285850		REIMBURSE SUPPLIES	29.75			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		REIMB SUPPLIES:CISCO STATION		101 4124-70120-000	TOOLS & SUPPLIES	22.77
		REIMB SUPPLIES:MDA SUPPLIES		101 4124-70120-000	TOOLS & SUPPLIES	4.99
		REIMB SUPPLIES:MDA SUPPLIES		101 4124-70120-000	TOOLS & SUPPLIES	1.99
=== VENDOR TOTALS ===			29.75			

PACKET: 01412 June 28 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

01-05668	KONGCHENG, HER					
I-201606285851	KONGCHENG, HER		30.10			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		CELL PHONE REIMB		101 4131-85015-000	CELL PHONE	20.00
		MILEAGE REIMB:MAY-JUNE		201 4201-86010-000	MILEAGE	10.10
=== VENDOR TOTALS ===			30.10			

01-07272	LILLIE SUBURBAN NEWSPAPER					
I-201606285852	NOTICES:AMEND MUNICIPAL &SEWE		78.23			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		NOTICES:AMEND MUNICIPAL &SEWER		101 4111-70410-000	LEGAL NOTICES	26.25
		NOTICES:AMEND MUNICIPAL &SEWER		101 4111-70410-000	LEGAL NOTICES	51.98
=== VENDOR TOTALS ===			78.23			

01-05843	MN NCPERS LIFE INSURANCE					
I-201606285853	JUNE AND JULY LIFE INSURANCE		160.00			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		JUNE AND JULY LIFE INSURANCE		101 21709-000	OTHER PAYABLE	90.88
		JUNE AND JULY LIFE INSURANCE		201 21709-000	OTHER PAYABLE	8.00
		JUNE AND JULY LIFE INSURANCE		601 21709-000	OTHER PAYABLE	40.64
		JUNE AND JULY LIFE INSURANCE		602 21709-000	OTHER PAYABLE	20.48
=== VENDOR TOTALS ===			160.00			

01-06024	ON SITE SANITATION					
I-268233	COMM PARK TIOLETS AND SANITIZ		75.00			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		COMM PARK TIOLETS		601 4601-85080-000	PORTABLE TOILET PARKS	65.00
		COMM PARK HAND SANITIZER		601 4601-85080-000	PORTABLE TOILET PARKS	10.00
=== VENDOR TOTALS ===			75.00			

01-06544	TIM SANDVIK					
I-201606285854	SP EVENT,CELL,MILEAGE,INSTRUC		78.75			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		SPEC EVENT REIMB:NAME PLAQUE		101 4116-89010-000	SPECIAL EVENTS	23.57
		CELL PHONE REIMB		101 4131-85015-000	CELL PHONE	20.00
		MILEAGE REIMB: KWONG AWARD		101 4112-86010-000	MILEAGE & PARKING	5.18
		SPEC INSTRUCTOR:USTA TRAINING		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	30.00
=== VENDOR TOTALS ===			78.75			

PACKET: 01412 June 28 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
=====						
J935		ST PAUL REGIONAL WATER SERVICE				

I-201606285855		COMM PARK & CITY HALL WATER/S	532.59			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		COMMUNITY PARK WATER		101 4141-85040-000	WATER	280.09
		COMMUNITY PARK SS		101 4141-85070-000	SEWER	169.66
		CITY HALL WATER		101 4131-85040-000	WATER	60.79
		CITY HALL SS		101 4131-85070-000	SEWER	22.05
		=== VENDOR TOTALS ===	532.59			
=====						
01-05870		XCEL ENERGY				

I-201606285856		AUTO PROT LIGHT & CIVIL DEFENS	37.12			
6/28/2016	APBNK	DUE: 6/28/2016 DISC: 6/28/2016		1099: N		
		AUTO PROTECTIVE LIGHT		101 4141-85020-000	ELECTRIC/GAS	28.29
		CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	8.83
		=== VENDOR TOTALS ===	37.12			
		=== PACKET TOTALS ===	6,888.48			

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
422	BP					
-----ID-----						
I-201606305857	BP:Fuel		1,355.72			
6/30/2016	APBNK	DUE: 6/30/2016 DISC: 6/30/2016		1099: N		
		BP:Fuel		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	154.14
		BP:Fuel		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	1,201.58
		=== VENDOR TOTALS ===	1,355.72			
=====						
01-03123	CINTAS CORPORATION #470					
I-470771602	Supplies:Mats		62.81			
6/30/2016	APBNK	DUE: 6/30/2016 DISC: 6/30/2016		1099: N		
		Supplies:Mats		101 4131-70110-000	SUPPLIES	62.81
		=== VENDOR TOTALS ===	62.81			
=====						
01-07228	CITY OF ST ANTHONY					
I-3412	July Police Services		54,418.83			
6/30/2016	APBNK	DUE: 6/30/2016 DISC: 6/30/2016		1099: N		
		July Police Services		101 4122-81000-000	POLICE SERVICES	54,418.83
		=== VENDOR TOTALS ===	54,418.83			
=====						
01-05153	HOME DEPOT CRC/GECP					
I-201606305858	City Hall Supplies: Wood		279.53			
6/30/2016	APBNK	DUE: 6/30/2016 DISC: 6/30/2016		1099: N		
		City Hall Supplies: Wood		101 4131-70110-000	SUPPLIES	279.53
		=== VENDOR TOTALS ===	279.53			
		=== PACKET TOTALS ===	56,116.89			

PACKET: 01416 JULY 5 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
=====						
.220	ALEX AIR APPARATUS INC					
=====						
I-30190		AIR TEST ANNUAL COMPRESS SVC	575.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		AIR TEST ANNUAL COMPRESS SVC		101 4124-87029-000	REPAIR OTHER EQUIPMENT	575.00
		=== VENDOR TOTALS ===	575.00			
=====						
01-00295	AVR, INC					
=====						
I-131217		SIDEWALKS: CONCRETE	982.60			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		SIDEWALKS:CONCRETE DELVO,6.0BG		602 4602-92460-000	2016 SIDEWALKS	982.60
		=== VENDOR TOTALS ===	982.60			
=====						
01-00900	BEISSWENGER'S					
=====						
I-759489		SUPPLIES: BLADE PACKS	287.87			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		SUPPLIES: BLADE PACKS		101 4141-70100-000	SUPPLIES	287.87
=====						
I-759640		SUPPLIES: SABER 2CYCLE	23.98			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		SUPPLIES: SABER 2CYCLE		101 4141-70100-000	SUPPLIES	23.98
		=== VENDOR TOTALS ===	311.85			
=====						
01-03123	CINTAS CORPORATION #470					
=====						
I-470774781		SUPPLIES: MATS	139.64			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		SUPPLIES: MATS		101 4131-70110-000	SUPPLIES	139.64
		=== VENDOR TOTALS ===	139.64			
=====						
01-03582	DUNK N JUMP					
=====						
I-201607055862		SPECIAL EVENTS: ICS JUMP HOUS	207.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		SPECIAL EVENTS: ICS JUMP HOUSE		101 4116-89010-000	SPECIAL EVENTS	207.00
		=== VENDOR TOTALS ===	207.00			

PACKET: 01416 JULY 5 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
=====						
01-0115	GOPHER STATE	ONE CALL				
=====						
I-6060357		JUNE LOCATES	125.55			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		JUNE LOCATES		601 4601-88030-000	LOCATES	125.55
=== VENDOR TOTALS ===			125.55			
=====						
01-05166	GRAINGER, W. W., INC.					
=====						
I-9148516389		CLOTHING: LEATHER GLOVES	129.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		CLOTHING: LEATHER GLOVES		101 4132-77000-000	CLOTHING	129.00
=== VENDOR TOTALS ===			129.00			
=====						
01-07272	LILLIE SUBURBAN NEWSPAPER					
=====						
I-201607055859		LILLIE SUBURBAN NEWSPAPER	577.75			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		2015 SUMM FINANCIAL STATE		101 4111-70410-000	LEGAL NOTICES	323.75
		ROP COMMUNITY EVENT		101 4111-70410-000	LEGAL NOTICES	254.00
=== VENDOR TOTALS ===			577.75			
=====						
01-05693	MIDWEST ASPHALT CORPORATION					
=====						
I-1036		CONCRETE DUMP CHARGE	8.40			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		CONCRETE DUMP CHARGE		101 4132-75000-000	BITUMINOUS PATCHING	8.40
=== VENDOR TOTALS ===			8.40			
=====						
01-0343	MINNESOTA MULCH & SOIL					
=====						
I-W6222016		STREET SWEEPING DISPOSAL	250.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		STREET SWEEPING DISPOSAL		602 4602-84000-000	STREET SWEEPINGS	250.00
=== VENDOR TOTALS ===			250.00			
=====						
01-06024	ON SITE SANITATION					
=====						
I-201607055861		COMMUNITY PARK TOILETS	75.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		COMMUNITY PARK TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
=== VENDOR TOTALS ===			75.00			

PACKET: 01416 JULY 5 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
053	OREILLY AUTO PARTS					
I-1799-230412		REPAIR EQUIP: TRUCK BATTERY	119.53			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		REPAIR EQUIP: TRUCK BATTERY		101 4132-87000-000	REPAIR EQUIPMENT	119.53
=== VENDOR TOTALS ===			119.53			
=====						
01-06185	RAMSEY COUNTY					
I-PRREL-000477		2ND QUATER ELECTION CONTRACT	4,475.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		2ND QUATER ELECTION CONTRACT		101 4115-80300-000	ELECTION CONTRACT	4,475.00
=== VENDOR TOTALS ===			4,475.00			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM-005256		JUNE FLEET SUPPORT	81.12			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		JUNE FLEET SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	81.12
I-EMCOM-005297		JUNE 911 DISPATCH	2,499.43			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		JUNE 911 DISPATCH		101 4122-81200-000	911 DISPATCH FEES	2,499.43
I-EMCOM-005312		JUNE CAD SERVICES	510.15			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		JUNE CAD SERVICES		101 4122-81200-000	911 DISPATCH FEES	510.15
=== VENDOR TOTALS ===			3,090.70			
=====						
01-05374	TENNIS SANITATION LLC					
1645047		JUNE RECYCLING/	5,769.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		JUNE RECYCLING/		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
I-1645048		JUNE WASTE REMOVAL	66.50			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		JUNE WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	66.50
=== VENDOR TOTALS ===			5,835.50			

PACKET: 01416 JULY 5 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
=====						
.584	THE FINN BAND					
=====						
I-201607055860		SPECIAL EVENTS: ICS BAND	350.00			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		SPECIAL EVENTS: ICS BAND		101 4116-89010-000	SPECIAL EVENTS	350.00
		=== VENDOR TOTALS ===	350.00			
=====						
01-05870	XCEL ENERGY					
=====						
I-507009445		STREET LIGHTING ELECTRIC	11.75			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		STREET LIGHTING ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	11.75
=====						
I-507021135		STREET LIGHTING ELECTRIC	35.75			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		STREET LIGHTING ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	35.75
=====						
I-507025270		STREET LIGHTING ELECTRIC	44.71			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		STREET LIGHTING ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	44.71
=====						
I-507025688		STREET LIGHTING ELECTRIC	48.26			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		STREET LIGHTING ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	48.26
=====						
I-507035993		CITY HALL GAS	65.77			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		CITY HALL GAS		101 4131-85030-000	NATURAL GAS	65.77
=====						
I-507216179		PARKS ELECT AND GAS	307.21			
7/05/2016	APBNK	DUE: 7/05/2016 DISC: 7/05/2016		1099: N		
		PARKS ELECT		101 4141-85020-000	ELECTRIC/GAS	279.21
		PARKS GAS		101 4141-85030-000	NATURAL GAS	28.00
		=== VENDOR TOTALS ===	513.45			
		=== PACKET TOTALS ===	17,765.97			

EMP #	NAME	AMOUNT
0013	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	1,562.77
01-1019	KATHLEEN N THRASHER	1,128.64
01-1136	ROLAND O OLSON	2,024.55
01-1159	SARA E ASCHENBECK	405.78
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
01-2239	MATTHEW J STEINER	1,023.00
01-2240	TIMOTHY P TWOHY	985.79
01-1030	TIMOTHY J PITTMAN	1,690.96
01-1033	DAVE TRETSEVEN	1,451.90
01-1143	COLIN B CALLAHAN	1,468.55
01-2238	KONGCHENG M HER	699.37

TOTAL PRINTED: 21 19,674.87

6-24-2016 6:10 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 6/24/2016

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0000	BROWN THUNDER, JOSEPH C	R	6/24/2016	277.05	084964
	KURHAJETZ, CLEMENT	R	6/24/2016	105.05	084965
	GAFFNEY, PATRICK	R	6/24/2016	118.90	084966
2172	ARCAND, MICHAEL W	R	6/24/2016	49.48	084967
2207	REINHART, ELIZABETH A	R	6/24/2016	363.19	084968
2231	DUNNE, GRANT G	R	6/24/2016	295.52	084969
2236	YARBROUGH-WRIGHT, GIOVANI J	R	6/24/2016	205.47	084970
2241	REINART, EMMA S	R	6/24/2016	127.95	084971

6-24-2016 6:10 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 6/24/2016

*** REGISTER TOTALS ***

REGULAR CHECKS:	8	1,542.61
DIRECT DEPOSIT REGULAR CHECKS:	21	19,674.87
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	29	21,217.48

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

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

Item	Approval of City License(s)
Description	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. 1. Monster Tree Service
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2016 City License Application.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2016
Agenda Item	Consent F3
Attachment	MPCA Sponsorship Grant & Resolution
Submitted By	Paul Moretto, Community Development Coordinator

Item	Accepting MPCA Sponsorship Grant
Description	<p>The City of Falcon Heights applied for and received an MPCA Event Sponsorship that will kick-off Resiliency and Sustainability Planning for the City of Falcon Heights on April 22nd, 2016. The amount of the grant was for \$3,000. The event took place June 13th, 2016. A resolution was not required for the application of the grant. City staff is requesting a resolution of authorization to accept the grant in the amount of \$3000 to cover the costs to develop and implement a Sustainable Planning kick-off event.</p> <p>Description:</p> <p><i>Our planned event will be a community engagement and outreach event with the purpose of sharing the results of our 2015 Citywide Resilience Analysis and how the City desires to incorporate this analysis into our planning documents. Specifically, we wish to create a Comprehensive Plan Kick-Off event where resiliency is a major component of our planning process. Through the engagement of the public we are planning for this event to be both educational to the public and to solicit feedback that we can use to guide the Comprehensive Planning process in a collaborative, community oriented, way. It has been our experience that, based on our population size, hosted, in-person, events are a more effective way to engage our community members and provides faster feedback and turnaround time.</i></p>
Budget Impact	No budget impact. All costs covered by the grant.
Attachment(s)	<ul style="list-style-type: none"> • MPCA Sponsorships for Winter -Spring Events that Implement Green Step Best Practices • Resolution 16-23 Acceptance of MPCA Event Sponsorship Grant
Action(s) Requested	Staff request approval of attached resolution to accept the MPCA Event Sponsorship Grant of \$3,000.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

July 13, 2016

No. 16-23

**RESOLUTION AUTHORIZING THE CITY TO ACCEPT THE MINNESOTA
POLLUTION CONTROL AGENCY SPONSORSHIP GRANT TO KICK-OFF GREEN
STEP BEST PRACTICES FOR COMPREHENSIVE PLANNING**

WHEREAS, the City of Falcon Heights has engaged in sustainability and resiliency planning;
and

WHEREAS, the City is a Green Step 3 city and is striving to reach Green Step 4; and

WHEREAS, the City is currently in the process of updating its Comprehensive Plan; and

WHEREAS, the MPCA grant amount of \$3,000 is adequate to produce an event that helps
generate awareness to planning and sustainability issues; and

WHEREAS, the City Council has determined that participation in the Green Step program is
beneficial to the residents of Falcon Heights.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota
direct staff apply for the MPCA Sponsorship Grant to offset costs of the program.

ADOPTED by the Falcon Heights City Council this 13th July, 2016.

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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MPCA Sponsorships for Winter-Spring 2016 Events that Implement Green Step Best Practices

City of Falcon Heights, Minnesota

Community Resilience Event to Implement Best Practices 29 – Request for \$3,000

1. Description of the event being planned.

Our planned event will be a community engagement and outreach event with the purpose of sharing the results of our 2015 Citywide Resilience Analysis and how the City desires to incorporate this analysis into our planning documents. Specifically, we wish to create a Comprehensive Plan Kick-Off event where resiliency is a major component of our planning process. Through the engagement of the public we are planning for this event to be both educational to the public and to solicit feedback that we can use to guide the Comprehensive Planning process in a collaborative, community oriented, way. It has been our experience that, based on our population, hosted, in-person, events are a more effective way to engage our community members and provides faster feedback and turnaround time. The Event is tentatively scheduled for Monday, June 27th 2016.

2. How the event will help implement which specific GreenStep Cities BP29 action(s)/star level(s).

This event will be pivotal in the integration of resiliency into the Comprehensive Planning process. The intent of this event is to engage and empower the community through an introduction to the City's Citywide Resilience Analysis and to begin the process of integrating the findings into our planning documents as suggested in the GreenStep Best Practices Number 29 1.1 Integrate Climate Resilience into the Planning and Budgetary process. Findings from the report that would contribute to a community conversation include:

The new comprehensive plan should engage community members to identify Desired Conditions:

- Leadership and Management
 - o Establish Falcon Heights as a leader in resilience planning.
 - o Set goals for city departments to implement a set number of resilience actions each year.
- Economy and Society
 - o Reduce the number of low income residents each year through supportive programs
 - o Maintain a healthy reserve budget to respond to and pay for unexpected events.
- Healthy Communities
 - o Provide better access to healthy food choices and increase food security.
 - o Reduce vehicle miles traveled and become a more walkable and bikeable community.
- Environment and Infrastructure
 - o Reduce the amount of storm water runoff that is conveyed through the sewer system.
 - o Increase species diversity and maximize tree canopy coverage over hard surfaces.

This event would be a great resource to accomplishing and implement the goals that were established in the resiliency study.

3. How MPCA sponsorship will make the event a reality.

Essential, practical, items that would be not be possible without MPCA sponsorship include: event materials, marketing, refreshments, and a consultant to drive the conversion of analysis materials to an event format for the

general public. The MPCA sponsorship would be essential to a successful event. In addition to the potential funding to develop the resources necessary to transform this detailed document into a format that is targeted to the general public the MPCA brand is one that carries a lot of gravitas and legitimacy in the community and this would be extended to the event.

4. Overall budget for the event and requested sponsorship amount (maximum \$3,000).

Event materials include presentation boards, handout materials, survey materials, charrette materials, plates, and cups.

City Staff costs include coordinating activities, community outreach, pre-event meetings, and staff time at the event.

Event Consultant costs include pre-event meetings, revising resiliency study materials for a general audience, and developing the format of the event.

Marketing costs include newspaper advertisements, flyers, social media outreach, and direct outreach.

Refreshments for the event.

Budgetary contingency fund will be allocated for additional, post-event follow-up if all other categories are positive.

MPCA Event Sponsorship Budget 2016*

Date	Item	Item Budget	MPCA Event Sponsorship	CITY	Total Budget
	TOTAL BUDGET		3000	500	3500
On-Going	Event Consultant	2450	2450		1050
On-Going	City Staff Time	500		500	550
6/15/2016	Event Materials	50	50		500
6/1/2016	Marketing	300	300		200
6/25/2016	Refreshments	100	150		50
	Contingency	50	50		0

*Budget Revision After Review of Costs 6/21/2016

**Falcon Heights Fire Department
Relief Association
Falcon Heights, Minnesota**

Communications Letter

December 31, 2015



**Falcon Heights Fire Department Relief Association
Table of Contents**

Report on Matters Identified as a Result of the Audit of the Financial Statements	1
Material Weaknesses	3
Significant Deficiency	4
Required Communication	5



**Report on Matters Identified as a Result of
the Audit of the Financial Statements**

BerganKDV, Ltd.

Board of Trustees and Management
Falcon Heights Fire Department
Relief Association
Falcon Heights, Minnesota

Cedar Falls
602 Main Street
Suite 100
P.O. Box 489
Cedar Falls, IA
50613-0026
T 319.268.1715
F 319.268.1720

Cedar Rapids
2720 1st Avenue NE
Suite 300
P.O. Box 10200
Cedar Rapids, IA
52402-0200
T 319.294.8000
F 319.294.9003

Coralville
2530 Corridor Way
Suite 301
P.O. Box 5267
Coralville, IA
52241-0267
T 319.248.0367
F 319.248.0582

Des Moines
9207 Northpark Drive
Johnston, IA
50131-2933
T 515.727.5700
F 515.727.5800

Minneapolis
3800 American Blvd W
Suite 1000
Bloomington, MN
55431-4420
T 952.563.6800
F 952.563.6801

St. Cloud
220 Park Avenue S
P.O. Box 1304
St. Cloud, MN
56302-3713
T 320.251.7010
F 320.251.1784

Waterloo
100 East Park Avenue
Suite 300
P.O. Box 2100
Waterloo, IA
50704-2100
T 319.234.6885
F 319.234.6287

In planning and performing our audit of the financial statements of the Falcon Heights Fire Department Relief Association, Falcon Heights, Minnesota, as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriated in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Association's financial statements will not be prevented, or detected and corrected on a timely basis. The material weaknesses identified are stated within this letter.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

This communication is intended solely for the information and use of the management, Board of Trustees and the Association members and is not intended to be and should not be used by anyone other than these specified parties.

Minneapolis, Minnesota
June 6, 2016

bergankdv.com

Falcon Heights Fire Department Relief Association
Material Weaknesses

PREPARATION OF FINANCIAL STATEMENTS

As a function of the audit process, auditors are required to gain an understanding of the Association's internal control, including the financial reporting process.

The Association does not have an internal control system designed to provide for the preparation of the financial statements being audited. As auditors, we were requested to draft the financial statements and accompanying notes to financial statements. This circumstance is not unusual in an association of your size.

Even though all management decisions related to financial reporting are made by the Association's management and approval of the financial statements lies with management, it is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost or other considerations.

LACK OF SEGREGATION OF ACCOUNTING DUTIES

During the year ended December 31, 2015, the Association had a lack of segregation of accounting duties due to a limited number of members performing these functions. We have qualified our opinion on cash receipts in the General Fund as a result of the lack of segregation and a system to ensure all cash collections are recorded.

The Board of Trustees is aware of this condition, but has determined the cost of obtaining desirable segregation of accounting duties exceeds the benefits, which could be derived. Because of this, the Board of Trustees has determined a complete segregation of accounting duties is impractical to correct. The Board of Trustees and Association representatives must remain aware of this situation and should continually monitor the systems in place, including changes that occur.

**Falcon Heights Fire Department Relief Association
Required Communication**

We have audited the financial statements of the Association for the year ended December 31, 2015, and have issued our report dated June 6, 2016. Professional standards require that we provide you with the following information related to our audit.

**OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED
IN THE UNITED STATES OF AMERICA**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of the Association. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the Association's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

PLANNED SCOPE AND TIMING OF THE AUDIT

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

QUALITATIVE ASPECTS OF ACCOUNTING PRACTICES

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Association are described in Note One to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

**Falcon Heights Fire Department Relief Association
Required Communication**

QUALITATIVE ASPECTS OF ACCOUNTING PRACTICES

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The disclosures in the financial statements are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no difficulties in dealing with management in performing and completing our audit.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We requested certain representations from management which were provided to us in the management representation letter.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Falcon Heights Fire Department Relief Association
Required Communication**

OTHER ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER INFORMATION IN DOCUMENTS CONTAINING AUDITED FINANCIAL STATEMENTS

We have not reviewed, and it is our understanding, that no other published documents exist that contain audited financial statement information, for which we are currently auditing. As stated in our engagement letter, if you publish or reproduce the financial statements or make reference to our Firm name in relation to such documents, you agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

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**Falcon Heights Fire Department
Relief Association
Falcon Heights, Minnesota**

Audited Financial Statements

December 31, 2015



**Falcon Heights Fire Department Relief Association
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**Falcon Heights Fire Department Relief Association
Elected Officials and Administration
December 31, 2015**

<u>Elected Officials</u>	<u>Position</u>	<u>Term Expires</u>
Jeff Wick	President	December 31, 2015
Bryan Sullivan	Vice President	December 31, 2015
Mike Kruse	Treasurer	December 31, 2015
Scott Tesch	Secretary	December 31, 2015
Mike McKay	Trustee	December 31, 2015
Dan Johnson-Powers	Trustee	December 31, 2015
<u>Ex Officio</u>		
Peter Lindstrom	Mayor	
Roland Olson	City Finance Director	
Rich Hinrichs	Fire Chief	

Independent Auditor's Report

Board of Trustees
Falcon Heights Fire Department
Relief Association
Falcon Heights, Minnesota

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Falcon Heights Fire Department Relief Association, Falcon Heights, Minnesota, as of and for the year ended December 31, 2015, and the related notes to financial statements, which collectively comprise the Association's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Basis for Qualified Opinion

The Association has not established procedures to provide assurance that all cash collections are recorded in the General Fund. Accordingly, it was not practicable for us to extend our audit procedures of such cash collections beyond the amounts recorded.

Qualified Opinions

In our opinion, except for the possible effects of the matter discussed in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund (General Fund) of the Falcon Heights Fire Department Relief Association, Falcon Heights, Minnesota, as of December 31, 2015, and the respective changes in the financial position thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the aggregate remaining fund information (Special Pension Trust Fund) of the Falcon Heights Fire Department Relief Association, Falcon Heights, Minnesota, as of December 31, 2015, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Omitted Required Supplementary Information

The Association has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operation, economic or historical context. Our opinion on the basic financial statements is not affected by this missing information.

BerganKDV Ltd.

Minneapolis, Minnesota

June 6, 2016

BASIC FINANCIAL STATEMENTS

**Falcon Heights Fire Department Relief Association
Statement of Net Position and Governmental
Fund Balance Sheet - General Fund
December 31, 2015**

Assets	
Cash	<u>\$ 5,922</u>
Net Position/fund balance	
Net position - unrestricted/ fund balance - unassigned	<u>\$ 5,922</u>

**Falcon Heights Fire Department Relief Association
Statement of Activities and Governmental
Fund Revenues, Expenditures, and Changes in Fund
Balance - General Fund
December 31, 2015**

Revenues		
Fundraising		\$ 378
Total revenues		<u>378</u>
Expenses/expenditures		
Donations		\$ 225
Other		587
Total expenses/expenditures		<u>812</u>
Excess of revenues over expenses/expenditures		(434)
Net Position/fund Balance		
January 1		<u>6,356</u>
December 31		<u><u>\$ 5,922</u></u>

Falcon Heights Fire Department Relief Association
Statement of Fiduciary Net Position -
Special Pension Trust Fund
December 31, 2015

Assets

Brokered money markets	\$ 82,159
Foreign stock	130,483
Common stock	551,991
Mutual funds	525,482
Total investments	<u>1,290,115</u>

Due from other governmental units 2,000

 Total assets \$ 1,292,115

Net Position

 Restricted for pensions \$ 1,292,115

**Falcon Heights Fire Department Relief Association
Statement of Changes in Fiduciary Net Position -
Special Pension Trust Fund
December 31, 2015**

Additions

Contributions

State of Minnesota	\$ 60,635
State of Minnesota - supplemental benefit	2,000
Total contributions	62,635

Investment Income

Interest and dividends	38,616
Net appreciation in fair value of investments	(83,903)
Less investment management fees	(16,914)
Total investment income	(62,201)
Total additions	434

Deductions

Benefit distributions	51,429
Dues	130
Audit and actuarial services	7,250
Salaries	2,720
Office supplies	20
Total deductions	61,549

Net Decrease (61,115)

Net Position Restricted For Pensions

Beginning of year	1,353,230
End of year	\$ 1,292,115

**Falcon Heights Fire Department Relief Association
Notes to Financial Statements**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Fund Accounting

The resources of the Falcon Heights Fire Department Relief Association (the "Association") are accounted for in two funds:

Special Fund – This Fund is a pension trust fund for the accumulation of resources to be used for retirement, dependency, and disability annuity payments of appropriate amounts and at appropriate times in the future. Resources are contributed by the City of Falcon Heights (the "City") at amounts determined by law (taxes) and from the 2% insurance premium tax and amortization aid from the State of Minnesota.

General Fund – This Fund is a governmental fund, which accounts for the resources not accounted for in the Special Fund. It is used for the good and benefit of the Association as determined by Association bylaws. Its resources consist of membership dues, fundraiser proceeds, investment earnings, and miscellaneous sources.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the Association.

Financial statements are provided for the General Fund. However, as this Fund is the only governmental activity of the Association and because no reconciling items exist between the two different bases of accounting described below, this Fund's statements are combined with the government-wide statements for presentation.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Association considers revenues to be available if they are collected within 60 days of the end of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Falcon Heights Fire Department Relief Association
Notes to Financial Statements

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Deposits and Investments

Cash and investments at December 31, 2015, were comprised of deposits, common stock, mutual funds, and money markets.

State statutes authorize the Association to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, equity securities, and the State Treasurer's Investment Pool. Investments are reported at fair value.

Minnesota Statutes require that all deposits be protected by federal depository insurance, corporate surety bonds or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by Federal Deposit Insurance Corporation (FDIC) insurance or corporate surety bonds.

Custodial Credit Risk – Deposits: For deposits, this is the risk that in the event of bank failure, the Association's deposits may not be returned to it. Although the Association does not have a formal policy to address this risk, their deposits were fully covered by FDIC insurance throughout the year.

Interest Rate Risk: This is the risk that market values of securities in a portfolio would decrease due to changes in market interest rates. The Association's investment policy does not address interest rate risk.

Credit Risk: This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. State law limits investments in commercial papers and corporate bonds to the top two ratings issued by nationally recognized statistical rating organizations. The Association's investment policy limits investments to those in compliance with *Minnesota Statutes*.

Concentration of Credit Risk: This is the risk of loss attributed to the magnitude of an investment in a single issuer. The Association's investment policy places no limit on the amount the Association may invest in any one issuer. However, it does discuss the need to diversify investments so that potential losses will be minimized.

Custodial Credit Risk – Investments: For investments, this is the risk that in the event of failure by the custodial institution, the Association's investments may not be returned to it.

Foreign Currency Risk: Foreign currency risk refers to the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. The Association's investment policy does not address foreign currency risk.

E. Valuation of Investments

The Association recognizes investment income when it is earned. Investments are reported at fair value. Securities traded on a national or an international exchange, are valued at the last reported sales price at current exchange rates. There are no investments in, loans to or leases with parties related to the pension plan.

**Falcon Heights Fire Department Relief Association
Notes to Financial Statements**

NOTE 2 – DEPOSITS AND INVESTMENTS

A. Deposits

In accordance with applicable *Minnesota Statutes*, the Association maintains deposits at depository financial institutions authorized by the Association's Board.

As of December 31, 2015, the Association had deposits of \$5,922.

B. Investments

As of December 31, 2015, the Association had the following investments:

Investment Type		
Common Stock	\$	551,991
Foreign Stock		130,483
Mutual Funds		525,482
Brokered Money Market Accounts		82,159
Total	\$	1,290,115

The following is a summary of total deposits and investments:

Deposits	\$	5,922
Investments		1,290,115
Total	\$	1,296,037

Custodial Credit Risk: Association investments are held in an account by their investment advisor and are insured up to \$500,000 by SIPC insurance. Amounts exceeding SIPC are protected by private insurance with an aggregate limit for all the advisors' customers. The Association's proportional share of this aggregate policy is not known.

Deposits and investments are presented in the December 31, 2015, financial statements as follows:

Statement of Net Position and Governmental Fund Balance Sheet:		
Cash	\$	5,922
Statement of Fiduciary Net Position:		
Investments at Fair Value		1,290,115
Total	\$	1,296,037

**Falcon Heights Fire Department Relief Association
Notes to Financial Statements**

NOTE 3 – PLAN DESCRIPTION AND CONTRIBUTION INFORMATION

A. Plan Administration

Firefighters of the City are members of the Association. The Association is the administrator of a single-employer defined contribution lump sum pension plan available to firefighters that was established in 1949 and operates under the provisions of *Minnesota* Statutes Section 424A which grants the authority to establish and amend the benefit terms to the Associations Board.

The plan is governed by a board of six members elected by the members of the Association for a one year term. The City's Mayor, City Finance Director, and Fire Chief are ex officio, voting members of the Board of Trustees. The plan is funded by contributions from the State of Minnesota's 2% fire aid, supplemental reimbursement aid and investment income.

B. Current Membership

As of December 31, 2015, membership data related to the Association was:

Active	16
Inactive	5
Deferred	12
Total	33

C. Benefits Provided

The Association serves as the administrator of a defined contribution plan. Under the terms of this plan, all assets in excess of liabilities are allocated to member accounts and the net assets are owned by the plan members, who receive benefits equal in value to the member's account balance.

Interest and investment income earned on the assets of the Special Fund are credited in proportion to the share of the assets of the Special Fund to each individual active member's account regardless of whether that member has qualified for any additional pension funds.

An individual account for each member of the Association has been established to which is credited an equal share of:

- The forfeited amount equal to the share of assets credited to the account of members who have terminated active service with the Falcon Heights Fire Department (the "FHFD") prior to meeting the minimum five year service requirement and have not returned to active service with the FHFD for a period no shorter than five years,
- The forfeited portion of a member who retired prior to obtaining a full nonforfeitable interest,
- Any amounts of state aids received by the Association and
- Any amounts of municipal contributions received by the Association.

**Falcon Heights Fire Department Relief Association
Notes to Financial Statements**

NOTE 3 – PLAN DESCRIPTION AND CONTRIBUTION INFORMATION (CONTINUED)

C. Benefits Provided (Continued)

According to the bylaws of the Association and pursuant to *Minnesota Statutes* 424A.02, Subd. 2 and 4, members who retire with less than 20 years of service, have reached the age of 50 years and have completed at least five years of active membership are entitled to a reduced service pension not to exceed the amount calculated by multiplying the member's service pension for the completed years of service times the applicable nonforfeitable percentage of pensions as listed below. An exception exists for members who served during the time period June 2, 1992 and November 4, 1997. These members will receive an unreduced service pension.

Completed Years of Service	Nonforfeitable Percentage of Pension Amount
5	40
6	44
7	48
8	52
9	56
10	60
11	64
12	68
13	72
14	76
15	80
16	84
17	88
18	92
19	96
20 and Thereafter	100

The payment amount will be calculated by using the amount in the beneficiary's account at the time of such early retirement, multiplied by the appropriate percentage as defined above.

Falcon Heights Fire Department Relief Association
Notes to Financial Statements

NOTE 3 – PLAN DESCRIPTION AND CONTRIBUTION INFORMATION (CONTINUED)

C. Pension Benefits (Continued)

During the time a member is on early vested pension, they will not be eligible for disability benefits.

All monies deferred under the deferred pension provision shall be credited with earned interest at the rate permitted by *Minnesota Statutes* 424A.02, Subd. 7, which provides that interest will be paid on the lump sum amount deferred during the period of deferral at the rate of 5%.

D. Contributions Made

The State of Minnesota contributes amortization aid, or 2% fire aid, in accordance with state statute requirements. Plan members are not required to contribute to the plan. The State Legislature may amend contribution requirements of the City and State.

Contributions totaling \$60,635 were made by the State of Minnesota, in accordance with state statute requirements for the year ended December 31, 2015.

NOTE 4 – TAX STATUS

The Organization is exempt from income taxes under Section 501(c)4 of the Internal Revenue Code. The Organization is also exempt from Minnesota franchise or income tax.

The Organization is required to assess whether an uncertain tax position exists and if there should be recognition of a related benefit or liability in the financial statements. The Organization has determined there are no amounts to record as assets or liabilities related to uncertain tax positions. Generally, the Organization is no longer subject to examination by tax authorities for years before December 31, 2012.



Report on Legal Compliance

Independent Auditors Report

Board of Trustees
Falcon Heights Fire Department
Relief Association
Falcon Heights, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities, the major fund and the aggregate remaining fund information of the Falcon Heights Fire Department Relief Association, Falcon Heights, Minnesota, as of and for the year ended December 31, 2015, and the related notes to financial statements, and have issued our report thereon dated June 6, 2016.

The *Minnesota Legal Compliance Audit Guide for Relief Associations*, promulgated by the State Auditor pursuant to *Minnesota Statutes* § 6.65, contains two categories of compliance to be tested in audits of relief associations: deposits and investments and relief associations.

In connection with our audit, nothing came to our attention that caused us to believe that the Falcon Heights Fire Department Relief Association, Falcon Heights, Minnesota, failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Relief Associations*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Association's noncompliance with the above referenced provisions.

This report is intended solely for the information and use of those charged with the governance and management of the Falcon Heights Fire Department Relief Association, Falcon Heights, Minnesota, and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Minneapolis, Minnesota
June 6, 2016

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	July 13, 2016
Agenda Item	Policy G1
Attachment	Lauderdale Fire Contract & Letter
Submitted By	Sack Thongvanh, City Administrator

Item	City of Lauderdale Fire Contract																																																							
Description	<p>The City of Falcon Heights was a party to a previous agreement dated December 14, 2005 relating to the furnishing of fire service to the City of Lauderdale. The agreement was renewed on December 11, 2013 with the addition of a capital share for Truck 757 (Ladder Truck) of \$2,250 for ten years for a total of \$22,500. The total cost of Truck 757 was \$750,000.</p> <p>There are four key items that make up the annual letter to the City of Lauderdale regarding the agreement.</p> <ol style="list-style-type: none"> 1. Capital Share (Ladder Truck) 2. Readiness to Serve 3. Fire Inspections 4. Fire Protection (estimated) <p>Revenue Breakdown: TABLE 1</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th></th> <th style="text-align: center;"><i>Readiness to Serve</i></th> <th style="text-align: center;"><i>Fire Services</i></th> <th style="text-align: center;"><i>Capital</i></th> <th style="text-align: center;"><i>TOTAL</i></th> </tr> </thead> <tbody> <tr><td>2006</td><td style="text-align: right;">15,947</td><td style="text-align: right;">3,863</td><td></td><td style="text-align: right;">19,810</td></tr> <tr><td>2007</td><td style="text-align: right;">17,574</td><td style="text-align: right;">15,904</td><td></td><td style="text-align: right;">33,478</td></tr> <tr><td>2008</td><td style="text-align: right;">18,280</td><td style="text-align: right;">15,129</td><td></td><td style="text-align: right;">33,409</td></tr> <tr><td>2009</td><td style="text-align: right;">17,813</td><td style="text-align: right;">17,716</td><td></td><td style="text-align: right;">35,529</td></tr> <tr><td>2010</td><td style="text-align: right;">17,009</td><td style="text-align: right;">11,784</td><td></td><td style="text-align: right;">28,793</td></tr> <tr><td>2011</td><td style="text-align: right;">16,868</td><td style="text-align: right;">15,914</td><td></td><td style="text-align: right;">32,782</td></tr> <tr><td>2012</td><td style="text-align: right;">16,483</td><td style="text-align: right;">23,975</td><td></td><td style="text-align: right;">40,458</td></tr> <tr><td>2013</td><td style="text-align: right;">15,890</td><td style="text-align: right;">12,357</td><td></td><td style="text-align: right;">28,247</td></tr> <tr><td>2014</td><td style="text-align: right;">14,903</td><td style="text-align: right;">17,057</td><td style="text-align: right;">2,250</td><td style="text-align: right;">34,210</td></tr> <tr><td>2015</td><td style="text-align: right;">15,053</td><td style="text-align: right;">10,024</td><td style="text-align: right;">2,250</td><td style="text-align: right;">27,327</td></tr> </tbody> </table> <p>One of the goals of the long-range financial plan is to predict future needs of Falcon Heights. Based on the revenue breakdown on Table 1, revenue from fire service to the City of Lauderdale changes from year to year not only for readiness to serve, but also fire services.</p>		<i>Readiness to Serve</i>	<i>Fire Services</i>	<i>Capital</i>	<i>TOTAL</i>	2006	15,947	3,863		19,810	2007	17,574	15,904		33,478	2008	18,280	15,129		33,409	2009	17,813	17,716		35,529	2010	17,009	11,784		28,793	2011	16,868	15,914		32,782	2012	16,483	23,975		40,458	2013	15,890	12,357		28,247	2014	14,903	17,057	2,250	34,210	2015	15,053	10,024	2,250	27,327
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Budget Impact	Revenue source is not consistent from year to year.																																																							

Attachment(s)	<ul style="list-style-type: none">• Lauderdale Fire Contract• Annual Letter to the City of Lauderdale
Action(s) Requested	Staff would recommend authorizing the City Administrator to open and review the current fire contract with the City of Lauderdale.

**AGREEMENT FOR FIRE SERVICE BETWEEN
THE CITY OF FALCON HEIGHTS AND
THE CITY OF LAUDERDALE**

AGREEMENT MADE this 11th day of December, 2013 by and between the **City of Falcon Heights**, a Minnesota municipal corporation (“Falcon Heights”), and the **City of Lauderdale**, a Minnesota municipal corporation (“Lauderdale”).

WHEREAS, the parties hereto are parties to a previous agreement dated December 14, 2005 relating to the furnishing of fire service by Falcon Heights to Lauderdale; and

WHEREAS, the parties wish to make this Agreement for the continued provision of fire service by Falcon Heights to Lauderdale in accordance with the terms and provisions hereinafter set forth; and

WHEREAS, Falcon Heights is authorized by prior action of the City Council pursuant to Minnesota Statutes § 438.08 to provide fire service outside the limits of Falcon Heights; and

WHEREAS, Minnesota Statutes § 438.09 authorizes municipalities to contract with other municipalities providing fire services as authorized under Minnesota Statutes § 438.08 to contract for compensation for services rendered; and

WHEREAS, Falcon Heights and Lauderdale are adjacent communities and Falcon Heights has the means and ability to provide fire protection services for Lauderdale, while at the same time providing adequate fire services within the City of Falcon Heights.

NOW, THEREFORE, the parties hereto agree as follows:

1. **SERVICES.** Falcon Heights shall provide the following services to Lauderdale:
 - a. **Fire Services.** Falcon Heights shall furnish fire protection services to all property located within Lauderdale. Falcon Heights shall respond to all fires in Lauderdale with the same level of service and effort as it does in Falcon Heights whenever Falcon Heights is notified of such fire.
 - b. **Routine Fire Inspection Services.** Falcon Heights shall provide routine fire inspection services. The services shall include routine annual inspections of all day care facilities, multi-family residential structures with three or more units, and commercial and industrial structures, and one follow-up inspection per structure.
 - c. **Non-routine Fire Inspection Services.** Falcon Heights shall provide additional fire inspection services necessitated by particular fire code concerns, complaints, or the need for more than one follow-up inspection.
2. **COMPENSATION.** For the services provided herein by Falcon Heights, Lauderdale shall pay Falcon Heights the sum of the following:

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- a. A readiness-to-serve factor equal to a base rate sum computed by multiplying the previous year's fair market value of all property in Lauderdale, times a standard multiplier of .00009723.
 - b. Charges for service will be based upon a charge for each truck according to the call time as outlined in Appendix A. The fee shall be based on the budgeted costs for operating the Fire Department. Falcon Heights shall provide Lauderdale with a preliminary estimated cost by September 1st and a final estimated cost which is no more than three percent (3%) greater than the preliminary cost, by September 30th of each year.
 - c. A fee for fire prevention services based upon the fire inspector's hourly rate and mileage and an estimated number of hours of fire prevention inspection activities and associated work will be calculated for the coming year. Any fire prevention services provided that exceed the number of estimated hours will be charged on an "as needed" basis and be pro-rated using the fire inspector's hourly rate and mileage.
 - d. It shall be the responsibility of Lauderdale to recover or pay for any HAZMAT costs incurred in Lauderdale.
 - e. Lauderdale shall make payment to Falcon Heights based on the rates and charges established by Falcon Heights for each calendar year. Falcon Heights shall bill Lauderdale monthly for services received. The bill shall be submitted within thirty (30) days after the end of the month. Lauderdale shall pay on a monthly basis on or before the 1st day of each month.
 - f. The City of Lauderdale shall pay a capital share for fire truck replacement of Truck 757 commencing in 2014 and continuing through 2023, of \$2,250 per year, as outlined in Appendix B.
3. **EFFECTIVE DATE AND TERM.** This Agreement shall apply to services rendered and shall continue in force until modified or terminated by agreement of the parties or until termination by either party. This Agreement may be severed by either party by notifying the other party's City Administrator with a written notice of termination on or before July 15th of the calendar year of the party's intent to terminate the contract no earlier than midnight, December 31st of that same calendar year or after December 31st of that calendar year as identified in the notification of termination.
4. **LIABILITY.** Falcon Heights shall not be liable to Lauderdale or any other person or party for loss or damage of any kind whatever resulting from any failure to prevent, control or extinguish any fire, or prevent any personal injury, unless such loss or damage or injury is caused by the gross negligence of Falcon Heights. Lauderdale shall indemnify and hold harmless, and defend Falcon Heights, its officials and employees against any and all liability, loss, costs, damages, expenses, claims or actions arising out of or by reason of the failure of the Falcon Heights's Fire Department to attend a fire, or to put out a fire or for


damage to property caused by a fire in Lauderdale, except for claims arising as a result of gross negligence by the Falcon Heights's Fire Department in the execution, performance, or failure to adequately perform the Falcon Heights's obligations pursuant to this Agreement.

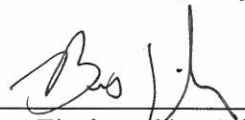
5. **INDEMNIFICATION.** Except as provided in Paragraph 4 above, each City shall be liable for its own acts and the results thereof to the extent provided by law and agrees to defend, indemnify and hold harmless each other (including their officials, employees, volunteers and agents), from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the party, anyone directly or indirectly employed by it, and/or anyone for whose acts and/or omissions it may be liable, in the performance or failure to perform its obligations under this Agreement. Each city's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The parties agree that liability under this Agreement is controlled by Minnesota Statutes § 471.59, subd. 1.a. and that the total liability for the parties shall not exceed the limits on governmental liability for a single unit of government as specified in Minnesota Statutes § 466.04, subd. 1(a).
 - a. **Insurance.** Each City warrants that it has a purchased insurance or has a self-insurance program.
 - b. **Duty to Notify.** Each City shall promptly notify the other of any claim, action, cause of action or litigation brought against the party, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement and should also notify the other cities whenever any city has a reasonable basis for believing that the city, and/or its employees, officers, agents or subcontractors, and/or the other cities might become the subject of a claim, action, cause of action or litigation arising out of the services contained in the Agreement.
6. **STATE AID.** Pursuant to the authority granted in Minnesota Statutes § 69.011, et. seq. and in particular Minnesota Statutes § 69.021, Subd. 7, Falcon Heights shall, for the purposes of calculating fire state aid, be entitled to include the population and net tax capacity of Lauderdale in the area for which it furnishes fire protection service and two duly executed copies of this contract shall be filed by Falcon Heights with the Minnesota Commissioner of Revenue, who will in turn, forward one copy of the contract to the Ramsey County Auditor.
7. **FIRE INCIDENT INSPECTIONS.** Fire inspections carried out by the Fire Chief or his or her authorized personnel, including the fire inspector, as part of a fire incident shall be considered as part of over-all fire department services covered by this contract and no separate charge shall be made for these inspections.
8. **MONTHLY REPORTS.** Falcon Heights shall provide monthly fire report summaries within thirty (30) days after the end of the month. Falcon Heights shall provide special fire reports upon Lauderdale's request.

9. **COMMUNICATION.** Falcon Heights shall make every reasonable effort to notify Lauderdale of a major fire or related incident in a timely way on the first business day following the incident.
10. **MUTUAL AID.** Falcon Heights shall, in providing the services under this Agreement, utilize the mutual aid assistance available to it pursuant to various mutual aid agreements with other governmental units while serving Lauderdale including the authority to request assistance from a HAZMAT unit when the situation warrants it.
11. **MINNESOTA GOVERNMENT DATA PRACTICES ACT.** All data collected, created, received, maintained, or disseminated, in any form, for any purposes because of this Agreement is governed by the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13 and related statutes), as amended, the Minnesota Rules implementing such Act, as amended, as well as Federal Regulations on data privacy. The person responsible for release of all data under this Agreement shall be identified by each party.

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

CITY OF FALCON HEIGHTS

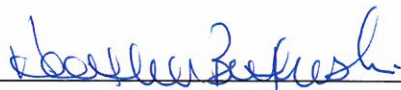
By: 
Peter Lindstrom, Mayor

By: 
Bart Fischer, City Administrator

Date: 12/11, 2013

CITY OF LAUDERDALE

By: 
Jeffrey E. Dains, Mayor

By: 
Heather Butkowski, City Administrator

Date: December 10, 2013

APPENDIX A

Response to fire calls and false alarms

	0-45 Minutes	46-120 Minutes	121-360 Minutes	Over 360 Minutes (Extreme)
Fire Call (per truck)	\$457.68	\$457.68	\$893.83	\$1,420.03
Identified False Alarm (per call)	\$228.85	\$457.68	<i>Not Applicable</i>	<i>Not Applicable</i>

Appendix B
Lauderdale Capital Payment for Truck 757

Year	Payment Amount
2014	\$2,250
2015	\$2,250
2016	\$2,250
2017	\$2,250
2018	\$2,250
2019	\$2,250
2020	\$2,250
2021	\$2,250
2022	\$2,250
2023	\$2,250

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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

November 2, 2015

Heather Butkowski
City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113

Dear Heather:

On behalf of the Mayor Councilmembers and firefighters of Falcon Heights, I want to express our enthusiasm for continuing our long-term relationship in sharing fire services. As you know, this has been a cost-effective way of providing services to both of our communities, and we look forward to serving Lauderdale in 2016.

Per the *Agreement for Fire Services between the City of Falcon Heights and the City of Lauderdale* signed in 2013, the below serves as the costs for the City of Lauderdale in 2016 as defined in the said agreement.

1. Readiness to serve:

The readiness to serve factor covers partial cost for guaranteeing fire service. This is billed in January 2016.

Estimated 2015 Market Value	\$166,206,700
X Multiplier	<u>.00009723</u>
Total	\$16,160.28

2. Fire Inspection Services:

The City of Falcon Heights will continue to provide Fire Inspection services to Lauderdale in 2015 at the following estimated rate (no change):

Estimated budget is \$25.00 per hour X 140 hours=\$3,500.00

FAMILIES, FIELDS AND FAIR



PRINTED ON RECYCLED PAPER

3. Response to fire calls and false alarms:

	<i>0-45 Minutes</i>	<i>46-120 Minutes</i>	<i>121-360 Minutes</i>	<i>Over 360 Minutes (Extreme)</i>
Fire Call (per truck)	\$457.68	\$457.68	\$893.83	\$1,420.03
Identified False Alarm (per call)	\$228.85	\$457.68	<i>Not Applicable</i>	<i>Not Applicable</i>

4. Capital Payment for 2016 Replacement of Truck 757

\$2,250 annually based upon the updated 2013 Fire Agreement.

5. Estimated total costs:

Capital Share (Last Payment 2023)	\$2,250
Readiness to Serve	\$16,160
Fire Inspections	\$3,500
Fire Protection	\$20,000 (estimate)
Total Estimate:	\$41,910

We are very pleased to be continuing our service to Lauderdale in this capacity. If you have any questions or concerns, please feel free to contact me at (651) 792-7611 or sack.thongvanh@falconheights.org.

Sincerely,



Sack Thongvanh
City Administrator

cc: Chief Rich Hinrichs
Roland Olson