

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

AGENDA
January 25, 2017 at 7:00 P.M.

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

STAFF PRESENT: THONGVANH___
- C. PRESENTATIONS:
 - 1. Falcon Heights Inclusion & Policing Task Force Update – Co-Chair Randy Gustafson and Melanie Leehy
- D. APPROVAL OF MINUTES:
 - 1. January 11, 2016 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 1/18/17 \$82,288.48
Payroll through: 1/15/17 \$19,169.46
 - 2. Designated City Signors for City Funds, Investments and Transfers
 - 3. Appointment of Stephen Sunderland to the Planning Commission
 - 4. Appointment of Matthew Kotelnicki to the Planning Commission
 - 5. Appointment of Colin Stemper to the Planning Commission
- G: POLICY ITEMS:
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|-----------------------------------|
| Meeting Date | January 25, 2017 |
| Agenda Item | Consent F1 |
| Attachment | General Disbursements and Payroll |
| Submitted By | Roland Olson, Finance Director |

| | |
|----------------------------|--|
| Item | General Disbursements and Payroll |
| Description | General Disbursements through: 1/18/17 \$82,288.48 Payroll through: 1/15/17 \$19,169.46 |
| Budget Impact | The general disbursements and payroll are consistent with the budget. |
| Attachment(s) | · General Disbursements and Payroll |
| Action(s) Requested | Staff recommends that the Falcon Heights City Council approve general disbursements and payroll. |

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| -----ID----- | | | GROSS | P.O. # | | |
|----------------|------------|--------------------------------|-----------|--------------------|------------------------|--------------|
| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-00250 | AMERIPRIDE | SERVICES | | | | |
| I-1003681254 | | LINEN CLEANING | 41.27 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | LINEN CLEANING | | 101 4124-82011-000 | LINEN CLEANING | 41.27 |
| | | === VENDOR TOTALS === | 41.27 | | | |
| ===== | | | | | | |
| 01-03001 | CAMPBELL | KNUTSON | | | | |
| I-230 | | DECEMBER LEGALS | 849.71 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: Y | | |
| | | DECEMBER LEGALS | | 101 20200-000 | ACCOUNTS PAYABLE | 849.71 |
| | | === VENDOR TOTALS === | 849.71 | | | |
| ===== | | | | | | |
| 01-03110 | CENTURY | LINK | | | | |
| I-201701106113 | | LANDLINES - LIFT STATION | 64.89 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | LANDLINES - LIFT STATION | | 601 4601-85011-000 | TELEPHONE - LANDLINE | 64.89 |
| | | === VENDOR TOTALS === | 64.89 | | | |
| ===== | | | | | | |
| 01-03123 | CINTAS | CORPORATION #470 | | | | |
| I-470108266 | | BLACK MATS, SERVICE CHARGE | 62.81 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | BLACK MATS, SERVICE CHARGE | | 101 20200-000 | ACCOUNTS PAYABLE | 62.81 |
| I-470115296 | | BLACK MATS, SERVICE CHARGE | 62.81 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | BLACK MATS, SERVICE CHARGE | | 101 4131-70110-000 | SUPPLIES | 62.81 |
| | | === VENDOR TOTALS === | 125.62 | | | |
| ===== | | | | | | |
| 01-03117 | CITY OF | LITTLE CANADA | | | | |
| I-201701106110 | | OCT - DEC BUILDING PERMITS | 10,629.61 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | OCT - DEC BUILDING PERMITS | | 101 20200-000 | ACCOUNTS PAYABLE | 10,629.61 |
| | | === VENDOR TOTALS === | 10,629.61 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-05637 | | FITNESS DISTRIBUTING, INC. | | | | |
| I-Fhfire | | TRAINING EQUIPMENT: SPIN BIKE | 325.00 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | TRAINING EQUIPMENT: SPIN BIKE | | 101 4124-86020-000 | TRAINING | 325.00 |
| | | === VENDOR TOTALS === | 325.00 | | | |
| ===== | | | | | | |
| 01-04570 | | JOSEPH, KATRINA E. | | | | |
| I-60 | | DECEMBER PROSECUTIONS | 2,500.00 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: Y | | |
| | | DECEMBER PROSECUTIONS | | 101 20200-000 | ACCOUNTS PAYABLE | 2,500.00 |
| | | === VENDOR TOTALS === | 2,500.00 | | | |
| ===== | | | | | | |
| 01-05404 | | KURHAJETZ, CLEM | | | | |
| I-201701106111 | | KITCHEN & CLEANING SUPPLIES | 40.32 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | KITCHEN & CLEANING SUPPLIES | | 101 4112-70100-000 | SUPPLIES | 40.32 |
| | | === VENDOR TOTALS === | 40.32 | | | |
| ===== | | | | | | |
| 01-05665 | | METROPOLITAN COUNCIL | | | | |
| I-1062770 | | FEBURARY SANITARY SEWER | 42,449.17 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | FEBURARY SANITARY SEWER | | 601 4601-85060-000 | METRO SEWER CHARGES | 42,449.17 |
| | | === VENDOR TOTALS === | 42,449.17 | | | |
| ===== | | | | | | |
| 01-05273 | | MN PUBLIC EMPLOYEES INSURANCE | | | | |
| I-550406 | | FEB HEALTH INSURANCE | 9,133.44 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | FEB HEALTH INSURANCE | | 101 4112-89000-000 | MISCELLANEOUS | 9,133.44 |
| | | === VENDOR TOTALS === | 9,133.44 | | | |
| ===== | | | | | | |
| 01-06024 | | ON SITE SANITATION | | | | |
| I-354438 | | COMM PARK TOILETS | 75.00 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | COMM PARK TOILETS | | 601 20200-000 | ACCOUNTS PAYABLE | 75.00 |
| I-362492 | | CURTISS FIELD TOILETS | 75.00 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | CURTISS FIELD TOILETS | | 601 20200-000 | ACCOUNTS PAYABLE | 75.00 |
| | | === VENDOR TOTALS === | 150.00 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-06185 | RAMSEY COUNTY | | | | | |
| I-EMCOM 005752 | | DECEMBER FLEET SUPPORT | 81.12 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | DECEMBER FLEET SUPPORT | | 101 20200-000 | ACCOUNTS PAYABLE | 81.12 |
| I-RISK 1825 | | JAN DENTAL/DISABILITY/LIFE IN | 969.48 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | JAN DENTAL/DISABILITY/LIFE INS | | 101 4112-89000-000 | MISCELLANEOUS | 969.48 |
| | | === VENDOR TOTALS === | 1,050.60 | | | |
| ===== | | | | | | |
| 01-06184 | RAMSEY COUNTY - 911 DISPATCH | | | | | |
| I-EMCOM 005717 | | DECEMBER CAD SERVICES | 510.15 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | DECEMBER CAD SERVICES | | 101 20200-000 | ACCOUNTS PAYABLE | 510.15 |
| I-EMCOM 005732 | | DECEMBER 911 DISPATCH | 2,499.43 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | DECEMBER 911 DISPATCH | | 101 20200-000 | ACCOUNTS PAYABLE | 2,499.43 |
| | | === VENDOR TOTALS === | 3,009.58 | | | |
| ===== | | | | | | |
| 01-00935 | ST PAUL REGIONAL WATER SERVICE | | | | | |
| I-201701106112 | | 2017 FIRE SUPPRESSION SYSTEM | 224.44 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | 2017 FIRE SUPPRESSION SYSTEM | | 101 4131-85040-000 | WATER | 112.22 |
| | | 2017 FIRE SUPPRESSION SYSTEM | | 101 4141-85040-000 | WATER | 112.22 |
| | | === VENDOR TOTALS === | 224.44 | | | |
| ===== | | | | | | |
| 01-05870 | XCEL ENERGY | | | | | |
| I-201701106114 | | STREET LIGHTS, ELECT, GAS | 5,259.63 | | | |
| 1/10/2017 | APBNK | DUE: 1/10/2017 DISC: 1/10/2017 | | 1099: N | | |
| | | ELECT, GAS | | 101 20200-000 | ACCOUNTS PAYABLE | 2,693.58 |
| | | STREET LIGHTING ELECT | | 209 20200-000 | ACCOUNTS PAYABLE | 2,566.05 |
| | | === VENDOR TOTALS === | 5,259.63 | | | |
| | | === PACKET TOTALS === | 75,853.28 | | | |

PACKET: 01510 JAN 18 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

| ID | POST DATE | BANK CODE | DESCRIPTION | GROSS DISCOUNT | P.O. # G/L ACCOUNT | ACCOUNT NAME | DISTRIBUTION |
|--------------|-----------------------------|-----------|--------------------------------|----------------|--------------------|------------------|--------------|
| 01-0092 | 1/18/2017 | APBNK | AVENET, LLC | | | | |
| I-40130 | 1/18/2017 | APBNK | WEB HOSTING GOV OFFICE | 1,225.00 | 1099: N | | |
| | | | DUE: 1/18/2017 DISC: 1/18/2017 | | 101 4116-85060-000 | WEB SITE | 1,225.00 |
| | | | WEB HOSTING GOV OFFICE | | | | |
| | | | === VENDOR TOTALS === | 1,225.00 | | | |
| 01-03123 | CINTAS CORPORATION #470 | | | | | | |
| I-470118760 | 1/18/2017 | APBNK | SHOP TOWELS, CLEANER, MATS | 145.08 | 1099: N | | |
| | | | DUE: 1/18/2017 DISC: 1/18/2017 | | 101 4131-70110-000 | SUPPLIES | 145.08 |
| | | | SHOP TOWELS, CLEANER, MATS | | | | |
| | | | === VENDOR TOTALS === | 145.08 | | | |
| 01-03539 | DAKOTA ELECTRIC ASSOCIATION | | | | | | |
| I-1780700050 | 1/18/2017 | APBNK | JANUARY SOLAR ELECTRIC | 530.00 | 1099: N | | |
| | | | DUE: 1/18/2017 DISC: 1/18/2017 | | 101 4131-85025-000 | SOLAR ELECTRIC | 530.00 |
| | | | JANUARY SOLAR ELECTRIC | | | | |
| | | | === VENDOR TOTALS === | 530.00 | | | |
| 01-04000 | EHLERS AND ASSOCIATES | | | | | | |
| I-72619 | 1/18/2017 | APBNK | TIF ADMINISTRATION | 517.50 | 1099: N | | |
| | | | DUE: 1/18/2017 DISC: 1/18/2017 | | 414 20200-000 | ACCOUNTS PAYABLE | 517.50 |
| | | | TIF ADMINISTRATION | | | | |
| | | | === VENDOR TOTALS === | 517.50 | | | |
| 01-04027 | EMERGENCY APPARATUS MAINT | | | | | | |
| I-0411 | 1/18/2017 | APBNK | 757 MAINTENANCE | 810.70 | 1099: N | | |
| | | | DUE: 1/18/2017 DISC: 1/18/2017 | | 101 20200-000 | ACCOUNTS PAYABLE | 810.70 |
| | | | 757 MAINTENANCE | | | | |
| I-90888 | 1/18/2017 | APBNK | 755 MAINTENANCE | 170.58 | 1099: N | | |
| | | | DUE: 1/18/2017 DISC: 1/18/2017 | | 101 20200-000 | ACCOUNTS PAYABLE | 170.58 |
| | | | 755 MAINTENANCE | | | | |
| | | | === VENDOR TOTALS === | 981.28 | | | |

| -----ID----- | | | GROSS | P.O. # | | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | | DISTRIBUTION |
| 01-0084 | | FIRE EQUIPMENT SPECIALTIES | | | | | |
| I-9522 | | REPLACE BROKEN FIRE NOZZLE | 733.03 | | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | | |
| | | REPLACE BROKEN FIRE NOZZLE | | 402 4402-91000-000 | MACHINERY & EQUIPMENT | | 733.03 |
| | | === VENDOR TOTALS === | 733.03 | | | | |
| 01-05440 | | LOFFLER COMPANIES, INC | | | | | |
| I-19982924 | | JAN COPIER CHARGES | 407.89 | | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | | |
| | | JAN COPIER CHARGES | | 101 4112-87000-000 | REPAIR OFFICE EQUIPMENT | | 407.89 |
| | | === VENDOR TOTALS === | 407.89 | | | | |
| 01-05582 | | MENARDS | | | | | |
| I-201701186116 | | FIRE DEPT SHOWER SUPPLIES | 43.85 | | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | | |
| | | FIRE DEPT SHOWER SUPPLIES | | 402 20200-000 | ACCOUNTS PAYABLE | | 43.85 |
| | | === VENDOR TOTALS === | 43.85 | | | | |
| 01-04875 | | MOBILE MINI, INC. | | | | | |
| I-9001570929 | | CURTISS FIELD WARMING HOUSE | 350.00 | | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | | |
| | | CURTISS FIELD WARMING HOUSE | | 101 4141-87130-000 | MINI WARMING HOUSE | | 350.00 |
| | | === VENDOR TOTALS === | 350.00 | | | | |
| 01-00973 | | NORTH SUBURBAN ACCESS CORPORAT | | | | | |
| I-16-160 | | 4TH QUARTER WEB STREAMING | 617.10 | | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | | |
| | | 4TH QUARTER WEB STREAMING | | 101 20200-000 | ACCOUNTS PAYABLE | | 617.10 |
| | | === VENDOR TOTALS === | 617.10 | | | | |
| 01-06301 | | SAMS CLUB MC/SYNCB | | | | | |
| I-201701186118 | | SPECIAL EVENTS, SUPPLIES | 497.83 | | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | | |
| | | SUPPLIES: SHEET PANS | | 101 4131-70110-000 | SUPPLIES | | 47.01 |
| | | SPECIAL EVENTS SUPPLIES | | 101 4116-89010-000 | SPECIAL EVENTS | | 317.25 |
| | | 2016 HUMAN RIGHTS DAY EVENT | | 101 4116-89010-000 | SPECIAL EVENTS | | 2.13 |
| | | SPECIAL EVENTS SUPPLIES | | 101 4116-89010-000 | SPECIAL EVENTS | | 61.19 |
| | | PUBLIC WORKS OVERHANGING DOOR | | 101 20200-000 | ACCOUNTS PAYABLE | | 70.25 |
| | | === VENDOR TOTALS === | 497.83 | | | | |

PACKET: 01510 JAN 18 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 |
| 01-081 | | TRI-STATE BOBCAT INC | | | | |
| I-A30119 | | SUPPLIES:CUT EDGE, NUTS, BOLT | 362.70 | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | |
| | | SUPPLIES:CUT EDGE, NUTS, BOLTS | | 101 4132-70120-000 | SUPPLIES | 362.70 |
| | | === VENDOR TOTALS === | 362.70 | | | |
| 01-05870 | | XCEL ENERGY | | | | |
| I-201701186117 | | CURTISS FIELD GAZEBO | 23.94 | | | |
| 1/18/2017 | APBNK | DUE: 1/18/2017 DISC: 1/18/2017 | | 1099: N | | |
| | | CURTISS FIELD GAZEBO | | 101 4141-85020-000 | ELECTRIC/GAS | 23.94 |
| | | === VENDOR TOTALS === | 23.94 | | | |
| | | === PACKET TOTALS === | 6,435.20 | | | |

| EMP # | NAME | AMOUNT |
|---------|-------------------------|----------|
| 1005 | SACK THONGVANH | 2,946.71 |
| 01-1017 | TIMOTHY J SANDVIK | 1,591.39 |
| 01-1019 | KATHLEEN N THRASHER | 1,216.64 |
| 01-1136 | ROLAND O OLSON | 2,138.03 |
| 01-1159 | SARA E ASCHENBECK | 349.65 |
| 01-1018 | PAUL A MORETTO | 1,870.45 |
| 01-0085 | DANIEL S JOHNSON-POWERS | 89.09 |
| 01-0086 | RICHARD H HINRICHS | 227.38 |
| 01-0087 | MICHAEL A MCKAY | 84.04 |
| 01-0095 | MICHAEL J POESCHL | 1,023.80 |
| 01-0105 | ANTON M FEHRENBACH | 247.89 |
| 01-0106 | SCOTT A TESCH | 132.76 |
| 01-0123 | BRYAN R SULLIVAN | 77.08 |
| 01-0124 | MICHAEL D KRUSE | 127.35 |
| 01-0132 | ANDREW K TEMME | 99.86 |
| 01-0135 | MORGAN B MCCANN | 185.48 |
| 01-0136 | SCHLIZ S SAWYERS | 97.41 |
| 01-1030 | TIMOTHY J PITTMAN | 2,206.16 |
| 01-1033 | DAVE TRETSVEN | 1,509.60 |
| 01-1143 | COLIN B CALLAHAN | 1,640.15 |

TOTAL PRINTED: 20 17,860.92

1-11-2017 11:54 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 1/11/2017

| EMP NO | EMPLOYEE NAME | TYPE | CHECK DATE | CHECK AMOUNT | CHECK NO. |
|--------|-----------------------|------|------------|--------------|-----------|
| 0040 | ANDERSON, KEVIN | R | 1/11/2017 | 86.96 | 085635 |
| 0 | GAFFNEY, PATRICK | R | 1/11/2017 | 71.14 | 085636 |
| 0 | WICK, JEFFREY M | R | 1/11/2017 | 135.35 | 085637 |
| 0126 | SMITH, BENJAMIN J | R | 1/11/2017 | 66.21 | 085638 |
| 0134 | MCCREADY, IAN H | R | 1/11/2017 | 119.05 | 085639 |
| 0137 | WATTENHOFER, DANIEL J | R | 1/11/2017 | 63.29 | 085640 |
| 0138 | HEITMAN, GRANT W | R | 1/11/2017 | 36.16 | 085641 |
| 2172 | ARCAND, MICHAEL W | R | 1/11/2017 | 99.19 | 085642 |
| 2243 | KILBRIDE, JOHN P | R | 1/11/2017 | 146.00 | 085643 |
| 2244 | SCHULTZ, MICHAEL G | R | 1/11/2017 | 485.19 | 085644 |

1-11-2017 11:54 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 1/11/2017

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | 10 | 1,308.54 |
| DIRECT DEPOSIT REGULAR CHECKS: | 20 | 17,860.92 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| TOTAL CHECKS: | 30 | 19,169.46 |

*** NO ERRORS FOUND ***

** END OF REPORT **

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The City That Soars!

REQUEST FOR COUNCIL ACTION

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| Meeting Date | January 25, 2017 |
| Agenda Item | Consent F2 |
| Attachment | N/A |
| Submitted By | Roland Olson, Finance Director |

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| Item | Designated Signor for City funds, Investments, and Transfers |
| Description | In accordance with Minnesota Statute 412.271 the Mayor and City Clerk are required to be the designated signors for any orders drawn on the city's funds. The signors currently are Mayor Peter Lindstrom and City Administrator/City Clerk Sack Thongvanh. Since Council Member Joe Brown Thunder no longer serve as Mayor Pro Tem, his authority needs to be rescinded. In addition, Council Member Tony Fischer has been chosen to serve as acting Mayor Pro Tem in Mayor Lindstrom's absence. Staff recommends approving Council Member Tony Fischer to be designated signors for city funds with the intent to be used for emergency situations and Mayor Lindstrom's absence. |
| Budget Impact | N/A |
| Attachment(s) | N/A |
| Action(s) Requested | Motion to continue designated signors for city funds for Mayor Peter Lindstrom and City Administrator/City Clerk Sack Thongvanh and add Council Member Tony Fischer per his appointment for 2017 as Mayor Pro Tem. Also, rescind Council Member Joe Brown Thunder. |

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REQUEST FOR COUNCIL ACTION

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| Meeting Date | January 25, 2107 |
| Agenda Item | Consent F3 |
| Attachment | Resolution(s) |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|---|
| Item | Commission Appointments |
| Description | City Staff has interviewed each candidate and recommends all three candidates to Mayor Lindstrom for final recommendations. |
| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> · Resolution 17-03 Appointment of Stephen Sunderland to the Planning Commission · Resolution 17-04 Appointment of Matthew Kotelnicki to the Planning Commission · Resolution 15-05 Appointment of Colin Stemper to the Environment Commission · Candidate's Applications |
| Action(s) Requested | Staff would recommend approval of attached resolutions appointing Colin Stemper, Matthew Kotelnicki and Stephen Sunderland to the Planning Commission. |

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**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: Nov. 14 2016

NAME: Stephen Sunderland

ADDRESS: 1906 Prior Avenue

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 6 yrs.

IN WHAT CAPACITY DO YOU WISH TO SERVE? PLANNING

COMMISSION

REASON YOU WISH TO SERVE ON ABOVE: _____

I am drawn to serve to support and maintain the beauty and livability of our community.

PRIOR PUBLIC (OR RELATED) SERVICE: Board of directors, Habitat for Humanity

OTHER RELEVANT BACKGROUND (OR COMMENTS): _____

Building & Planning experience, worked in "Green" industries, architecture course work in college, successfully completed addition in Falcon Heights.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 25, 2017

No. 17-03

RESOLUTION APPOINTING STEPHEN SUNDERLAND TO THE FALCON HEIGHTS PLANNING
COMMISSION

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

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

WHEREAS, the duties are to be carried out by:

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

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

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

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

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER
HARRIS _____ Against
GUSTAFSON
FISCHER

Attested by: _____

Sack Thongvanh
City Administrator

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**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: 03/24/2016

NAME: MATTHEW P. KOTELNICKI

ADDRESS: 1730 LARPENTEUR AVE. W. APT. 2B

PHONE: (H) _____

(W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 4 MONTHS

IN WHAT CAPACITY DO YOU WISH TO SERVE? IN ORDER OF MOST PREFERRED TO LEAST PREFERRED, I WISH TO SERVE ON THE PLANNING COMMISSION, ENVIRONMENT COMMISSION, COMMUNITY ENGAGEMENT COMMISSION, OR THE PARKS AND RECREATION COMMISSION.

REASON YOU WISH TO SERVE ON ABOVE: I HAVE A STRONG DESIRE TO BE ACTIVE IN AND SERVE MY COMMUNITY IN ANY CAPACITY AVAILABLE.

PRIOR PUBLIC (OR RELATED) SERVICE: CITY OF LITCHFIELD'S HERITAGE PRESERVATION COMMISSION (2014-2016); GREATER LITCHFIELD OPERA HOUSE ASSOCIATION INC. BOARD OF DIRECTORS (CHAIR, 2014-2016)

OTHER RELEVANT BACKGROUND (OR COMMENTS): AS A FORMER CITY BEAT REPORTER FOR THE HONOLULU WEEKLY, I HAVE COPIOUS EXPERIENCE DISCUSSING AND INVESTIGATING MUNICIPAL ISSUES (E.G. LAND USE, WATER USE, ETC.); ALSO, BEING A CURRENT (NON-TRADITIONAL) STUDENT AT THE UNIVERSITY OF MN, WHO'S MAJORING IN APPLIED ECONOMICS, I HAVE CONSISTENTLY DEMONSTRATED THE ABILITY TO CONDUCT ANALYTICAL AND QUANTITATIVE EVALUATIONS OF THE WAYS CONSUMERS, PRODUCERS, MARKETS, AND GOVERNMENT ENTITIES INTERACT.

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MATTHEW PAUL KOTELNICKI

SUMMARY OF QUALIFICATIONS

Focused, self-motivated journalist and creative writer successful in developing feature articles, short stories, editorial and investigative pieces. Strong command of the English language and familiarity with a wide range of writing styles. Committed to maintaining journalistic excellence and integrity.

PROFESSIONAL EXPERIENCE

September 2011- January 2014 Honolulu Weekly – Honolulu, HI

Freelance Journalist

Wrote factually correct, concise and engaging news stories within the confines of tight deadlines. Primarily covered politics, business and economic news.

January 2013-February 2014 Honolulu Magazine – Honolulu, HI

Freelance Journalist

Reported and penned news features on a variety of general interest subjects. Introduced fresh and new angles on previously-reported material to update and inform readers.

January 2013-February 2014 Hawaii Business – Honolulu, HI

Freelance Journalist

Presented local news and feature reports. Gathered and verified information through interviews, observation and research. Networked with industry leaders and experts to gather multiple perspectives on issues.

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AWARDS RECEIVED

- 1st place, 2011 Society of Professional Journalists Awards (Hawaii) in Enterprise Reporting for "The Co-Branded Kingdoms," published in the Honolulu Weekly
- 2nd place, 2012 Honolulu Weekly Literary Contest for "The Cockroach Incident"
- Finalist, 2012 Society of Professional Journalists Awards (Hawaii) in Health Reporting for "Professional Addicts," published in Hawaii Business magazine
- Finalist, 2013 Society of Professional Journalists Awards (Hawaii) in Enterprise Reporting for "Parking in Paradise," published in Honolulu Magazine.

EDUCATION

September 1997 – June 2001
Obtained High School Diploma

Litchfield Senior High School – Litchfield, MN

January 2014 – December 2015
General Education Courses

Ridgewater College – Willmar, MN

January 2016 – Present
Applied Economics

University of Minnesota – St. Paul, MN

VOLUNTEER ACTIVITIES

Greater Litchfield Opera House Association, Inc.

Litchfield, MN

Chairman, Board of Directors, November 2014 – January 2016

The Greater Litchfield Opera House Association Inc. exists to protect, preserve, and promote the Litchfield Opera House as a community and historic resource while generally promoting the arts. GLOHAI's board of directors oversees the entity's business and restoration activities.

Heritage Preservation Commission

Litchfield, MN

Commissioner, October 2015 – January 2016

Litchfield's Heritage Preservation Commission was established by the Litchfield City Council to enforce Ordinance No. 735, which mandates the preservation and protection of buildings, lands, districts and other objects having a historical interest or value in the City of Litchfield, MN.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 25, 2017

No. 17-04

RESOLUTION APPOINTING MATTHEW KOTELNICKI TO THE FALCON HEIGHTS PLANNING
COMMISSION

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

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

WHEREAS, the duties are to be carried out by:

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

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

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

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

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER
HARRIS _____ Against
GUSTAFSON
FISCHER

Attested by: _____

Sack Thongvanh
City Administrator

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Paul Moretto

From: Tim Sandvik
Sent: Tuesday, November 29, 2016 10:04 AM
To: Sack Thongvanh
Cc: Paul Moretto
Subject: FW: City Commission Application (form) has been filled out on your site.

-----Original Message-----

From: Please Do Not Click Reply [mailto:support@govoffice.com]
Sent: Monday, November 28, 2016 6:38 PM
To: Tim Sandvik
Subject: City Commission Application (form) has been filled out on your site.

Your Site has received new information through a form.

Form: City Commission Application

Site URL: http://cp.mcafee.com/d/2DRPos93hJ5xWX8UQsCzB6VKVJeUVVBcsCesdFT7fcFzxP29JeUVVBcsCeudETKYUO-euvdyoatQ-Ro4_Ah9PFM04SXFZGM9_8yjDjw09J-_SIOY_R-vpd7bbX7nKnjpd7b_8T7no73KEyCJtdmVEVhVkfGhBrwqrhdECXCXCODEWvq12vO8AVQU02rESIJmcMkhGpGWXaTYKrpjhdvdykFBzh09IIIbBiAGMd40wllvaSPBm1Ewd53JoGCyAQg4ZEeq827_0QgeOffZ0QglrCq8aMd41qHsjh1ik_USUYrTqVh

Date: November 28, 2016

Name: Colin Stemper

Street Address: 1745 Simpson Street

City, State, Zip Code: Falcon Heights MN 55113 Phone Number:

Additional Phone Number:

Email:

How Long at Above Address?: 1.5 years

In Which Capacity Would You Like to Serve?: I would like to serve on the Planning Commission.

What is the Reason You Would Like to Serve?: I believe my experience in government and public policy education gives me the skills to be a constructive member of the Falcon Heights Planning Commission. I also believe in giving back to my community and think the Commission may benefit from the skills I bring. Finally, I want to make Falcon Heights an attractive place to live and work for young families, like mine.

List Prior (Previous) Public Service: Fiscal Planning Analyst, Minnesota Department of Human Services Legislative Liaison, Minnesota State Council on Disability Caucus Intern, Minnesota State Senate

Other Relevant Background (Other Comments): Master of Public Policy - University of Minnesota, Humphrey School of Public Affairs Bachelor of Arts, Political Science - University of Minnesota, Morris

Do Not Click Reply - This e-mail has been generated from a super form.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 25, 2017

No. 17-05

**RESOLUTION APPOINTING COLIN STEMPEL TO THE FALCON HEIGHTS PLANNING
COMMISSION**

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

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

WHEREAS, the duties are to be carried out by:

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

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

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

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

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
GUSTAFSON _____
FISCHER _____

Attested by: _____

Sack Thongvanh
City Administrator