

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

AGENDA
January 10, 2018 at 7:00 P.M.

- A. CALL TO ORDER:

- B. ROLL CALL: LINDSTROM ___ GUSTAFSON ___ BROWN THUNDER ___
 MIAZGA ___ LEEHY___

 STAFF PRESENT: THONGVANH___

- C. PRESENTATIONS:
 - 1. Oath of Office
 - a. Mark Miazga
 - b. Melanie Leehy

- D. APPROVAL OF MINUTES:
 - 1. December 13, 2017 City Council Meeting Minutes

- E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
 - 1. General Disbursements through: 1/04/18 \$201,552.75
Payroll through: 12/29/17 \$36,532.56
 - 2. Approval of City License(s)
 - 3. Designating Official Depositories for 2018
 - 4. Review Elected Official Out-of-State Travel Policy
 - 5. Review and Adopt Council Standing Rules
 - 6. Council Appointment as Liaison for City Commissions
 - 7. Appoint Acting Mayor
 - 8. Commission Member Reappointments
 - 9. Mile Reimbursement Rate for 2018
 - 10. Approval of the 2018 NYFS Cooperative Service Agreement
 - 11. Appointment of Alyssa Schmeling to the Park and Recreation Commission
 - 12. Appointment of Kim Johnson to the Community Engagement Commission
 - 13. Resignation of Nickolas Rosenberg from the Falcon Heights Volunteer Fire Department
 - 14. Resignation of Katie O'Connor as Administrative Coordinator

- G: POLICY ITEMS:

- H. INFORMATION/ANNOUNCEMENTS:
 - 1. Police Report

- I. COMMUNITY FORUM:

- J. ADJOURNMENT:

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Presentation C1
Attachment	Oath of Office
Submitted By	Sack Thongvanh, City Administrator

Item	Oath of Office
Description	<p>The oath of office is required before any elected official exercise any of their powers. The three elected are as follow:</p> <p>Melanie Leehy – Council Member Mark Miazga – Council Member</p> <p>“I, (name), do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (Mayor/Council Member) of the office of Falcon Height, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”</p>
Budget Impact	N/A
Attachment(s)	· Oath of Office
Action(s) Requested	N/A

BLANK PAGE



Oath of Office

“I, Mark Miazga, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”

Mark Miazga, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

January 10, 2018

BLANK PAGE



Oath of Office

“I, Melanie Leehy, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council Member of the City of Falcon Heights, Minnesota, to the best of my judgement and ability, and this I do under the penalties of perjury.”

Melanie Leehy, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

January 10, 2018

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 1/04/18 \$201,552.75 Payroll through: 12/29/18 \$36,532.56
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.

BLANK PAGE

PACKET: 01681 DECEMBER 12 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
=====						
01-0050		AMERIPRIDE SERVICES				
I-1003992565		LINEN CLEANING	47.63			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	47.63
		=== VENDOR TOTALS ===	47.63			
=====						
01-03123		CINTAS CORPORATION #470				
I-470266817		BLACK MATS AND GLASS CLEANER	79.65			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		BLACK MATS AND GLASS CLEANER		101 4141-70100-000	SUPPLIES	79.65
		=== VENDOR TOTALS ===	79.65			
=====						
01-06290		CITY OF ROSEVILLE				
I-223999		UPS BATTERY REPLACEMENTS	36.98			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		UPS BATTERY REPLACEMENTS		101 4116-70100-000	SUPPLIES	36.98
		=== VENDOR TOTALS ===	36.98			
=====						
01-05243		HINRICHS,RICH				
I-201712126493		REIMBURSE STATION SUPPLIES	51.73			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		REIMBURSE STATION SUPPLIES		101 4124-86020-000	TRAINING	51.73
		=== VENDOR TOTALS ===	51.73			
=====						
01-05665		METROPOLITAN COUNCIL				
I-075631		JANUARY SAN SEWER - PREPAID	39,846.23			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		JANUARY SAN SEWER - PREPAID		601 15500-000	PREPAID EXPENSE	39,846.23
		=== VENDOR TOTALS ===	39,846.23			
=====						
01-05273		MN PUBLIC EMPLOYEES INSURANCE				
I-652180		JANUARY HEALTH INS - PREPAID	9,210.28			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		JANUARY HEALTH INS - PREPAID		101 15500-000	PREPAID EXPENDITURES	9,210.28
		=== VENDOR TOTALS ===	9,210.28			

PACKET: 01681 DECEMBER 12 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	85	RAMSEY COUNTY				
I-RISK001893		DECEMBER DENTAL/DISABILITY/LI	969.48			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		DECEMBER DENTAL/DISABILITY/LIF		101 4112-89000-000	MISCELLANEOUS	969.48
=== VENDOR TOTALS ===			969.48			
01-05195		TYLER TECHNOLOGIES				
I-201712126492		ANNUAL SOFTWARE MAINT - PREPA	6,253.13			
12/12/2017	APBNK	DUE: 12/12/2017 DISC: 12/12/2017		1099: N		
		ANNUAL SOFTWARE MAINT - PREPAI		101 15500-000	PREPAID EXPENDITURES	6,253.13
=== VENDOR TOTALS ===			6,253.13			
=== PACKET TOTALS ===			56,495.11			

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01	.22	ALLEGRA PRINT & IMAGING					
I-75954		SWEATSHIRTS - PUBLIC WORKS	279.00				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		SWEATSHIRTS - PUBLIC WORKS		101 4132-77000-000	CLOTHING		279.00
		=== VENDOR TOTALS ===	279.00				
01-03110		CENTURY LINK					
I-201712146495		LANDLINES - AUTO LIFT STATION	65.63				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		LANDLINES - AUTO LIFT STATION		601 4601-85011-000	TELEPHONE - LANDLINE		65.63
		=== VENDOR TOTALS ===	65.63				
01-06290		CITY OF ROSEVILLE					
I-223892		ENGINEERING SERVICES	2,995.63				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		GENERAL ENGINEERING		101 4133-80100-000	ENGINEERING SERVICES		325.83
		2017 ST PROJECT ENGINEERING		427 4427-92098-000	2017 STREET PROJECT - GR		2,669.80
		=== VENDOR TOTALS ===	2,995.63				
01-05179		FIRE SAFETY USA, INC					
I-201712146496		EQUIPMENT - PRO BAR 30"	465.00				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		EQUIPMENT - PRO BAR 30"		101 4124-70120-000	TOOLS & SUPPLIES		465.00
		=== VENDOR TOTALS ===	465.00				
01	.26	GREEN LIGHT RECYCLING, INC.					
I-201712146497		4' AND UNDER FLUORSECENT LAMP	16.80				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		4' AND UNDER FLUORSECENT LAMPS		101 4141-70100-000	SUPPLIES		16.80
		=== VENDOR TOTALS ===	16.80				
01-05800		HOWARD, DEB AND JOE					
I-201712146498		ENERGY EFFICIENCY REBATE	20.63				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		ENERGY EFFICIENCY REBATE		101 4117-89100-000	ENERGY REBATE PROGRAM		20.63
		=== VENDOR TOTALS ===	20.63				

PACKET: 01684 DECEMBER 14 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
01-057		MINNESOTA POLLUTION CONTROL AG					
I-201712146499		GENERAL STORMWATER PERMIT APP	400.00				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		GENERAL STORMWATER PERMIT APP		602 4602-88600-000	MCSC AND MS4 PERMIT FEE		400.00
		=== VENDOR TOTALS ===	400.00				
01-04875		MOBILE MINI, INC.					
I-9003342224		CURTISS FIELD WARMING HOUSE	598.00				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		CURTISS FIELD WARMING HOUSE		101 4141-87130-000	MINI WARMING HOUSE		598.00
		=== VENDOR TOTALS ===	598.00				
01-06053		OREILLY AUTO PARTS					
I-201712146500		SUPPLIES	339.56				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		BOBCAT AIR FILTER		101 4132-70120-000	SUPPLIES		25.49
		JOHN DEERE BATTERY		101 4132-70120-000	SUPPLIES		28.19
		DUMP TRUCK HYDRAULICS		101 4132-70120-000	SUPPLIES		75.96
		ELGIN SWEEPER BATTERY		602 4602-83025-000	SWEEPER PARTS/SUPPLIES		209.92
		=== VENDOR TOTALS ===	339.56				
01-06185		RAMSEY COUNTY					
I-PRRRV000704		TIF ADMIN FEES	624.53				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		TIF ADMIN FEES		414 4414-89000-000	MISC:TIF ADMIN FEES RAMS		624.53
I-PRRRV000721		4TH QTR ELECTION CONTRACT	4,475.00				
14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		4TH QTR ELECTION CONTRACT		101 4115-80300-000	ELECTION CONTRACT		4,475.00
		=== VENDOR TOTALS ===	5,099.53				
01-06301		SAMS CLUB MC/SYNCB					
I-201712146501		NOVEMBER STATEMENT	604.70				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		DINNER FOR ELECTION JUDGES		101 4115-70100-000	SUPPLIES		64.81
		DINNER FOR ELECTION JUDGES		101 4115-70100-000	SUPPLIES		50.75
		COLIN WORK BOOTS		101 4141-70100-000	SUPPLIES		185.02
		DAVE WORK BOOTS		101 4141-70100-000	SUPPLIES		186.99
		PRE INSPECTION BOOKS DUMP TRUC		101 4141-70100-000	SUPPLIES		16.36
		WATER OPEN HOUSE		101 4116-89010-000	SPECIAL EVENTS		14.97
		SNACKS FOR COMM MEETING		101 4116-89010-000	SPECIAL EVENTS		68.43
		SNACKS FOR OPEN HOUSE		101 4116-89010-000	SPECIAL EVENTS		17.37
		=== VENDOR TOTALS ===	604.70				

PACKET: 01684 DECEMBER 14 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	14	VALLEY PAVING INC					
I-201712146502		PAY ESTIMATE #7 GROVE ST PROJ	40,947.35				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		PAY ESTIMATE #7 GROVE ST PROJE		427 4427-92098-000	2017 STREET PROJECT - GR		28,796.97
		PAY ESTIMATE #7 GROVE ST PROJE		602 4602-92600-000	GROVE STORM IMPROVEMENTS		8,946.72
		PAY ESTIMATE #7 GROVE ST PROJE		601 4601-92400-000	GROVE ST PROJECT		1,377.68
		PAY ESTIMATE #7 GROVE ST PROJE		427 4427-92098-000	2017 STREET PROJECT - GR		1,825.98
		=== VENDOR TOTALS ===	40,947.35				
01-05870		XCEL ENERGY					
I-571715198		STREET LIGHTING ELECTRIC	2,263.29				
12/14/2017	APBNK	DUE: 12/14/2017 DISC: 12/14/2017		1099: N			
		STREET LIGHTING ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER		2,263.29
		=== VENDOR TOTALS ===	2,263.29				
		=== PACKET TOTALS ===	54,095.12				

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-110		CENTURY LINK				
I-201712206503		LANDLINES - PARKS	62.01			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		LANDLINES - PARKS		101 4141-85011-000	TELEPHONE - LANDLINE	62.01
=== VENDOR TOTALS ===			62.01			
01-03123		CINTAS CORPORATION #470				
I-470276769		SHOP TOWELS, BLACK MATS, CLEA	164.80			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		SHOP TOWELS, BLACK MATS, CLEAN		101 4141-70100-000	SUPPLIES	164.80
=== VENDOR TOTALS ===			164.80			
01-07174		FALCON HEIGHTS LIMITED PARTNER				
I-201712206511		2ND HALF PAY AS YOU GO PMT	21,260.00			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		2ND HALF PAY AS YOU GO PMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	21,260.00
=== VENDOR TOTALS ===			21,260.00			
01-05137		HEALTHPARTNERS MEDICAL GP				
I-900034942		MEDICAL EXAMS FIREFIGHTERS	748.00			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		MEDICAL EXAMS FIREFIGHTERS		101 4124-86020-000	TRAINING	748.00
=== VENDOR TOTALS ===			748.00			
01-05239		INTR NATL ASSOC FIRECHIEF				
I-201712206504		IAFC MEMBERSHIP DUES	209.00			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		IAFC MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS	209.00
=== VENDOR TOTALS ===			209.00			
01-05058		JOSH JORDAN				
I-201712206505		TAE KWON DO INSTRUCTOR	1,771.45			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: Y		
		TAE KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	1,771.45
=== VENDOR TOTALS ===			1,771.45			

PACKET: 01686 DECEMBER 20 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0440		LOFFLER COMPANIES, INC				
I-21773032		DECEMBER COPIER CHARGES	222.08			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		DECEMBER COPIER CHARGES		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	222.08
		=== VENDOR TOTALS ===	222.08			
=====						
01-05582		MENARDS				
I-201712206506		SUPPLIES	127.12			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		SUPPLIES		101 4124-70100-000	SUPPLIES	64.84
		MINI MOBILE LOCK		101 4141-70100-000	SUPPLIES	15.05
		CAULK GUNS, MAGNETIC TOOL BAR		101 4132-70120-000	SUPPLIES	47.23
		=== VENDOR TOTALS ===	127.12			
=====						
01-05813		MN STATE FIRE CHIEF ASSOC				
I-300003723		7 MEMBERSHIP DUES	492.00			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		7 MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS	492.00
		=== VENDOR TOTALS ===	492.00			
=====						
01-05832		MORETTO, PAUL				
I-201712206507		REISSUE CHECK 86609	50.69			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		REISSUE CHECK 86609		101 4117-86010-000	MILEAGE	7.95
		REISSUE CHECK 86609		101 4112-70100-000	SUPPLIES	42.74
		=== VENDOR TOTALS ===	50.69			
=====						
01-06030		OLSON,ROLAND				
I-201712206508		MILEAGE REIMB	55.91			
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N		
		MILEAGE REIMB		101 4113-86010-000	MILEAGE	55.91
		=== VENDOR TOTALS ===	55.91			

PACKET: 01686 DECEMBER 20 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0525		SUBURBAN ACE HARDWARE					
I-201712206509		SUPPLIES	5.54				
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N			
		SUPPLIES		101 4141-70100-000	SUPPLIES		5.54
==== VENDOR TOTALS ===			5.54				
01-07173		TOWNSQUARE SENIOR LLC					
I-201712206512		2ND HALF PAY AS YOU GO PMT	13,431.00				
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N			
		2ND HALF PAY AS YOU GO PMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT		13,431.00
==== VENDOR TOTALS ===			13,431.00				
01-05802		TRACY, MICHAEL					
I-201712206510		RENTAL LICENSE REFUND	50.00				
12/20/2017	APBNK	DUE: 12/20/2017 DISC: 12/20/2017		1099: N			
		RENTAL LICENSE REFUND		101 32150-000	RENTAL HOUSING LICENSE		50.00
==== VENDOR TOTALS ===			50.00				
==== PACKET TOTALS ===			38,649.60				

PACKET: 01690 DECEMBER 29 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-00183		2ND WIND EXERCISE, INC					
I-21058834		REPAIR EXERCISE EQUIPMENT	436.48				
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N			
		REPAIR EXERCISE EQUIPMENT		101 4124-87029-000	REPAIR OTHER EQUIPMENT		436.48
=== VENDOR TOTALS ===			436.48				
=====							
01-00250		AMERIPRIDE SERVICES					
I-1004004997		LINEN CLEANING	47.63				
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N			
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING		47.63
=== VENDOR TOTALS ===			47.63				
=====							
01-00284		AWARDS BY HAMMOND					
I-201712296515		NAMEPLATES FOR COUNCIL	52.75				
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N			
		NAMEPLATES FOR COUNCIL		101 4111-70100-000	SUPPLIES		52.75
=== VENDOR TOTALS ===			52.75				
=====							
01-05289		BLOOMINGTON EMBROIDERY					
I-40349		BCORE SHIRTS	396.00				
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N			
		BCORE SHIRTS		101 4124-77000-000	CLOTHING		396.00
I-40350		TSHIRTS	324.00				
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N			
		TSHIRTS		101 4124-77000-000	CLOTHING		324.00
=== VENDOR TOTALS ===			720.00				
=====							
01-05422		BP					
I-201712296516		FUEL	419.87				
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N			
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS		56.75
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS		363.12
=== VENDOR TOTALS ===			419.87				

PACKET: 01690 DECEMBER 29 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-0089	CASH					
I-201712296517		CERTIFIED MAIL	17.38			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		CERTIFIED MAIL		101 4112-70500-000	POSTAGE	17.38
=== VENDOR TOTALS ===			17.38			

01-06290	CITY OF ROSEVILLE					
I-224011		ENGINEERING SERVICES	1,498.43			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		GENERAL ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES	448.40
		ENGINEERING - 2017 ST PROJECT		427 4427-92098-000	2017 STREET PROJECT - GR	1,050.03
=== VENDOR TOTALS ===			1,498.43			

01-03122	CITY OF ST PAUL					
I-IN00026379		POLICE SERVICES OPEN HOUSE MA	962.95			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		POLICE SERVICES OPEN HOUSE MAI		101 4122-81000-000	POLICE SERVICES	962.95
=== VENDOR TOTALS ===			962.95			

01-04084	FIRE EQUIPMENT SPECIALTIES					
I-9905		FIRE COATS, PANTS, SUSPENDERS	4,737.99			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		FIRE COATS, PANTS, SUSPENDERS		402 4402-91000-000	MACHINERY & EQUIPMENT	4,737.99
=== VENDOR TOTALS ===			4,737.99			

01-00003	HOME DEPOT CRC/GECF					
I-201712296518		SUPPLIES	529.89			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		WOOD GLUE, INSULATION SHEATHIN		101 4141-70100-000	SUPPLIES	21.99
		BLACKTOP PATCH		101 4141-70100-000	SUPPLIES	8.97
		SCREWDRIVER, DRILLS, 20V SAW		101 4141-70100-000	SUPPLIES	326.97
		EMERGENCY EXIT SIGN BATTERY		101 4131-70110-000	SUPPLIES	65.58
		RUG DOCTOR		101 4131-70110-000	SUPPLIES	37.98
		LIGHTBULBS		101 4131-70110-000	SUPPLIES	68.40
=== VENDOR TOTALS ===			529.89			

PACKET: 01690 DECEMBER 29 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-05370 JOSEPH, KATRINA E.

I-71		NOVEMBER PROSECUTIONS	2,500.00			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: Y		
		NOVEMBER PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===			2,500.00			

01-05450 LEAGUE MN CITIES INS TRST

I-201712296519		LEAGUE MN CITIES INS TRST	24,822.72			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		WORKMANS COMP PITTMAN		101 4132-88000-000	INSURANCE & BONDS	84.72
		WORKMANS COMP PREMIUM		101 15500-000	PREPAID EXPENDITURES	21,738.00
		WORKMANS COMP PREMIUM		601 15500-000	PREPAID EXPENSE	2,000.00
		WORKMANS COMP PREMIUM		602 15500-000	PREPAID EXPENSES	1,000.00
=== VENDOR TOTALS ===			24,822.72			

01-05343 MINNESOTA MULCH & SOIL

I-W14160		STREET SWEEPINGS DISPOSAL	260.93			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		STREET SWEEPINGS DISPOSAL		602 4602-84000-000	STREET SWEEPINGS	260.93
=== VENDOR TOTALS ===			260.93			

01-05813 MN STATE FIRE CHIEF ASSOC

I-3000037231		5 MEMBERSHIP DUES	378.00			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		5 MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS	378.00
=== VENDOR TOTALS ===			378.00			

01-05832 MORETTO, PAUL

I-201712296520		CELL REIMB SEP-NOV	60.00			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		CELL REIMB SEP-NOV		101 4117-85015-000	CELL PHONE	60.00
=== VENDOR TOTALS ===			60.00			

PACKET: 01690 DECEMBER 29 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
DATE BANK CODE -----DESCRIPTION----- GROSS DISCOUNT P.O. # G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
=====

01-05825 MUNICIPAL CODE CORPORATION

I-300879 ADMIN SUPPORT FEE 275.00
12/29/2017 APBNK DUE: 12/29/2017 DISC: 12/29/2017 1099: N
ADMIN SUPPORT FEE 101 4114-80210-000 ZONING CODE UPDATE 275.00
=== VENDOR TOTALS === 275.00

01-07263 NEXTEL COMMUNICATIONS, INC

I-61089225174 CELL PHONE PITTMAN 130.26
12/29/2017 APBNK DUE: 12/29/2017 DISC: 12/29/2017 1099: N
CELL PHONE PITTMAN 101 4121-85015-000 CELL PHONE 24.75
CELL PHONE PITTMAN 101 4131-85015-000 CELL PHONE 13.03
CELL PHONE PITTMAN 101 4141-85015-000 CELL PHONE 13.03
CELL PHONE PITTMAN 101 4132-85015-000 CELL PHONE 13.03
CELL PHONE PITTMAN 601 4601-85015-000 CELL PHONE 48.20
CELL PHONE PITTMAN 602 4602-85015-000 CELL PHONES 18.22
=== VENDOR TOTALS === 130.26

01-06030 OLSON,ROLAND

I-201712296521 FLEX PAYMENT 30.63
12/29/2017 APBNK DUE: 12/29/2017 DISC: 12/29/2017 1099: N
FLEX PAYMENT 101 21712-000 MEDICAL FLEX SAVINGS PAY 25.43
FLEX PAYMENT 601 21712-000 MEDICAL FLEX SAVINGS PAY 4.60
FLEX PAYMENT 602 21712-000 MEDICAL FLEX SAVINGS PAY 0.60
=== VENDOR TOTALS === 30.63

01-06185 RAMSEY COUNTY

COM006600 DECEMBER RADIO FLEET SUPPORT 81.12
12/29/2017 APBNK DUE: 12/29/2017 DISC: 12/29/2017 1099: N
DECEMBER RADIO FLEET SUPPORT 101 4124-86800-000 RADIO MESB/FLEET SUPPORT 81.12
=== VENDOR TOTALS === 81.12

01-06184 RAMSEY COUNTY - 911 DISPATCH

I-EMCOM006630 911 DISPATCH AND CAD SERVICES 3,128.24
12/29/2017 APBNK DUE: 12/29/2017 DISC: 12/29/2017 1099: N
DECEMBER 911 DISPATCH 101 4122-81200-000 911 DISPATCH FEES 2,609.24
DECEMBER CAD SERVICES 101 4122-81200-000 911 DISPATCH FEES 519.00
=== VENDOR TOTALS === 3,128.24

PACKET: 01690 DECEMBER 29 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00344	TIM SANDVIK					
I-201712296522		CELL, MILEAGE, AND BALLAST RE	95.78			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		CELL REIMB - NOV AND DEC		101 4131-85015-000	CELL PHONE	40.00
		MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	21.16
		ELECTRONIC BALLAST		101 4141-70100-000	SUPPLIES	34.62
		=== VENDOR TOTALS ===	95.78			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-733453		COMMERCIAL MONITORING SERVICE	94.50			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		COMMERCIAL MONITORING SERVICES		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-201712296523		COMM PARK AND CITY HALL WATER	683.38			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		COOMM PARK WATER		101 4141-85040-000	WATER	356.16
		COMM PARK SS		101 4141-85070-000	SEWER	206.98
		CITY HALL WATER		101 4131-85040-000	WATER	87.39
		CITY HALL SS		101 4131-85070-000	SEWER	32.85
		=== VENDOR TOTALS ===	683.38			
=====						
01-06546	STAPLES					
I-8047918474		SUPPLIES	206.87			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		GLUE, NOTECARDS, PENS, ETC		101 4112-70100-000	SUPPLIES	186.89
		DESKPAD CALENDARS		101 4124-70100-000	SUPPLIES	19.98
		=== VENDOR TOTALS ===	206.87			
=====						
01-06628	SACK THONGVANH					
I-201712296524		NOV AND DEC CELL REIMB	120.00			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		NOV AND DEC CELL REIMB		101 4131-85015-000	CELL PHONE	60.00
		NOV AND DEC CELL REIMB		601 4601-85015-000	CELL PHONE	60.00
		=== VENDOR TOTALS ===	120.00			

PACKET: 01690 DECEMBER 29 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00370	XCEL ENERGY					
I-572871151		CURTISS GAZEBO AND SNELLING/H	22.37			
12/29/2017	APBNK	DUE: 12/29/2017 DISC: 12/29/2017		1099: N		
		CURTISS FIELD GAZEBO		101 4141-85020-000	ELECTRIC/GAS	11.35
		SNELLING/HOYT SIGN AREA		209 4209-85020-000	STREET LIGHTING POWER	11.02
		=== VENDOR TOTALS ===	22.37			
		=== PACKET TOTALS ===	42,313.17			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0276		AMERICAN TIRE DISTRIBUTORS				
=====						
I-S101257102		FRONT TIRES FOR F 250 TRK	301.94			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		FRONT TIRES FOR F 250 TRK		101 20200-000	ACCOUNTS PAYABLE	301.94
		=== VENDOR TOTALS ===	301.94			
=====						
01-01034		BRAKE AND EQUIPMENT WAREHOUSE				
=====						
I-1-041652		RATTERY FOR JD	64.39			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		RATTERY FOR JD		101 20200-000	ACCOUNTS PAYABLE	64.39
		=== VENDOR TOTALS ===	64.39			
=====						
01-03123		CINTAS CORPORATION #470				
=====						
I-470283536		SHOP TOWELS/BLACK MAT SVC	301.75			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		SHOP TOWELS/BLACK MAT SVC		101 20200-000	ACCOUNTS PAYABLE	301.75
		=== VENDOR TOTALS ===	301.75			
=====						
01-06290		CITY OF ROSEVILLE				
=====						
I-224018		DEC IT SERVICE	2,080.08			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		DEC IT SERVICE		101 20200-000	ACCOUNTS PAYABLE	2,080.08
=====						
I-224055		DEC TELEPHONE SERVICE	356.26			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		DEC TELEPHONE SERVICE		101 20200-000	ACCOUNTS PAYABLE	356.26
		=== VENDOR TOTALS ===	2,436.34			
=====						
01-03530		DATA FLOW				
=====						
I-27517		W 2's	71.58			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		W 2's		101 20200-000	ACCOUNTS PAYABLE	71.58
		=== VENDOR TOTALS ===	71.58			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0115	GOPHER STATE ONE CALL					
I-7120369		DEC LOCATES	10.80			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		DEC LOCATES		601 20200-000	ACCOUNTS PAYABLE	10.80
		=== VENDOR TOTALS ===	10.80			
01-07272	LILLIE SUBURBAN NEWSPAPER					
I-201801046530		LEGALS	76.20			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		LEGALS		101 20200-000	ACCOUNTS PAYABLE	76.20
		=== VENDOR TOTALS ===	76.20			
01-05670	METRO PRODUCTS INC					
I-131527		HARDWARE NUTS AND BOLTS	53.99			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		HARDWARE NUTS AND BOLTS		101 20200-000	ACCOUNTS PAYABLE	53.99
		=== VENDOR TOTALS ===	53.99			
01-05843	MN NCPERS LIFE INSURANCE					
I-201801046527		JAN PERA LIFE INS	64.00			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		JAN PERA LIFE INS		101 21709-000	OTHER PAYABLE	36.64
		JAN PERA LIFE INS		201 21709-000	OTHER PAYABLE	4.00
		JAN PERA LIFE INS		204 21709-000	OTHER PAYABLE	1.60
		JAN PERA LIFE INS		601 21709-000	OTHER PAYABLE	15.52
		JAN PERA LIFE INS		602 21709-000	OTHER PAYABLE	6.24
		=== VENDOR TOTALS ===	64.00			
01-05676	OFFICE DEPOT					
I-990055528001		PRE INKED STAMPS/ PAPER	151.81			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		PRE INKED STAMPS/ PAPER		101 20200-000	ACCOUNTS PAYABLE	151.81
		=== VENDOR TOTALS ===	151.81			

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06024	01/30	OLSON,ROLAND					
I-201801046528	1/04/2018	APBNK	MILEAGE REIMB DUE: 1/04/2018 DISC: 1/04/2018 MILEAGE REIMB	19.75	1099: N 101 20200-000	ACCOUNTS PAYABLE	19.75
=== VENDOR TOTALS ===				19.75			
=====							
01-06024	ON SITE SANITATION						
I-530796	1/04/2018	APBNK	COMMUNITY PARK TOILETS DUE: 1/04/2018 DISC: 1/04/2018 COMMUNITY PARK TOILETS	75.00	1099: N 601 20200-000	ACCOUNTS PAYABLE	75.00
=== VENDOR TOTALS ===				75.00			
=====							
01-06185	RAMSEY COUNTY						
I-PRRRV-000742	1/04/2018	APBNK	TNT NOTIECES DUE: 1/04/2018 DISC: 1/04/2018 TNT NOTIECES	305.35	1099: N 101 20200-000	ACCOUNTS PAYABLE	305.35
=== VENDOR TOTALS ===				305.35			
=====							
01-06062	SUMMIT COMPANIES						
I-1231794	1/04/2018	APBNK	ANNAUL INSPECT FIRE EXTINGUIS DUE: 1/04/2018 DISC: 1/04/2018 ANNAUL INSPECT FIRE EXTINGUISH	373.00	1099: N 101 20200-000	ACCOUNTS PAYABLE	373.00
=== VENDOR TOTALS ===				373.00			
=====							
01-05374	TENNIS SANITATION LLC						
I-2017356	1/04/2018	APBNK	DEC RECYCLING DUE: 1/04/2018 DISC: 1/04/2018 DEC RECYCLING	5,769.00	1099: N 206 20200-000	ACCOUNTS PAYABLE	5,769.00
I-2017357	1/04/2018	APBNK	DEC WASTE REMOVAL DUE: 1/04/2018 DISC: 1/04/2018 DEC WASTE REMOVAL	66.50	1099: N 101 20200-000	ACCOUNTS PAYABLE	66.50
=== VENDOR TOTALS ===				5,835.50			

PACKET: 01692 Payables Jan 4th 2018
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
0.00	.70	XCEL ENERGY				
I-201801046529		ELECT/PROTECTIVE LIGHTING	38.35			
1/04/2018	APBNK	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		ELECT/PROTECTIVE LIGHTING		101 20200-000	ACCOUNTS PAYABLE	30.06
		ELECT/PROTECTIVE LIGHTING		101 20200-000	ACCOUNTS PAYABLE	8.29
		=== VENDOR TOTALS ===	38.35			
		=== PACKET TOTALS ===	10,179.75			

EMP #	NAME	AMOUNT
1005	SACK THONGVANH	2,946.71
01-1017	TIMOTHY J SANDVIK	1,591.39
01-1019	KATHLEEN N O'CONNOR	1,334.76
01-1136	ROLAND O OLSON	2,104.33
01-1018	PAUL A MORETTO	1,907.66
01-0085	DANIEL S JOHNSON-POWERS	119.24
01-0086	RICHARD H HINRICHS	323.45
01-0087	MICHAEL A MCKAY	84.30
01-0095	MICHAEL J POESCHL	477.73
01-0097	PATRICK GAFFNEY	161.30
01-0105	ANTON M FEHRENBACH	355.97
01-0106	SCOTT A TESCH	188.82
01-0119	JEFFREY M WICK	78.18
01-0123	BRYAN R SULLIVAN	149.20
01-0124	MICHAEL D KRUSE	124.91
01-0132	ANDREW K TEMME	60.11
01-0135	MORGAN B MCCANN	89.87
01-0136	SCHLIZ S SAWYERS	18.09
01-0137	DANIEL J WATTENHOFER	99.86
01-0138	GRANT W HEITMAN	90.15
01-2172	MICHAEL W ARCAND	66.21
01-1030	TIMOTHY J PITTMAN	2,058.26
01-1033	DAVE TRETSEVEN	1,509.60
01-1143	COLIN B CALLAHAN	1,477.62

TOTAL PRINTED: 24 17,417.72

12-11-2017 11:12 AM
PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 1
PAYROLL DATE: 12/11/2017

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
00^	ANDERSON, KEVIN	R	12/11/2017	36.16	086647
C	SMITH, BENJAMIN J	R	12/11/2017	89.87	086648
01	MCCREADY, IAN H	R	12/11/2017	89.87	086649

12-11-2017 11:12 AM
PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 2
PAYROLL DATE: 12/11/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	3	215.90
DIRECT DEPOSIT REGULAR CHECKS:	24	17,417.72
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	27	17,633.62

*** NO ERRORS FOUND ***

** END OF REPORT **

EMP #	NAME	AMOUNT
0013	PETER C LINDSTROM	297.77
01-0016	PAMELA M HARRIS	277.05
01-0021	JOSE A FISCHER	262.05
01-0022	RANDALL C GUSTAFSON	262.05
01-1005	SACK THONGVANH	2,946.71
01-1017	TIMOTHY J SANDVIK	1,591.39
01-1019	KATHLEEN N O'CONNOR	1,334.76
01-1136	ROLAND O OLSON	2,304.33
01-2246	BRANDON C NELSON	249.17
01-2154	MAUREEN A ANDERSON	48.32
01-1018	PAUL A MORETTO	1,907.66
01-0086	RICHARD H HINRICHS	872.30
01-0095	MICHAEL J POESCHL	224.43
01-0097	PATRICK GAFFNEY	122.48
01-0105	ANTON M FEHRENBACH	341.96
01-0123	BRYAN R SULLIVAN	116.83
01-0124	MICHAEL D KRUSE	116.83
01-1030	TIMOTHY J PITTMAN	2,058.26
01-1033	DAVE TRETSEVEN	1,509.60
01-1143	COLIN B CALLAHAN	1,477.62

TOTAL PRINTED: 20 18,321.57

12-27-2017 10:17 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 12/27/2017

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0020	BROWN THUNDER, JOSEPH C	R	12/27/2017	262.05	086685

12-27-2017 10:17 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 12/27/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	262.05
DIRECT DEPOSIT REGULAR CHECKS:	20	18,321.57
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	21	18,583.62

*** NO ERRORS FOUND ***

** END OF REPORT **

EMP #	NAME	AMOUNT
2246	BRANDON C NELSON	195.27
00086	RICHARD H HINRICHS	120.05
TOTAL PRINTED: 2		315.32

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Tim Sandvik, Deputy Clerk

Item	Approval of City Licenses
Description	The following individuals have applied for a <u>Municipal Business License</u> for 2018. Staff has received the necessary documents for licensure. <ol style="list-style-type: none"> American Family Insurance
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2018 City License Applications.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Roland Olson, Finance Director

Item	Designate Official Depositories for 2018
Description	All investments are made according to State law and the City's Investment Policy. The City Administrator and/or Finance Director are authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
Budget Impact	
Attachment(s)	<ul style="list-style-type: none"> Resolution 2018-01 Designating the Official Depositories for the City of Falcon Heights
Action(s) Requested	Staff recommends approve of attached resolution for the official depositories for 2018.

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2018

No. 18-01

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

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

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
Morgan Stanley Smith Barney, LLC
Wells Fargo Advisors/ Wells Fargo Clearing Services, LLC
Minnesota Municipal Money Market Fund (4M and 4M Plus Funds)
PMA Securities Inc, PMA Financial Network Inc (4M and 4M
Plus Investment Pools)
Wells Fargo Securities, LLC

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

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON _____
BROWN THUNDER _____ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____

Sack Thongvanh
City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F4
Attachment	Elected Official Out-of-State Travel Policy
Submitted By	Sack Thongvanh, City Administrator

Item	Review of Elected Official Out-of-State Travel Policy
Description	In 2005, the Minnesota State Legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the City council.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Elected Official Out-of-State Travel policy
Action(s) Requested	Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

BLANK PAGE

City of Falcon Heights

ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

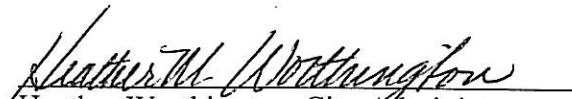
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

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

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F5
Attachment	City Council Standing Rules
Submitted By	Sack Thongvanh, City Administrator

Item	Review and Adopt Council Standing Rules
Description	<p>Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted.</p> <p>Staff has no recommendations for changes in the standing rules at this time</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · City Council Standing Rules
Action(s) Requested	Staff would recommend adopting the Council Standing Rules for 2018.

BLANK PAGE

Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

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

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

MEMBERSHIP

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

RULES

Agenda

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

Agenda (continued)

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

Process – Regular and Special Council Meetings

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

Process – Regular and Special Council Meetings (continued)

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

Process – Public Hearings

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

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

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

ADOPTION/MODIFICATION/SUSPENSION

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

ANNUAL REVIEW

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

INTERPRETATION

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

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

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

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

SIKKINK'S SEVEN MOTION SYSTEM TABLE

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



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F6
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	Council/City Commission Liaison Assignments
Description	<p>Councilmembers are each assigned to serve as a liaison between City Council and various commissions each year. Assignments for 2018 are as follows:</p> <ul style="list-style-type: none"> · Planning Commission – Mark Miazga · Community Engagement Commission – Randy Gustafson · Parks and Recreation Commission –Melanie Leehy · Environment Commission – Peter Lindstrom · Northeast Youth and Family Services – Joe Brown Thunder · North Suburban Cable Commission – Susan Majerus
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	I recommend approval of the above assignments.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F7
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	Appointment of Acting Mayor
Description	<p>Periodically, the Mayor's absence requires that official duties (such as signing official documents, running City Council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various City Council Members. The 2017 Acting Mayor was Council Member Tony Fischer.</p> <p>The Mayor still retains the right to name other Council Members as Acting Mayor when planned absences are anticipated, but the formal designation of an Acting Mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	I recommend that the Falcon Heights City Council approve Council Member Randy Gustafson as the 2018 Acting Mayor.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F8
Attachment	NA
Submitted By	Peter Lindstrom, Mayor

Item	2018 Commission Appointments
Description	<p>Each year the City Council appoints residents to serve on various city commissions. Below are my recommendations for residents to serve three year terms (2017-2019), as directed by the City Code:</p> <p>Shirley Reider (Community Engagement Commission) 2nd Term David Murphy (Planning Commission) 2nd Term</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	I recommend that the residents listed above be appointed to their second three year terms to their respective commissions.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F9
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Mileage reimbursement rate for 2018
Description	The business mileage reimbursement rate allowed by the IRS is 54.5 cents per mile effective January 1, 2018. This is a one cent per mile increase in the mileage rate allowed by the IRS in 2017.
Budget Impact	The mileage reimbursement rate is 54.5 cent per mile effective January 1, 2018.
Attachment(s)	N/A
Action(s) Requested	Staff recommends allowing the IRS approved reimbursement mileage rate of 54.5 cents per mile when employees use their personal vehicles for city business for 2018.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F10
Attachment	2018 NYFS Cooperative Service Agreement and Contribution History
Submitted By	Sack Thongvanh, City Administrator

Item	2018 NYFS Cooperative Service Agreement
Description	<p>For many years now, the City of Falcon Heights has been a partner with Northeast Youth and Family Services (NYFS). Some of the services they provide include senior chore services and diversion programs for youth in various law enforcement cases. Each year the City allocates money in the general fund to help pay for these services.</p> <p>Attached is the 2018 Agreement that NYFS is asking all of their partner cities to approve.</p>
Budget Impact	2018 Contribution of \$9,143 which is accounted for in the 2018 Budget. This is a one (1%) percent increase from 2016's contribution of \$9,017.
Attachment(s)	<ul style="list-style-type: none"> · Contribution History · 2018 NYFS Cooperative Service Agreement
Action(s) Requested	Staff recommends Council approval of the 2018 NYFS Agreement and authorization of the Mayor and City Administrator to sign all necessary documents.

BLANK PAGE

AGREEMENT

I. PARTIES

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

II. RECITALS

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

III. TERMS AND CONDITIONS

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

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

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

D. Funding

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

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

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

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

3. On or before November 30, of any year NYFS shall submit a written report to the City including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.
4. Periodically advising the City of services available through NYFS to the City's residents;
5. Establishing a sliding scale for services available through NYFS to the City's residents and periodically advising the City of such fees;
6. Providing other reasonable information requested by the City;
7. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the City as an additional insured and providing a copy of the insurance certificate evidencing such policy to the City;
8. Provide the City with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
9. NYFS shall defend and indemnify the City from any and all claims or causes of actions brought against the City of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
10. Without the written approval of the City, NYFS will not enter into any agreement with any other city which differs from the terms and conditions of this Agreement.

G. Term. The term of this agreement will be through December 31, 2018. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the City if a successor agreement has not been executed prior to the end of the term.

H. (A) Distribution of Assets Upon Dissolution.

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

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

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

(B) Deviation from the Mission.

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

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

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

CITY OF FALCON HEIGHTS

By: _____
Elected Official

Its: _____
Clerk/Manager

Dated: _____

NORTHEAST YOUTH & FAMILY SERVICES

By: _____
President/CEO

Its: _____
Chair of the Board of Directors

Dated: _____

12/2017

Northwest Youth & Family Service Program Descriptions

Residents from partnering municipalities are entitled to the following services.

Diversion:

Youth, 10 - 17, who are charged with misdemeanor and status offenses can use this program as an alternative to the traditional juvenile justice system to rebuild their lives and get back on track. Youth attend educational seminars with their parents, perform community service and pay restitution.

Outpatient Mental Health:

Our licensed mental health staff provides counseling and therapy for the emotional health of children, teens, and adults. NYFS also offers psychiatric services, providing medication management services in tandem with outpatient mental health counseling. As a Rule 29 Community Mental Clinic we serve individuals and families that have insurance and provide services on a sliding fee schedule for those who don't have insurance.

Senior Chore:

NYFS helps older adults live independently in their homes for as long as possible by connecting volunteers and youth and adults in search of work with seniors in need of help. Workers assist seniors with basic services such as routine housekeeping and lawn care as well as seasonal activities such as snow shoveling and leaf raking.

Northwest Youth & Family Services offers an array of other services that residents from partnering municipalities may also access.

Northeast Youth & Family Services
City Participation Figures

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
	3% increase from 2011	1.7% increase CPI-U @ 6-12	1.1% increase CPI-U @6-13	2.1% increase CPI-U 6-14	.04% increase CPI-U 6-15	1.0% increase CPI-U 6/15	1.4% increase CPI-U 6/15
Falcon Heights	8,471	8,615	8,709	8,892	8,927	9,017	9,143



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F11
Attachment	Application & Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of Alyssa Schmeling to the Park & Recreation Commission
Description	City Staff has interviewed and recommended Alyssa Schmeling to Mayor Lindstrom for final recommendation for the Park and Recreation Commission.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Application · Resolution 18-02 Appointment of Alyssa Schmeling to the Park and Recreation Commission
Action(s) Requested	Staff would recommend approval of attached resolution and appoint Alyssa Schmeling to the Park and Recreation Commission.

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2018

No. 18-02

**RESOLUTION APPOINTING ALYSSA SCHMELING TO THE FALCON HEIGHTS PARK
AND RECREATION COMMISSION**

WHEREAS, the Park and Recreation Commission shall serve in an advisory capacity to the City Council on all policy matters relating to public parks, facilities and recreation programs; and

WHEREAS, City Staff and the Mayor has interviewed Alyssa Schmeling and recommends appointment to the Falcon Heights Park and Recreation 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
GUSTAFSON
BROWN THUNDER _____ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator

BLANK PAGE

Application for Commission Appointment

Name: Alyssa Schmeling
Street Address: 1277 Gibbs Ave
City, State, Zip Code: Falcon Heights MN 55108

How Long at Above Address?:
Since June

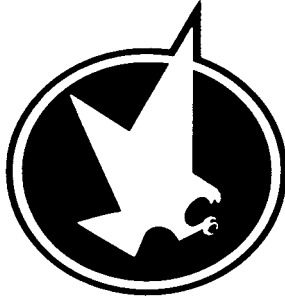
In Which Capacity Would You Like to Serve?:
Parks and Recreation Commission

What is the Reason You Would Like to Serve?:
I am a relatively new resident to Falcon Heights and am interested in volunteering and getting more involved in my local government.

List Prior (Previous) Public Service:
I have worked in public service my whole career; I was a park manager with Three Rivers Park District before returning to school. I am currently finishing up my Masters in Urban and Regional Planning while working as a Community Development intern at the City of Oakdale.

Other Relevant Background (Other Comments):
I have a B.A. in Recreation, Parks, and Leisure Studies from the University of Minnesota and will graduate with a Masters of Urban and Regional Planning from the Humphrey School of Public Affairs in May. My research at the University has been focused on defining equitable access to urban parks and recreation amenities.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F12
Attachment	Resolution & Application
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of Kim Johnson to the Community Engagement Commission
Description	City Staff and Commission Chair interviewed Kim Johnson. Ms. Johnson was forwarded to Mayor Lindstrom for final recommendation to the City Council.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 18-03 Appointment of Kim Johnson to the Community Engagement Commission · Candidate's Application
Action(s) Requested	Staff would recommend approval of attached resolution appointing Kim Johnson to the Community Engagement Commission.

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2018

No. 18-03

**RESOLUTION APPOINTING KIM JOHNSON TO THE COMMUNITY ENGAGEMENT
COMMISSION**

WHEREAS, the City Council consolidated the Human Rights Commission with the Neighborhood Commission to establish the Community Engagement Commission in 2015;

WHEREAS, The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city’s public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city’s communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs.

The commission shall review complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.

WHEREAS, City Staff, Commission Chair and the Mayor has interviewed Kim Johnson and recommends appointment to the Falcon Heights Community Engagement 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
GUSTAFSON
BROWN THUNDER ___ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator

BLANK PAGE

Application for Commission Appointment

Name: Kim Johnson
Street Address: 1359 Iowa Avenue
City, State, Zip Code: Falcon Heights MN 55108

How Long at Above Address?:
six months

In Which Capacity Would You Like to Serve?:
Community Engagement Commission

What is the Reason You Would Like to Serve?:

In the last 25 years, my family and I have lived in five different cities in three different states. I was able to feel at home wherever I was by somehow participating in a community. Sometimes it was through involvement in a school, church or community organization. I have recently moved to Falcon Heights and am working to find my place in this community. I have lots of experience in community engagement, both personally and professionally, so the Community Engagement Commission seems like a good fit for me.

List Prior (Previous) Public Service:

I have worked the past 15 years as a librarian for Anoka County, in both direct public service and administration. Part of my job was to make connections in the community, and identify and explore partnership opportunities. Prior to that, I was employed by a non-profit community health library in San Jose, CA where I did much community outreach to under-served neighborhoods. Prior to my library career, I worked in both acute and long-term care as a registered nurse.

Other Relevant Background (Other Comments):

I have volunteered as an adult English language classroom assistant at a number of locations. Currently I volunteer weekly at Metro North ABE. I have worked to implement various adult activities through my church and neighborhood in the past, including block parties, adult fellowship activities at church, a neighborhood international dinner group, and a monthly couples' bunco club.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F13
Attachment	Resolution & Resignation Letter
Submitted By	Sack Thongvanh, City Administrator

Item	Resignation of Nickolas Rosenberg from the Falcon Heights Volunteer Fire Department
Description	
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 18-04 Accepting the Resignation of Nickolas Rosenberg from the Falcon Heights Volunteer Fire Department · Resignation Letter
Action(s) Requested	Staff would recommend approve of resolution to accept the resignation of Nickolas Rosenberg from the Falcon Heights Volunteer Fire Department

BLANK PAGE

Nicholas M. Rosenberg

• Inver Grove Heights, MN 55076 • Phone: 651-500-2606 • E-Mail: Rosenberg.nick@yahoo.com



12-26-2017

Chief Rich Hinrichs
Falcon Heights Fire Department
2077 Larpentuer Ave. West
Falcon Heights, MN 55108

Chief Hinrichs,

Please accept this letter of resignation from my position as Fire Fighter with the Falcon Heights Fire Department as of December 31, 2017.

Sincerely,

Thanks again,
Nicholas Rosenberg
(651)-500-2606

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2018

No. 18-04

**RESOLUTION ACCEPTING THE RESIGNATION OF NICHOLAS ROSENBERG FROM THE
FALCON HEIGHTS VOLUNTEER FIRE DEPARTMENT**

WHEREAS, the City has a Volunteer Fire Department; and

WHEREAS, Nicholas Rosenberg was appointed to the Falcon Heights Volunteer Fire Department on October 18, 2011 and has submitted a letter of resignation.

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

1. That the "Letter of Resignation" is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
BROWN THUNDER _____ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 10, 2018
Agenda Item	Consent F14
Attachment	Resolution & Resignation Letter
Submitted By	Sack Thongvanh, City Administrator

Item	Resignation of Katie O'Connor as Administrative Coordinator
Description	<p>Katie was hired as the Part-Time Administrative Coordinator and eventually transition to full time. It has been an honor and pleasure having Katie be part of the Falcon Heights family for the three years.</p> <p>Katie has shown dedication to her position and City. Katie has gone above and beyond the call of duty the last year and half which we will missed greatly. We wish her the best on her future endeavors and the next chapter in her career with the City Eden Prairie.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 18-05 Accepting the Resignation of Katie O'Connor as Administrative Coordinator · Resignation Letter
Action(s) Requested	Staff would recommend approve of attached resolution to accept the resignation of Katie O'Connor as Administrative Coordinator.

BLANK PAGE

December 19, 2017

City of Falcon Heights
2077 Larpenteur Ave W
Falcon Heights, MN 55113

Dear Sack Thongvanh,

I am writing to notify you that I am resigning from my position as Administrative Coordinator with the City of Falcon Heights. My last day of employment will be Tuesday, January 9, 2018.

I appreciate the opportunities I have been given during my time with the city, as well as the professional guidance and support of all staff.

I wish Falcon Heights the best of success in the future.

Very sincerely,

A handwritten signature in black ink, appearing to read "Katie O'Connor". The signature is written in a cursive style with a large initial "K" and a long horizontal flourish at the end.

Katie O'Connor

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 10, 2018

No. 18-05

**RESOLUTION ACCEPTING THE RESIGNATION OF KATIE O’CONNOR FROM THE
FALCON HEIGHTS VOLUNTEER FIRE DEPARTMENT**

WHEREAS, the City hired Katie O’Connor March 9, 2015 as the Part-Time Administrative Coordinator and later as the Full-Time Administrative Coordinator; and

WHEREAS, on December 19, 2017, Katie O’Connor submitted her letter of resignation;

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

1. That the “Letter of Resignation” is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
BROWN THUNDER _____ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator