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

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

- A. CALL TO ORDER: 7:00 P.M.
- B. ROLL CALL: LINDSTROM __X__ LEEHY__X__ BROWN THUNDER __X__
MIAZGA __X__ GUSTAFSON __X__
- STAFF PRESENT: THONGVANH__X__
- C. PRESENTATIONS:
1. Oath of Office
 a. Mark Miazga
 b. Melanie Leehy
- D. APPROVAL OF MINUTES:
1. December 13, 2017 City Council Meeting Minutes Approved
- 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
- Council Member Brown Thunder, Approved 5-0
- G. POLICY ITEMS:
- H. INFORMATION/ANNOUNCEMENTS:

Council Member Gustafson:

- Community Engagement Council (CEC) meets on the third Monday of each month, which means the next meeting is next Monday at 7:00 pm at City Hall. It will be used as

a goal setting session in engage our community on the various thing we do. Deputy Clerk Tim Sandvik is the staff liaison.

- Ramsey County's Sheriff's Office starts up the Citizen Academy on February 20th. Taking applications through February 9th. The program is six-session course over three weeks on Tuesday and Thursday from 6:00 pm to 9:30 pm.
<https://www.ramseycounty.us/your-government/leadership/sheriffs-office/sheriffs-office-divisions/public-safety-services/community-support-services>

Council Member Brown Thunder

- Northeast Youth and Family Services is having their award night February 8th 5:30 pm to 7:00 pm. The cost is \$30 and this is one of their main fundraiser of the year. Go out and support these awesome young people that we have in our neighborhood.
- NYFS – Senior Chore Program is a program any that is a senior citizen that need assistance with shoveling of their walk. Contact NFYS

Mayor Lindstrom

- The last meeting or two meetings ago, the Council accepted the donations of 1,000 LED lightbulbs from one of our residents. We have been busy as an Environment Commission distributing them to residents. We have distributed close to 300 to folks that live in apartment. LED are more efficient. A good way to cut cost on utility bill and be sustainable. We will also be distributing them at City Hall.

Council Member Leehy

- Want to thank everyone that voted for her. Encourage residents to

Council Member Miazga

- Would like to thank the community for all the good energy and all the people that are getting engaged.
- Transiting from the Environment Commission to the Planning Commission
- Excited about the Comprehensive Plan with a lot of data collection.

City Administrator Thongvanh

- Welcoming the new elected Council Member
- Struggling to recruit ice rink attendants
- WSB has been hired to work on the City's Comprehensive Plan
- Administrative Coordinator Position Update. Hope to hire a replacement by mid-February.
- The Mayor and I met with representatives from the University and the meeting was very positive.
- The Mayor and I participated in a meeting with the School Superintendent.
- Reminder that the Grove Association approved at their annual meeting for stricter enforcement. We will ticket and tow.

I. COMMUNITY FORUM:

1508 Iowa – Thomas Mcninch - Would like to congratulate the new members and the outgoing members for their work. He would like to see account of expense in dollars for these last months.

Valarie Castile (Philando Castile's Mother) -What to congratulate the new appointees and hope you do as good as the preceding people were doing. Wanted to talk about what happen in Falcon Heights. What it cost was a person's life. To be honest about the whole situation, it

was said that I got \$3 million dollars. After the lawyers, it was \$2 million dollars. But that can never bring my son back. No amount of money will bring back my son back. I love that young man, I adored that young man. He did everything correct. What everyone said about drug and how it stays in your body, that depends. But it has nothing to do with be honest and telling the truth and losing their life.

Do what you say you are going to do.

Katie (lives in St. Paul) - Interested in having the police have their own insurance. Need to look forward and hold the police accountable. Dollars and cents means nothing if you do not learn from it. It is time for white people to speak up.

Diane Marshman (Therapeutic Massage License) - Received a letter to should proof of exemption. Would like to come to a middle ground so she can continue to serve the community of 1666 Coffman.

John Thompson

It has been two years since by friend was murdered in Falcon Heights. He is speaking loud and clear today in St. Paul and Minneapolis. Thank you Melanie, you are speaking loud and clear today. Melvin Carter stated in his accepts speak is that “the only way he works is that the City works with him”. You have allow residents input. A lot of community engagement. Everyone got it except the City of Saint Anthony. Continue to fight. Enough is enough for Saint Anthony. If it was not for Melanie, I would be mad at the Mayor. If it were not for Melanie, I would still be yelling at Sack. If it were not for Melanie, we would not be together. The City of Falcon Heights have beautiful residents that get it, it just had an ugly on it because of the police department. I am so happy today for the direction the City is going. Continue to fight not just for Philando but also for people that look like me.

Nicole (Friend of Melanie)

Would like to congratulate Melanie. Falcon Heights can set an example of the right things in 2018. The number eight means a new beginning.

J. ADJOURNMENT: 7:45 P.M.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|-----------------------------------|
| Meeting Date | February 14, 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: 2/07/18 \$2664,134.78 Payroll through: 1/31/18 \$39,415.98 |
| 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-----
 POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #
 DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
 =====

01-01 CAMPBELL KNUTSON

| | | | | | | | |
|-----------------------|-------|--------------------------------|----------|---------------|------------------|--|----------|
| I-201801166536 | | DECEMBER LEGALS | 2,846.61 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: Y | | | |
| | | DECEMBER LEGALS | | 101 20200-000 | ACCOUNTS PAYABLE | | 2,846.61 |
| === VENDOR TOTALS === | | | 2,846.61 | | | | |

01-03123 CINTAS CORPORATION #470

| | | | | | | | |
|-----------------------|-------|--------------------------------|--------|--------------------|----------|--|-------|
| I-470273478 | | BLACK MATS | 72.00 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | BLACK MATS | | 101 4141-70100-000 | SUPPLIES | | 72.00 |
| I-470280166 | | BLACK MATS AND GLASS CLEANER | 79.65 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | BLACK MATS AND GLASS CLEANER | | 101 4141-70100-000 | SUPPLIES | | 79.65 |
| === VENDOR TOTALS === | | | 151.65 | | | | |

01-03117 CITY OF LITTLE CANADA

| | | | | | | | |
|-----------------------|-------|--------------------------------|-----------|---------------|------------------|--|-----------|
| I-201801166535 | | JULY - DEC PERMITS | 30,748.11 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | JULY - DEC BUILDING PERMITS | | 101 20200-000 | ACCOUNTS PAYABLE | | 24,682.61 |
| | | JULY - DEC MECHANICAL PERMITS | | 101 20200-000 | ACCOUNTS PAYABLE | | 4,181.99 |
| | | JULY - DEC PLUMBING PERMITS | | 101 20200-000 | ACCOUNTS PAYABLE | | 1,883.51 |
| === VENDOR TOTALS === | | | 30,748.11 | | | | |

01-06290 CITY OF ROSEVILLE

| | | | | | | | |
|-----------------------|-------|--------------------------------|----------|---------------|------------------|--|--------|
| I-024093 | | engineering | 1,023.44 | | | | |
| 4/2017 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | ENGINEERING | | 427 20200-000 | ACCOUNTS PAYABLE | | 560.27 |
| | | IT SVCS ENGINEERING | | 101 20200-000 | ACCOUNTS PAYABLE | | 463.17 |
| === VENDOR TOTALS === | | | 1,023.44 | | | | |

01-04000 EHLERS AND ASSOCIATES

| | | | | | | | |
|-----------------------|-------|--------------------------------|--------|---------------|------------------|--|--------|
| I-75973 | | TIF PMT PCALCULATION | 528.75 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | TIF PMT PCALCULATION | | 414 20200-000 | ACCOUNTS PAYABLE | | 528.75 |
| I-75974 | | SAFES AUTHORIZATION TO OSA | 57.50 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | SAFES AUTHORIZATION TO OSA | | 414 20200-000 | ACCOUNTS PAYABLE | | 57.50 |
| === VENDOR TOTALS === | | | 586.25 | | | | |

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| INVOICE DATE | BANK CODE | -----DESCRIPTION----- | | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | | DISTRIBUTION |
| 01- /0 | | JOSEPH, KATRINA E. | | | | | | |
| I-72 | | DECEMBER PROSECUTIONS | | 2,500.00 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | | 1099: Y | | | |
| | | DECEMBER PROSECUTIONS | | | 101 20200-000 | ACCOUNTS PAYABLE | | 2,500.00 |
| | | === VENDOR TOTALS === | | 2,500.00 | | | | |
| 01-05582 | | MENARDS | | | | | | |
| I-201801166538 | | FF AND PARKS SUPPLIES | | 87.07 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | | 1099: N | | | |
| | | CLEANING SUPPLIES FF | | | 101 4124-70100-000 | SUPPLIES | | 23.70 |
| | | TRAINING SUPPLIES | | | 101 4124-86020-000 | TRAINING | | 7.19 |
| | | WARMING HOUSE RAMP | | | 101 4141-70100-000 | SUPPLIES | | 56.18 |
| | | === VENDOR TOTALS === | | 87.07 | | | | |
| 01-07263 | | NEXTEL COMMUNICATIONS, INC | | | | | | |
| I-201801166537 | | CELL PHONES | | 62.99 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | | 1099: N | | | |
| | | CELL PHONES | | | 101 20200-000 | ACCOUNTS PAYABLE | | 62.99 |
| | | === VENDOR TOTALS === | | 62.99 | | | | |
| 01-05973 | | NORTH SUBURBAN ACCESS CORPORAT | | | | | | |
| I-17178 | | 4TH QTR WEB STREAMING | | 629.14 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | | 1099: N | | | |
| | | 4TH QTR WEB STREAMING | | | 101 20200-000 | ACCOUNTS PAYABLE | | 629.14 |
| | | === VENDOR TOTALS === | | 629.14 | | | | |
| 01- /89 | | OLDENBERG, JASON | | | | | | |
| I-201801166532 | | ENERGY WINDOW REBATE | | 513.00 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | | 1099: N | | | |
| | | ENERGY WINDOW REBATE | | | 101 20200-000 | ACCOUNTS PAYABLE | | 513.00 |
| | | === VENDOR TOTALS === | | 513.00 | | | | |
| 01-06024 | | ON SITE SANITATION | | | | | | |
| I-530797 | | COMM PARK TOILETS | | 80.35 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | | 1099: N | | | |
| | | COMM PARK TOILETS | | | 601 20200-000 | ACCOUNTS PAYABLE | | 80.35 |
| | | === VENDOR TOTALS === | | 80.35 | | | | |

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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| 01-03 | | OREILLY AUTO PARTS | | | | |
| I-1799376302 | | TPMS SENSOR F-250 TRUCK | 160.00 | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | |
| | | TPMS SENSOR F-250 TRUCK | | 101 20200-000 | ACCOUNTS PAYABLE | 160.00 |
| | | === VENDOR TOTALS === | 160.00 | | | |
| 01-05170 | | TOM LYNCH ELECTRIC LLC | | | | |
| I-201801166534 | | APD COMPUTER, CIRCUIT BREAKER | 1,095.00 | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | |
| | | APD COMPUTER CKT | | 101 20200-000 | ACCOUNTS PAYABLE | 495.00 |
| | | CIRCUIT BREAKER - COMM PARK | | 101 20200-000 | ACCOUNTS PAYABLE | 310.00 |
| | | WARMING HOUSE CONNECTION | | 101 20200-000 | ACCOUNTS PAYABLE | 290.00 |
| | | === VENDOR TOTALS === | 1,095.00 | | | |
| 01-07037 | | VACKER INC | | | | |
| I-201801166533 | | HISTORICAL SOCIETY INTERPRETI | 1,968.71 | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | |
| | | HISTORICAL SOCIETY INTERPRETIV | | 403 20200-000 | ACCOUNTS PAYABLE | 1,968.71 |
| | | === VENDOR TOTALS === | 1,968.71 | | | |
| 01-05737 | | VERIZON WIRELESS | | | | |
| I-9798843019 | | FIRE DEPT MOBILE #1 | 70.02 | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | |
| | | FIRE DEPT MOBILE #1 | | 101 20200-000 | ACCOUNTS PAYABLE | 70.02 |
| | | === VENDOR TOTALS === | 70.02 | | | |
| 01-070 | | XCEL ENERGY | | | | |
| I-574951235 | | ST LIGHTING ELEC | 11.02 | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | |
| | | ST LIGHTING ELEC | | 209 4209-85020-000 | STREET LIGHTING POWER | 11.02 |
| I-574959401 | | ST LIGHTING ELEC | 46.16 | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | |
| | | ST LIGHTING ELEC | | 209 4209-85020-000 | STREET LIGHTING POWER | 46.16 |
| I-574963692 | | ST LIGHTING ELEC | 11.02 | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | |
| | | ST LIGHTING ELEC | | 209 4209-85020-000 | STREET LIGHTING POWER | 11.02 |

PACKET: 01696 JANUARY 16 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID----- | | | GROSS | P.O. # | | | |
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| DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | | DISTRIBUTION |
| ===== | | | | | | | |
| 01-16-2018 | XCEL ENERGY | (** CONTINUED **) | | | | | |
| I-574966669 | | CITY HALL GAS | 954.80 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | CITY HALL GAS | | 101 4131-85030-000 | NATURAL GAS | | 954.80 |
| I-574969146 | | ST LIGHTING ELEC | 60.38 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | ST LIGHTING ELEC | | 209 4209-85020-000 | STREET LIGHTING POWER | | 60.38 |
| I-575024312 | | COMM PARK ELEC AND GAS | 869.10 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | COMM PARK ELEC | | 101 4141-85020-000 | ELECTRIC/GAS | | 569.35 |
| | | COMM PARK GAS | | 101 4141-85030-000 | NATURAL GAS | | 299.75 |
| I-575046172 | | ST LIGHTING ELEC | 49.32 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | ST LIGHTING ELEC | | 209 4209-85020-000 | STREET LIGHTING POWER | | 49.32 |
| I-575104650 | | ST LIGHTING ELEC | 52.12 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | ST LIGHTING ELEC | | 209 4209-85020-000 | STREET LIGHTING POWER | | 52.12 |
| I-575124461 | | CITY HALL ELEC | 785.50 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | CITY HALL ELEC | | 101 4131-85020-000 | ELECTRIC | | 785.50 |
| I-575129636 | | ST LIGHTING ELEC | 2,282.53 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | ST LIGHTING ELEC | | 209 4209-85020-000 | STREET LIGHTING POWER | | 2,282.53 |
| I-575220842 | | CURTISS FIELD ELEC | 29.89 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | CURTISS FIELD ELEC | | 101 4141-85020-000 | ELECTRIC/GAS | | 29.89 |
| I-575327792 | | COFFMAN ICE RINK LIGHTS | 26.74 | | | | |
| 1/16/2018 | APBNK | DUE: 1/16/2018 DISC: 1/16/2018 | | 1099: N | | | |
| | | COFFMAN ICE RINK LIGHTS | | 101 4141-85020-000 | ELECTRIC/GAS | | 26.74 |
| | | === VENDOR TOTALS === | 5,178.58 | | | | |
| | | === PACKET TOTALS === | 47,700.92 | | | | |

| -----ID----- | | | GROSS | P.O. # | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-00042 | ALLEGRA PRINT & IMAGING | | | | | |
| I-152859 | | FIRE INSPECTION FORMS | 150.91 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | FIRE INSPECTION FORMS | | 101 4124-70100-000 | SUPPLIES | 150.91 |
| | | === VENDOR TOTALS === | 150.91 | | | |
| ===== | | | | | | |
| 01-00250 | AMERIPRIDE SERVICES | | | | | |
| I-1004030900 | | LINEN CLEANING | 47.63 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | LINEN CLEANING | | 101 4124-82011-000 | LINEN CLEANING | 47.63 |
| | | === VENDOR TOTALS === | 47.63 | | | |
| ===== | | | | | | |
| 01-00869 | BENEFIT EXTRAS, INC | | | | | |
| I-79207 | | FLEX ADMIN AND RENEWAL PROCES | 580.00 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | FLEX ADMIN AND RENEWAL PROCESS | | 101 4112-89000-000 | MISCELLANEOUS | 580.00 |
| | | === VENDOR TOTALS === | 580.00 | | | |
| ===== | | | | | | |
| 01-03110 | CENTURY LINK | | | | | |
| I-201801266547 | | LANDLINES - PARKS | 62.07 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | LANDLINES - PARKS | | 101 4141-85011-000 | TELEPHONE - LANDLINE | 62.07 |
| | | === VENDOR TOTALS === | 62.07 | | | |
| ===== | | | | | | |
| 01-03123 | CINTAS CORPORATION #470 | | | | | |
| I-0293777 | | BLACK MATS AND GLASS CLEANER | 79.65 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | BLACK MATS AND GLASS CLEANER | | 101 4131-70110-000 | SUPPLIES | 79.65 |
| | | === VENDOR TOTALS === | 79.65 | | | |
| ===== | | | | | | |
| 01-05440 | LOFFLER COMPANIES, INC | | | | | |
| I-21940945 | | JAN COPIER CHARGES AND USAGES | 399.18 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | JAN COPIER CHARGES AND USAGES | | 101 4112-87000-000 | REPAIR OFFICE EQUIPMENT | 399.18 |
| | | === VENDOR TOTALS === | 399.18 | | | |

PACKET: 01701 JANUARY 26 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 |
| ===== | | | | | | |
| 01-06 | | MARSARS WATER RESCUE SYSTEMS | | | | |
| I-11323 | | SECOND CHANCE RESCUE THROW BA | 70.00 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | SECOND CHANCE RESCUE THROW BAG | | 101 4124-70100-000 | SUPPLIES | 70.00 |
| === VENDOR TOTALS === | | | 70.00 | | | |
| ===== | | | | | | |
| 01-05555 | | MEDICS TRAINING | | | | |
| I-10184 | | EMT/EMR TRAINING | 550.00 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | EMT/EMR TRAINING | | 101 4124-86020-000 | TRAINING | 550.00 |
| === VENDOR TOTALS === | | | 550.00 | | | |
| ===== | | | | | | |
| 01-05804 | | MINNESOTA CHIEFS OF POLICE | | | | |
| I-7780 | | GUSTAFSON - CITY ADMIN TRAINI | 110.00 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | GUSTAFSON - CITY ADMIN TRAININ | | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 110.00 |
| I-7895 | | THONGVANH - CITY ADMIN TRAINI | 110.00 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | THONGVANH - CITY ADMIN TRAININ | | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 110.00 |
| === VENDOR TOTALS === | | | 220.00 | | | |
| ===== | | | | | | |
| 01-05813 | | MN STATE FIRE CHIEF ASSOC | | | | |
| I-300003727 | | CLEM MEMBERSHIP | 57.00 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | CLEM MEMBERSHIP | | 101 4124-86110-000 | MEMBERSHIPS | 57.00 |
| === VENDOR TOTALS === | | | 57.00 | | | |
| ===== | | | | | | |
| 01-07263 | | NEXTEL COMMUNICATIONS, INC | | | | |
| I-610189225175 | | CELL PHONE PITTMAN | 130.26 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 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 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
|--------------|-------------|--------------------------------|----------|---------------|------------------------|--------------|
| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| 01-01-170 | XCEL ENERGY | | | | | |
| I-575301423 | | ST LIGHTING ELEC | 75.48 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | ST LIGHTING ELEC | | 209 20200-000 | ACCOUNTS PAYABLE | 75.48 |
| I-575318995 | | ST LIGHTING ELECT | 47.93 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | ST LIGHTING ELECT | | 209 20200-000 | ACCOUNTS PAYABLE | 47.93 |
| I-575325411 | | ST LIGHTING ELECT | 20.76 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | ST LIGHTING ELECT | | 209 20200-000 | ACCOUNTS PAYABLE | 20.76 |
| I-576120203 | | CURTISS FIELD GAZEBO AND SNEL | 22.40 | | | |
| 1/26/2018 | APBNK | DUE: 1/26/2018 DISC: 1/26/2018 | | 1099: N | | |
| | | CURTISS FIELD GAZEBO | | 101 20200-000 | ACCOUNTS PAYABLE | 11.37 |
| | | SNELLING AND HOYT SIGN AREA | | 209 20200-000 | ACCOUNTS PAYABLE | 11.03 |
| | | === VENDOR TOTALS === | 166.57 | | | |
| | | === PACKET TOTALS === | 2,513.27 | | | |

| ID | POST DATE | BANK CODE | DESCRIPTION | GROSS DISCOUNT | P.O. # G/L ACCOUNT | ACCOUNT NAME | DISTRIBUTION |
|----------------|-----------|-----------|--------------------------------|----------------|--------------------|----------------------|--------------|
| ===== | | | | | | | |
| 01-00150 | | | AMERIPRIDE SERVICES | | | | |
| I-1004017901 | 1/17/2018 | APBNK | LINEN CLEANING | 47.63 | | | |
| | | | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | | LINEN CLEANING | | 101 4124-82011-000 | LINEN CLEANING | 47.63 |
| | | | === VENDOR TOTALS === | 47.63 | | | |
| ===== | | | | | | | |
| 01-00292 | | | AVENET,LLC | | | | |
| I-41975 | 1/17/2018 | APBNK | WEB HOSTING GOV OFFICE | 1,225.00 | | | |
| | | | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | | WEB HOSTING GOV OFFICE | | 101 4116-85060-000 | WEB SITE | 1,225.00 |
| | | | === VENDOR TOTALS === | 1,225.00 | | | |
| ===== | | | | | | | |
| 01-03089 | | | CASH | | | | |
| I-201801176539 | 1/17/2018 | APBNK | CERTIFIED MAIL AND TRUCK TABS | 95.00 | | | |
| | | | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | | CERTIFIED MAIL | | 101 4112-70500-000 | POSTAGE | 15.00 |
| | | | TABS FOR TRUCKS FROM DMV | | 101 4132-89000-000 | MISCELLANEOUS | 80.00 |
| | | | === VENDOR TOTALS === | 95.00 | | | |
| ===== | | | | | | | |
| 01-03110 | | | CENTURY LINK | | | | |
| I-201801176540 | 1/17/2018 | APBNK | LIFT STATION AUTO DIALER | 65.69 | | | |
| | | | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | | LIFT STATION AUTO DIALER | | 601 4601-85011-000 | TELEPHONE - LANDLINE | 65.69 |
| | | | === VENDOR TOTALS === | 65.69 | | | |
| ===== | | | | | | | |
| 01-00093 | | | CINTAS CORPORATION #470 | | | | |
| I-470286917 | 1/17/2018 | APBNK | BLACK MATS | 72.00 | | | |
| | | | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | | BLACK MATS | | 101 4131-70110-000 | SUPPLIES | 72.00 |
| I-470290299 | 1/17/2018 | APBNK | BLACK MATS, SHOP TOWELS, CLEA | 164.80 | | | |
| | | | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | | BLACK MATS, SHOP TOWELS, CLEAN | | 101 4131-70110-000 | SUPPLIES | 164.80 |
| | | | === VENDOR TOTALS === | 236.80 | | | |

| POST DATE | BANK CODE | DESCRIPTION | GROSS DISCOUNT | P.O. # G/L ACCOUNT | ACCOUNT NAME | DISTRIBUTION |
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| ===== | | | | | | |
| 01-01-22 | CITY OF ST PAUL | | | | | |
| I-IN00026733 | | HUMAN RIGHTS DAY MAILER | 585.28 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | HUMAN RIGHTS DAY MAILER | | 101 4116-70420-000 | NEWSLETTERS/INFORMATION | 585.28 |
| === VENDOR TOTALS === | | | 585.28 | | | |
| ===== | | | | | | |
| 01-03539 | DAKOTA ELECTRIC ASSOCIATION | | | | | |
| I-1880700062 | | JANUARY SOLAR ELECTRIC | 530.00 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | JANUARY SOLAR ELECTRIC | | 101 4131-85025-000 | SOLAR ELECTRIC | 530.00 |
| === VENDOR TOTALS === | | | 530.00 | | | |
| ===== | | | | | | |
| 01-05290 | GOODIN COMPANY | | | | | |
| I-2254171 | | COMM PARK WOMENS BATHROOM | 4.73 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | PARK WOMENS BATHROOM SUPPLIES | | 101 4141-70100-000 | SUPPLIES | 4.73 |
| I-2254244 | | PARK WOMENS BATHROOM SUPPLIES | 0.62 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | PARK WOMENS BATHROOM SUPPLIES | | 101 4141-70100-000 | SUPPLIES | 0.62 |
| === VENDOR TOTALS === | | | 5.35 | | | |
| ===== | | | | | | |
| 01-05235 | JAN-PRO CLEANING SYSTEMS | | | | | |
| I-72067 | | JAN CLEANING SERVICE | 205.00 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | JAN CLEANING SERVICE | | 101 4131-87010-000 | CITY HALL MAINTENANCE | 205.00 |
| === VENDOR TOTALS === | | | 205.00 | | | |
| ===== | | | | | | |
| 01-05514 | METRO CITIES | | | | | |
| I-201801176541 | | 2018 DUES | 2,454.00 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | 2018 DUES | | 101 4111-86140-000 | COMMISSIONS/MEMBERSHIPS/ | 2,454.00 |
| === VENDOR TOTALS === | | | 2,454.00 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-065 | | METROPOLITAN COUNCIL | | | | |
| ===== | | | | | | |
| I-1076805 | | FEBRUARY SANITARY SEWER | 39,846.43 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | FEBRUARY SANITARY SEWER | | 601 4601-85060-000 | METRO SEWER CHARGES | 39,846.43 |
| === VENDOR TOTALS === | | | 39,846.43 | | | |
| ===== | | | | | | |
| 01-05585 | | METROPOLITAN AREA MANAGEMENT A | | | | |
| ===== | | | | | | |
| I-2735 | | 2018 MEMBERSHIP DUES | 45.00 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | 2018 MEMBERSHIP DUES | | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 45.00 |
| === VENDOR TOTALS === | | | 45.00 | | | |
| ===== | | | | | | |
| 01-05357 | | MINNESOTA POLLUTION CONTROL AG | | | | |
| ===== | | | | | | |
| I-201801176542 | | WASTEWATER OPERATOR CERTIFICA | 23.00 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | WASTEWATER OPERATOR CERTIFICAT | | 602 4602-88600-000 | MCSC AND MS4 PERMIT FEE | 23.00 |
| ===== | | | | | | |
| I-201801176543 | | WASTEWATER OPS CONFERENCE REG | 1,170.00 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | WASTEWATER OPS CONFERENCE REGI | | 602 4602-88600-000 | MCSC AND MS4 PERMIT FEE | 1,170.00 |
| === VENDOR TOTALS === | | | 1,193.00 | | | |
| ===== | | | | | | |
| 01-05273 | | MN PUBLIC EMPLOYEES INSURANCE | | | | |
| ===== | | | | | | |
| I-664992 | | FEBRUARY HEALTH INSURANCE | 9,210.28 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | FEBRUARY HEALTH INSURANCE | | 101 4112-89000-000 | MISCELLANEOUS | 9,210.28 |
| === VENDOR TOTALS === | | | 9,210.28 | | | |
| ===== | | | | | | |
| 01-04875 | | MOBILE MINI, INC. | | | | |
| ===== | | | | | | |
| I-9003499492 | | COFFMAN ICE WARMING HOUSE | 350.00 | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | |
| | | COFFMAN ICE WARMING HOUSE | | 101 4141-87130-000 | MINI WARMING HOUSE | 350.00 |
| === VENDOR TOTALS === | | | 350.00 | | | |

| -----ID----- | | | GROSS | P.O. # | | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | | DISTRIBUTION |
| ===== | | | | | | | |
| 01-0185 | RAMSEY COUNTY | | | | | | |
| I-RISK001899 | | JANUARY DENTAL/DISABILITY/LIF | 1,007.76 | | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | | |
| | | JANUARY DENTAL/DISABILITY/LIFE | | 101 4112-89000-000 | MISCELLANEOUS | | 1,007.76 |
| === VENDOR TOTALS === | | | 1,007.76 | | | | |
| ===== | | | | | | | |
| 01-06184 | RAMSEY COUNTY - 911 DISPATCH | | | | | | |
| I-SHRFL001668 | | JANUARY POLICE SERVICES | 82,692.72 | | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | | |
| | | JANUARY POLICE SERVICES | | 101 4122-81000-000 | POLICE SERVICES | | 82,692.72 |
| === VENDOR TOTALS === | | | 82,692.72 | | | | |
| ===== | | | | | | | |
| 01-00935 | ST PAUL REGIONAL WATER SERVICE | | | | | | |
| I-201801176545 | | AUTO FIRE YEARLY CHARGE | 213.76 | | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | | |
| | | AUTO FIRE YRLY CHRG -COMM PARK | | 101 4141-85040-000 | WATER | | 106.88 |
| | | AUTO FIRE YRLY CHRG -CITY HALL | | 101 4131-85040-000 | WATER | | 106.88 |
| === VENDOR TOTALS === | | | 213.76 | | | | |
| ===== | | | | | | | |
| 01-07282 | SURPLUS SERVICES | | | | | | |
| I-20097978 | | VARIOUS OFFICE SUPPLIES | 18.00 | | | | |
| 1/17/2018 | APBNK | DUE: 1/17/2018 DISC: 1/17/2018 | | 1099: N | | | |
| | | VARIOUS OFFICE SUPPLIES | | 101 4131-70110-000 | SUPPLIES | | 18.00 |
| === VENDOR TOTALS === | | | 18.00 | | | | |
| === PACKET TOTALS === | | | 140,026.70 | | | | |

| -----ID----- | | | GROSS | P.O. # | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-0083 | | 2ND WIND EXERCISE, INC | | | | |
| I-201801316554 | | REISSUE CHECK 86686 | 436.48 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | REISSUE CHECK 86686 | | 101 20200-000 | ACCOUNTS PAYABLE | 436.48 |
| === VENDOR TOTALS === | | | 436.48 | | | |
| ===== | | | | | | |
| 01-05422 | | BP | | | | |
| I-201801316550 | | FUEL | 612.34 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | FUEL | | 101 4124-74000-000 | MOTOR FUEL & LUBRICANTS | 152.18 |
| | | FUEL | | 101 4132-74000-000 | MOTOR FUEL & LUBRICANTS | 460.16 |
| === VENDOR TOTALS === | | | 612.34 | | | |
| ===== | | | | | | |
| 01-03123 | | CINTAS CORPORATION #470 | | | | |
| I-470297255 | | SHOP TOWELS, BLACK MATS, PAPE | 339.03 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | SHOP TOWELS, BLACK MATS, PAPER | | 101 4131-70110-000 | SUPPLIES | 339.03 |
| === VENDOR TOTALS === | | | 339.03 | | | |
| ===== | | | | | | |
| 01-04000 | | EHLERS AND ASSOCIATES | | | | |
| I-76095 | | ARBITRAGE REPORTING SERVICES | 4,195.00 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | ARBITRAGE REPORTING SERVICES | | 316 4316-94900-000 | BOND FEES | 4,195.00 |
| === VENDOR TOTALS === | | | 4,195.00 | | | |
| ===== | | | | | | |
| 01-0006 | | GRAINGER, W. W., INC. | | | | |
| I-9673540200 | | DRY MOLY LUBRICANT | 22.06 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | DRY MOLY LUBRICANT | | 101 4141-70100-000 | SUPPLIES | 22.06 |
| I-9673540218 | | DRY CARTRIDGE FILTER | 21.80 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | DRY CARTRIDGE FILTER | | 101 4141-70100-000 | SUPPLIES | 21.80 |
| === VENDOR TOTALS === | | | 43.86 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-153 | HOME DEPOT | CRC/GECF | | | | |
| I-201801316551 | | SOCKET ATTACHMENT | 2.02 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | SOCKET SET | | 101 4141-70100-000 | SUPPLIES | 2.02 |
| | | === VENDOR TOTALS === | 2.02 | | | |
| ===== | | | | | | |
| 01-05807 | KEYS FOR KIDS | | | | | |
| I-6798 | | PIANO IN THE PARK | 2,500.00 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | PIANO IN THE PARK | | 403 4403-91800-000 | PIANO IN THE PARK | 2,500.00 |
| | | === VENDOR TOTALS === | 2,500.00 | | | |
| ===== | | | | | | |
| 01-05731 | MN DEPARTMENT OF LABOR INDUSTR | | | | | |
| I-201801316552 | | 4TH QTR PERMIT SURCHARGES | 181.42 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | 4TH QTR PERMIT SURCHARGES | | 101 20801-000 | DUE TO OTHER GOVERNMENTS | 181.42 |
| | | === VENDOR TOTALS === | 181.42 | | | |
| ===== | | | | | | |
| 01-05843 | MN NCPERS LIFE INSURANCE | | | | | |
| I-201801316553 | | FEBRUARY LIFE INSURANCE | 64.00 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | FEBRUARY LIFE INSURANCE | | 101 21709-000 | OTHER PAYABLE | 36.64 |
| | | FEBRUARY LIFE INSURANCE | | 201 21709-000 | OTHER PAYABLE | 4.00 |
| | | FEBRUARY LIFE INSURANCE | | 204 21709-000 | OTHER PAYABLE | 1.60 |
| | | FEBRUARY LIFE INSURANCE | | 601 21709-000 | OTHER PAYABLE | 15.52 |
| | | FEBRUARY LIFE INSURANCE | | 602 21709-000 | OTHER PAYABLE | 6.24 |
| | | === VENDOR TOTALS === | 64.00 | | | |
| ===== | | | | | | |
| 01-00935 | ST PAUL REGIONAL WATER SERVICE | | | | | |
| I-201801316555 | | COMM PARK AND CITY HALL WATER | 677.96 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | COMM PARK WATER | | 101 4141-85040-000 | WATER | 317.72 |
| | | COMM PARK SS | | 101 4141-85070-000 | SEWER | 206.98 |
| | | CITY HALL WATER | | 101 4131-85040-000 | WATER | 120.41 |
| | | CITY HALL WATER | | 101 4131-85070-000 | SEWER | 32.85 |
| | | === VENDOR TOTALS === | 677.96 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
|-----------------------|-------------|--------------------------------|----------|--------------------|------------------------|--------------|
| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| 01 | .25 | SUBURBAN ACE HARDWARE | | | | |
| I-201801316556 | | PUSHER STEEL L-HAND, ICE MELT | 156.39 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | PUSHER STEEL L-HAND, ICE MELT, | | 101 4141-70100-000 | SUPPLIES | 156.39 |
| === VENDOR TOTALS === | | | 156.39 | | | |
| 01-05870 | XCEL ENERGY | | | | | |
| I-577508863 | | CIVIL DEFENSE SIREN | 8.49 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | CIVIL DEFENSE SIREN | | 101 4121-85020-000 | ELECTRIC | 8.49 |
| I-577530188 | | AUTO PROTECTIVE LIGHT | 30.53 | | | |
| 1/31/2018 | APBNK | DUE: 1/31/2018 DISC: 1/31/2018 | | 1099: N | | |
| | | AUTO PROTECTIVE LIGHT | | 101 4141-85020-000 | ELECTRIC/GAS | 30.53 |
| === VENDOR TOTALS === | | | 39.02 | | | |
| === PACKET TOTALS === | | | 9,247.52 | | | |

| -----ID----- | | | GROSS | P.O. # | | |
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| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |
| ===== | | | | | | |
| 01-00050 | | AMERIPRIDE SERVICES | | | | |
| ===== | | | | | | |
| I-1004043995 | | LINEN CLEANING | 47.63 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | LINEN CLEANING | | 101 4124-82011-000 | LINEN CLEANING | 47.63 |
| === VENDOR TOTALS === | | | 47.63 | | | |
| ===== | | | | | | |
| 01-01046 | | BREDEMUS HARDWARE COMPANY INC | | | | |
| ===== | | | | | | |
| I-250147 | | SIMPLEX LOCK REPAIR | 40.00 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | SIMPLEX LOCK REPAIR | | 101 4124-87029-000 | REPAIR OTHER EQUIPMENT | 40.00 |
| === VENDOR TOTALS === | | | 40.00 | | | |
| ===== | | | | | | |
| 01-03198 | | CELLUTION SOFTWARE | | | | |
| ===== | | | | | | |
| I-4877 | | FIXED ASSET SOFTWARE 2017 UPD | 195.00 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | FIXED ASSET SOFTWARE 2017 UPDA | | 101 4113-80600-000 | SOFTWARE MAINTENANCE | 195.00 |
| === VENDOR TOTALS === | | | 195.00 | | | |
| ===== | | | | | | |
| 01-03117 | | CITY OF LITTLE CANADA | | | | |
| ===== | | | | | | |
| I-19358 | | 4TH QTR BUILDING INSPECTION M | 350.04 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | 4TH QTR BUILDING INSPECTION MI | | 101 20200-000 | ACCOUNTS PAYABLE | 350.04 |
| === VENDOR TOTALS === | | | 350.04 | | | |
| ===== | | | | | | |
| 01-00911 | | CITY OF NEW BRIGHTON | | | | |
| ===== | | | | | | |
| 01802066557 | | 2ND, 3RD, 4TH QTR HAZMAT SERV | 636.23 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | 2ND, 3RD, 4TH QTR HAZMAT SERVI | | 101 20200-000 | ACCOUNTS PAYABLE | 636.23 |
| === VENDOR TOTALS === | | | 636.23 | | | |
| ===== | | | | | | |
| 01-03539 | | DAKOTA ELECTRIC ASSOCIATION | | | | |
| ===== | | | | | | |
| I-1880700063 | | FEBRUARY SOLAR ELECTRIC | 530.00 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | FEBRUARY SOLAR ELECTRIC | | 101 4131-85025-000 | SOLAR ELECTRIC | 530.00 |
| === VENDOR TOTALS === | | | 530.00 | | | |

| -----ID----- | | | GROSS | P.O. # | | | |
|-----------------------|-----------|--------------------------------|----------|--------------------|--------------------------|--|--------------|
| POST DATE | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | | DISTRIBUTION |
| 01 00 | | DISCOUNT STEEL, INC | | | | | |
| I-4311732 | | STEEL CASTERS AND TUBES | 185.17 | | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | | |
| | | STEEL CASTERS AND TUBES | | 101 4124-70100-000 | SUPPLIES | | 185.17 |
| === VENDOR TOTALS === | | | 185.17 | | | | |
| 01-05179 | | FIRE SAFETY USA, INC | | | | | |
| I-201802076560 | | TRAINING EQUIPMENT | 1,870.00 | | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | | |
| | | TRAINING EQUIPMENT | | 101 4124-86020-000 | TRAINING | | 1,870.00 |
| === VENDOR TOTALS === | | | 1,870.00 | | | | |
| 01-05235 | | JAN-PRO CLEANING SYSTEMS | | | | | |
| I-72908 | | FEB CLEANING SERVICE | 205.00 | | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | | |
| | | FEB CLEANING SERVICE | | 101 4131-87010-000 | CITY HALL MAINTENANCE | | 205.00 |
| === VENDOR TOTALS === | | | 205.00 | | | | |
| 01-05509 | | LEAGUE OF MN CITIES | | | | | |
| I-265941 | | 2017 REGIONAL MEETINGS | 45.00 | | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | | |
| | | 2017 REGIONAL MEETINGS | | 101 20200-000 | ACCOUNTS PAYABLE | | 45.00 |
| I-266166 | | 2018 LEADERSHIP CONFERENCE | 325.00 | | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | | |
| | | 2018 LEADERSHIP CONFERENCE | | 101 4111-86100-000 | CONFERENCES/EDUCATION/TR | | 325.00 |
| 68518 | | SAFETY AND LOSS CONTROL WORKS | 20.00 | | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | | |
| | | SAFETY AND LOSS CONTROL WORKSH | | 101 4111-86100-000 | CONFERENCES/EDUCATION/TR | | 20.00 |
| === VENDOR TOTALS === | | | 390.00 | | | | |
| 01-07272 | | LILLIE SUBURBAN NEWSPAPER | | | | | |
| I-201802076559 | | 2018SUMMARY BUDGET STATEMENT | 54.63 | | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | | |
| | | 2018SUMMARY BUDGET STATEMENT | | 101 4111-70410-000 | LEGAL NOTICES | | 54.63 |
| === VENDOR TOTALS === | | | 54.63 | | | | |

PACKET: 01706 FEBRUARY 7 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 |
| ===== | | | | | | |
| 01-0565 | | METROPOLITAN COUNCIL | | | | |
| I-1078016 | | FEB SANITARY SEWER | 39,846.43 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | FEB SANITARY SEWER | | 601 4601-85060-000 | METRO SEWER CHARGES | 39,846.43 |
| === VENDOR TOTALS === | | | 39,846.43 | | | |
| ===== | | | | | | |
| 01-05585 | | METROPOLITAN AREA MANAGEMENT A | | | | |
| I-27351 | | MORRIS LEATHERMAN ANNUAL PRES | 20.00 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | MORRIS LEATHERMAN ANNUAL PRESE | | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 20.00 |
| === VENDOR TOTALS === | | | 20.00 | | | |
| ===== | | | | | | |
| 01-05760 | | MINNESOTA GFOA | | | | |
| I-9102 | | MN GFOA MEMBERSHIP 2018 | 50.00 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | MN GFOA MEMBERSHIP 2018 | | 101 4113-86100-000 | CONFERENCES/EDUCATION/AS | 50.00 |
| === VENDOR TOTALS === | | | 50.00 | | | |
| ===== | | | | | | |
| 01-04875 | | MOBILE MINI, INC. | | | | |
| I-9003649657 | | 20' OPEN BAY OFFICE | 350.00 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | 20' OPEN BAY OFFICE | | 101 4141-87130-000 | MINI WARMING HOUSE | 350.00 |
| === VENDOR TOTALS === | | | 350.00 | | | |
| ===== | | | | | | |
| 01-07263 | | NEXTEL COMMUNICATIONS, INC | | | | |
| 01802076558 | | CELL PHONES | 26.04 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | CELL PHONES | | 101 4124-85015-000 | CELL PHONE | 26.04 |
| === VENDOR TOTALS === | | | 26.04 | | | |
| ===== | | | | | | |
| 01-06024 | | ON SITE SANITATION | | | | |
| I-535908 | | COMM PARK TOILETS | 75.00 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | COMM PARK TOILETS | | 601 4601-85080-000 | PORTABLE TOILET PARKS | 75.00 |
| I-535909 | | CURTISS FIELD TOILETS | 75.00 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | | 1099: N | | |
| | | CURTISS FIELD TOILETS | | 601 4601-85080-000 | PORTABLE TOILET PARKS | 75.00 |
| === VENDOR TOTALS === | | | 150.00 | | | |

PACKET: 01706 FEBRUARY 7 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

```

-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-0085  RAMSEY COUNTY

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| | | | | | |
|-----------------------|--------------------------------|--------------------------------|--------------------|--------------------------|----------|
| I-EMCOM006663 | JANUARY FLEET RADIO SUPPORT | 81.12 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | 1099: N | | |
| | JANUARY FLEET RADIO SUPPORT | | 101 4124-86800-000 | RADIO MESB/FLEET SUPPORT | 81.12 |
| I-PUBW016809 | BULK ROAD SALT DEC 2017 | 1,695.06 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | 1099: N | | |
| | BULK ROAD SALT DEC 2017 | | 101 20200-000 | ACCOUNTS PAYABLE | 1,695.06 |
| I-PUBW016814 | GOTTFRIED STORM PIT REPAIR | 5,716.84 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | 1099: N | | |
| | GOTTFRIED STORM PIT REPAIR | | 602 20200-000 | ACCOUNTS PAYABLE | 5,716.84 |
| I-RISK001905 | FEB DENTAL, DISAB, LIFE INSUR | 1,007.76 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | 1099: N | | |
| | FEB DENTAL, DISAB, LIFE INSURA | | 101 4112-89000-000 | MISCELLANEOUS | 1,007.76 |
| === VENDOR TOTALS === | | 8,500.78 | | | |

01-06184 RAMSEY COUNTY - 911 DISPATCH

| | | | | | |
|-----------------------|----------------------|--------------------------------|--------------------|-------------------|----------|
| I-EMCOM006693 | JANUARY CAD SERVICES | 499.10 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | 1099: N | | |
| | JANUARY CAD SERVICES | | 101 4122-81200-000 | 911 DISPATCH FEES | 499.10 |
| I-EMCOM006717 | JAN 911 DISPATCH | 2,557.68 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | 1099: N | | |
| | JAN 911 DISPATCH | | 101 4122-81200-000 | 911 DISPATCH FEES | 2,557.68 |
| === VENDOR TOTALS === | | 3,056.78 | | | |

01-05374 TENNIS SANITATION LLC

| | | | | | |
|-----------------------|-----------------------|--------------------------------|--------------------|---------------------|----------|
| I-2039572 | JANUARY RECYCLING | 5,769.00 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | 1099: N | | |
| | JANUARY RECYCLING | | 206 4206-82030-000 | RECYCLING CONTRACTS | 5,769.00 |
| I-2039573 | JANUARY WASTE REMOVAL | 66.50 | | | |
| 2/06/2018 | APBNK | DUE: 2/06/2018 DISC: 2/06/2018 | 1099: N | | |
| | JANUARY WASTE REMOVAL | | 101 4131-82010-000 | WASTE REMOVAL | 66.50 |
| === VENDOR TOTALS === | | 5,835.50 | | | |

PACKET: 01706 FEBRUARY 7 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

| POST DATE | BANK CODE | DESCRIPTION | GROSS DISCOUNT | P.O. # G/L ACCOUNT | ACCOUNT NAME | DISTRIBUTION |
|-----------------------|-----------|--------------------------------|----------------|--------------------|-----------------------|--------------|
| ===== | | | | | | |
| 01-037 | | VERIZON WIRELESS | | | | |
| I-9800525585 | | POESCHL PHONE | 172.52 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | POESCHL PHONE | | 101 4124-85015-000 | CELL PHONE | 172.52 |
| I-9800643818 | | CAD DISPATCH WIRELESS | 70.04 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | CAD DISPATCH WIRELESS | | 101 4124-85015-000 | CELL PHONE | 70.04 |
| === VENDOR TOTALS === | | | 242.56 | | | |
| ===== | | | | | | |
| 01-05870 | | XCEL ENERGY | | | | |
| I-57857474 | | ST LIGHTING ELECTRIC | 41.94 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | ST LIGHTING ELECTRIC | | 209 4209-85020-000 | STREET LIGHTING POWER | 41.94 |
| I-578741297 | | ST LIGHTING ELECTRIC | 11.21 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | ST LIGHTING ELECTRIC | | 209 4209-85020-000 | STREET LIGHTING POWER | 11.21 |
| I-578759178 | | ST LIGHTING ELECTRIC | 53.30 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | ST LIGHTING ELECTRIC | | 209 4209-85020-000 | STREET LIGHTING POWER | 53.30 |
| I-578760575 | | STREET LIGHTING ELECTRIC | 11.21 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | STREET LIGHTING ELECTRIC | | 209 4209-85020-000 | STREET LIGHTING POWER | 11.21 |
| I-578767740 | | CITY HALL GAS | 919.63 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | CITY HALL GAS | | 101 4131-85030-000 | NATURAL GAS | 919.63 |
| I-578957398 | | COMM PARK ELECTRIC AND GAS | 693.29 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | COMM PARK ELECTRIC | | 101 4141-85020-000 | ELECTRIC/GAS | 411.49 |
| | | COMM PARK GAS | | 101 4141-85030-000 | NATURAL GAS | 281.80 |
| I-579035935 | | CURTISS FIELD ELECTRIC | 307.47 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | CURTISS FIELD ELECTRIC | | 101 4141-85020-000 | ELECTRIC/GAS | 307.47 |
| I-579121810 | | COFFMAN ICE RINK LIGHTS AND A | 26.53 | | | |
| 2/07/2018 | APBNK | DUE: 2/07/2018 DISC: 2/07/2018 | | 1099: N | | |
| | | COFFMAN ICE RINK LIGHTS | | 101 4141-85020-000 | ELECTRIC/GAS | 11.22 |
| | | AUTO PROTECTIVE LIGHT | | 101 4141-85020-000 | ELECTRIC/GAS | 15.31 |
| === VENDOR TOTALS === | | | 2,064.58 | | | |
| === PACKET TOTALS === | | | 64,646.37 | | | |

| EMP # | NAME | AMOUNT |
|----------------|-------------------------|-----------|
| 0005 | SACK THONGVANH | 3,070.40 |
| 01-1017 | TIMOTHY J SANDVIK | 1,661.75 |
| 01-1019 | KATHLEEN N O'CONNOR | 2,518.04 |
| 01-1136 | ROLAND O OLSON | 2,407.96 |
| 01-1018 | PAUL A MORETTO | 1,970.58 |
| 01-0085 | DANIEL S JOHNSON-POWERS | 109.83 |
| 01-0086 | RICHARD H HINRICHS | 395.21 |
| 01-0087 | MICHAEL A MCKAY | 94.66 |
| 01-0095 | MICHAEL J POESCHL | 377.59 |
| 01-0097 | PATRICK GAFFNEY | 94.66 |
| 01-0105 | ANTON M FEHRENBACH | 431.52 |
| 01-0106 | SCOTT A TESCH | 116.73 |
| 01-0119 | JEFFREY M WICK | 176.76 |
| 01-0123 | BRYAN R SULLIVAN | 172.47 |
| 01-0124 | MICHAEL D KRUSE | 130.54 |
| 01-0126 | BENJAMIN J SMITH | 109.59 |
| 01-0132 | ANDREW K TEMME | 63.11 |
| 01-0135 | MORGAN B MCCANN | 104.24 |
| 01-0136 | SCHLIZ S SAWYERS | 44.13 |
| 01-0137 | DANIEL J WATTENHOFER | 37.97 |
| 01-0138 | GRANT W HEITMAN | 94.66 |
| 01-0139 | WILLIAM M RAVEN | 36.97 |
| 01-2172 | MICHAEL W ARCAND | 786.37 |
| 01-1030 | TIMOTHY J PITTMAN | 2,036.99 |
| 01-1033 | DAVE TRETSVEN | 1,593.84 |
| 0143 | COLIN B CALLAHAN | 1,484.52 |
| TOTAL PRINTED: | 26 | 20,121.09 |

1-11-2018 12:03 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 1/11/2018

| EMP NO | EMPLOYEE NAME | TYPE | CHECK DATE | CHECK AMOUNT | CHECK NO. |
|--------|-----------------|------|------------|--------------|-----------|
| 000 | ANDERSON, KEVIN | R | 1/11/2018 | 37.71 | 086728 |
| 001 | MCCREADY, IAN H | R | 1/11/2018 | 44.13 | 086729 |

1-11-2018 12:03 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 1/11/2018

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | 2 | 81.84 |
| DIRECT DEPOSIT REGULAR CHECKS: | 26 | 20,121.09 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| TOTAL CHECKS: | 28 | 20,202.93 |

| EMP # | NAME | AMOUNT |
|---------|---------------------|----------|
| 01-0013 | PETER C LINDSTROM | 304.93 |
| 01-0022 | RANDALL C GUSTAFSON | 262.05 |
| 01-0023 | MELANIE M LEEHY | 262.05 |
| 01-0024 | MARK J MIAZGA | 262.05 |
| 01-1005 | SACK THONGVANH | 3,198.63 |
| 01-1017 | TIMOTHY J SANDVIK | 1,736.07 |
| 01-1136 | ROLAND O OLSON | 2,484.60 |
| 01-2246 | BRANDON C NELSON | 408.55 |
| 01-2154 | MAUREEN A ANDERSON | 101.51 |
| 01-1018 | PAUL A MORETTO | 2,023.87 |
| 01-0086 | RICHARD H HINRICHS | 884.82 |
| 01-0095 | MICHAEL J POESCHL | 407.94 |
| 01-0097 | PATRICK GAFFNEY | 122.48 |
| 01-0105 | ANTON M FEHRENBACH | 347.91 |
| 01-0124 | MICHAEL D KRUSE | 120.62 |
| 01-1030 | TIMOTHY J PITTMAN | 2,062.95 |
| 01-1033 | DAVE TRETSVEN | 1,626.64 |
| 01-1143 | COLIN B CALLAHAN | 1,525.71 |

TOTAL PRINTED: 18 18,143.38

1-25-2018 1:22 PM PAYROLL CHECK REGISTER
AYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 1/25/2018

| MP NO | EMPLOYEE NAME | TYPE | CHECK DATE | CHECK AMOUNT | CHECK NO. |
|-------|-------------------------|------|------------|--------------|-----------|
| 00 | BROWN THUNDER, JOSEPH C | R | 1/25/2018 | 262.05 | 086765 |
| 2 | KILBRIDE, JOHN P | R | 1/25/2018 | 416.63 | 086766 |
| 25 | DOLAN, BENJAMIN J | R | 1/25/2018 | 226.82 | 086767 |
| 251 | GRAY, MCGWIRE T | R | 1/25/2018 | 164.17 | 086768 |

1-25-2018 1:22 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 1/25/2018

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | 4 | 1,069.67 |
| DIRECT DEPOSIT REGULAR CHECKS: | 18 | 18,143.38 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| TOTAL CHECKS: | 22 | 19,213.05 |

*** NO ERRORS FOUND ***

* END OF REPORT **

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The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|---------------------------|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F2 |
| Attachment | N/A |
| Submitted By | Tim Sandvik, Deputy Clerk |

| | |
|----------------------------|--|
| Item | Approval of City Licenses |
| Description | <p>The following individuals have applied for a <u>Therapeutic Massage Enterprise License</u> for 2018. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Diane M. Marshman – 1666 Coffman St <p>The following individuals have applied for a <u>Therapeutic Massage License</u> for 2018. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Diane M. Marshman 2. Ruth S. Atherly |
| 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. |

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The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|--|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F3 |
| Attachment | Resolution |
| Submitted By | Tim Sandvik – Deputy Clerk C.E.C. – Staff Liaison |

| | |
|----------------------------|---|
| Item | Proclamation to declare February 15 th , 2018 as “Not For Sale Day” to raise awareness about sexual exploitation |
| Description | <p>On December 7th, 2017 the Community Engagement Commission hosted their annual event recognizing Human Rights Day. Last year’s presenters hosted a discussion on sexual exploitation and human trafficking, including concerns specific to Minnesota.</p> <p>Following the event, city staff was able to better understand these issues and provided information to the Community Engagement Commission at their January 29th, 2018 meeting. Commissioners were able to discuss a study conducted at the University of Minnesota’s Urban Outreach Center and made recommendation to the City Council that the attached proclamation be passed by resolution recognizing “Not For Sale Day”.</p> |
| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> Resolution 18-06 – Proclamation to declare February 15th, 2018 as “Not For Sale Day” to raise awareness about sexual exploitation. |
| Action(s) Requested | Staff would recommend the City Council pass aforementioned proclamation by resolution. |

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 14, 2018

No. 18-06

**PROCLAMATION TO DECLARE FEBRUARY 15, 2018 “NOT FOR SALE DAY” TO
RAISE AWARENESS ABOUT SEXUAL EXPLOITATION**

WHEREAS, sexual exploitation is defined as the sexual abuse of someone who engages in commercial sexual activity. Commercial sexual activity occurs when anything of value or a promise of anything of value, such as money, drugs, food, shelter, protection, and other basics of life, is provided to a person by any means in exchange for any type of sexual activity. A third person may or may not be involved; and

WHEREAS, sexual trafficking and commercial sexual exploitation is a market built on exploitation, violence, and brutality. Sex buyers use money and power to exploit victims. Traffickers profit by linking buyers to victims for sale. Facilitators of trafficking recruit a supply of victims and prepare them for sale through systematic exploitation of specific needs and vulnerabilities; and

WHEREAS, victims of sexual exploitation come from every background, race, gender, sexual orientation, age and economic status. The average age of entry for a minor who is exploited is 12 to 14 years of age. These youth often go unidentified or misidentified and unreported;

WHEREAS, a comprehensive Minnesota study released in August 2017, found that buyers typically are white middle-aged males who travel 30 to 60 miles for sex, often before or after work, while on their lunch break, on business trips or male-focused vacations like hunting trips. Based on a national study, 26,000 Minnesota men may have bought sex in the past year; and

WHEREAS, the perpetrators of sexual exploitation cause great harm and trauma to their victims, violating their rights, they also traumatize families, and undermine the stability, safety and well-being of our communities; and

WHEREAS, law enforcement officials and nonprofits across Minnesota are taking aggressive and new action to crack down on buyers of commercial sex and boosting programs aimed at prevention measures for keeping persons from being exploited and sex-trafficked; and

WHEREAS, survivors of sexual exploitation have bravely confronted this issue by telling their stories and leading multidisciplinary coalitions of advocates to support victims of this crime and to educate communities; and

WHEREAS, the Minnesota Department of Health and Minnesota Department of Human Services as well as other state and nonprofit agencies along with local municipalities and law enforcement agencies are working together towards providing supportive victim-centered services such as trauma-informed services and safe housing, as well as Regional Navigators who are responsible for connecting victims with services and serving as experts for their communities; and

WHEREAS, “Not for Sale Day” is an opportunity to educate, promote safety for all, accountability and justice, and underscore the commitments made by organizations and communities to end sexual exploitation in our communities.

NOW, THEREFORE BE IT RESOLVED, THAT Mayor Lindstrom and the Falcon Heights City Council, call upon all citizens of Falcon Heights to join the Falcon Heights City Council in declaring February 15, 2018, as “Not for Sale Day.”

FURTHER, LET IT BE KNOWN THAT, WE, Mayor Lindstrom and the Falcon Heights City Council, do hereby proclaim February 15, 2018, as “Not for Sale Day.”

Moved by:

Approved by: _____
Peter Lindstrom, Mayor

LINDSTROM _____ In Favor
BROWN THUNDER
GUSTAFSON _____ Against
LEEHY
MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|---|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F4 |
| Attachment | Grant Application, Award Letter and Agreement |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|---|
| Item | Accepting Grant Funds from the Saint Paul Foundation |
| Description | In 2017, with the help of a grant writer, staff submitted a grant application to the Saint Paul Foundation for \$40,000 to start implementing the recommendations outlined by the Falcon Heights Task Force on Policing an Inclusion. |
| Budget Impact | The Council has allocated funds in the 2018 budget to start to implement the recommendations as provided by the Task Force, but staff will continue to research and apply for additional grant funding. |
| Attachment(s) | <ul style="list-style-type: none"> · Grant Application · Award Letter and Agreement |
| Action(s) Requested | Staff recommends accepting grant funds from the Saint Paul Foundation for \$20,000. |

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City of Falcon Heights
The Saint Paul Foundation
Proposal Narrative
Including Everyone in Falcon Heights: Creating Inclusion, Expanding Trust
Round 2: Building Community Capital
July 11, 2017

2077 W. Larpenteur
Falcon Heights, MN 55113

Contact: Sack Thongvanh
651.792.7611

Note to reviewers: Any detail or matter I need to attend to on this is highlighted in yellow or green. IF the correction is obvious to you, go ahead and change it, with your initials marking your changes. Several sections have too many characters. I read (500 characters) as (500 words)...until I was beginning the Narrative section. Rather than delaying sending this out, I'm going to send it as is, take my break and then come back and do the editing to reduce the over-long sections.

On the budget—will I need to stop in your office, Sack, tomorrow AM? Or do you want to send a budget back to me with the numbers you feel should be used? In either case, I'll call Lori Berg early tomorrow to ask about the multi-year grant, about the strategy of submitting one grant now for the lower amount of around \$30K to \$40K, and another grant in Sept. after they announce what the process will be to apply for the Kellogg derived funds they are re-granting.

One section I have not written anything to is: Please provide any information not captured regarding the primary population to be served...I don't see anything more that needs to be said there.

Proposal Summary:

The City of Falcon Heights is requesting funding support in the amount of \$30,000 for each of three years (\$90,000 total), to hire a full-time staff person to serve as Community Coordinator of Inclusion and Policing, beginning November 2017. This new staff position will expand the capacity of the City of Falcon Heights to harness and build on the engaged and powerful momentum for community change which coalesced following the police-involved shooting of Philando Castile in Falcon Heights on July 6, 2016.

Numerous courageous, generous people with a mindset of creating a living, transformed local culture took a deadly moment in their small city and began a long public process to answer one question many articulated: "Where do we go from here?".

They identified the magnitude and complexity of this role to be a full-time position. It is expected this staff person will need, at a minimum, three to five years to produce lasting changes so all residents and guests feel fully included in Falcon Heights, and will feel secure their police service fosters mutual safety through mutual trust.

The Community Coordinator of Inclusion and Policing will be tasked with weaving dozens of vital partnerships into a strong cord; of leveraging new opportunities while keeping current energy engaged; of seeking grants and other funding tools to resource community activity meant to cultivate new relationships, thereby erasing stereotypes; and of melding diverse approaches to community concerns with professional cultural competence.

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Organization Summary:

NOTE to reviewers: This is much longer than would be expected. I'll speak with Lori about her thoughts on this content. Does Falcon Heights have a standard 3-line mission statement? I found nothing on the web site.

(Mission) Statement of Community Values—Falcon Heights Task Force on Inclusion and Policing produced a Statement of Community Values, adopted by City Council, which states: We assert and uphold these values for our community, including residents and guests, in our relationships with one another and in city government and services, leadership and policies: **Leadership** creates relationships of mutual respect and welcome, enacts equity in service to community, and works to heal historic patterns of disparity and exclusion; **Trust, transparency, and accountability** creates mutual well-being through mutual trust. We value relationships of mutual respect, learning, and honesty in communication among community members and city government. We value transparency, communication, and respecting diverse perspectives in governance; **Equity, justice, and anti-discrimination** protects and treats all residents and visitors equally and fairly under the law. We value equity in the provision of public services and in the city's response to concerns. We recognize the persistent work we must do, individually and collectively, to reject and remedy prejudice, bias, and discrimination within individuals, the community, and in our government and policing; **Welcome and inclusion** values diversity, welcoming all people with respect and dignity, and creating authentic relationships that honor our shared humanity despite our differences. We aspire to harmonize the needs of all while understanding varied individual needs, across generations, across racial or ethnic or religious groups, and across other aspects of our rich identities. We recognize the need to work together to heal and overcome divisions in our community. We commit to work continuously to forge strong relationships and to be a place where everyone is recognized and welcomed as part of our community; **Awareness** seeks diverse perspectives, listening with an open mind, and taking time to learn from others. We commit to recognizing and working to address our individual and collective biases; **Courageous Action** values taking individual and collective responsibility to uphold these values, including having the courage to name and confront problems and to pursue solutions and healing when these values are not upheld. We recognize that everyone has the responsibility for being engaged and challenge others when we see or hear hurtful actions or comments; **Safety** includes protecting residents and guests from personal harm and protecting groups from prejudice, discrimination, and hostility. Respect for life and minimizing harm to all are our highest priorities in public safety and policing. We believe that mutual safety is built through mutual trust.

Description of organizations (500 characters)(actual 1710 characters)—1: City of Falcon Heights; 2: Falcon Heights Task Force on Inclusion and Policing

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- 1) Falcon Heights is located just ten minutes from both downtown St. Paul and Minneapolis, we are the home of the Minnesota State Fair, with nearly two million visitors a year, and the University of Minnesota St. Paul Campus, whose wide open agricultural fields give our community a rural feel in the heart of the Twin Cities metropolitan area.
Falcon Heights was incorporated as a village in 1949 and became a city in 1974. The city occupies 2.28 square miles. According to the 2010 census, 5321 people of all ages live in our tree-lined neighborhoods. The City of Falcon Heights employs 9 FT staff, 2 PT staff and contracts for other services, including policing.
- 2) Following the police-involved shooting of Philando Castile during a traffic stop while commuting through Falcon Heights on July 6, 2016, the Falcon Heights Task Force on Inclusion and Policing (Task Force) was charged by the City Council to articulate community values, identify community needs, and recommend programming and policies to be an inclusive and welcoming place for residents and guests of Falcon Heights. The Task Force joined community listening sessions hosted by the City Council, hosted 4 Community Conversations on a series of topics, dialoged with 10 subject matter experts during four guest panel discussion hosted by the Task Force, and met in 13 regular Task Force meetings, as well as unnumbered individual and small group dialogues with guests and residents of Falcon Heights. Out of this extensive effort, a Statement of Community Values was developed, which was then translated into implementation recommendations on inclusion and policing. The Task Force includes 11 individuals with diverse experiences and perspectives.

Proposal Details

Purpose of the grant: Building Community Capacity

Grant title—Including Everyone in Falcon Heights: Creating Inclusion, Expanding Trust

Proposed grant start/end dates: November 1, 2017 to October 31, 2020.

Amount Requested: \$90,000/3 years, \$30,000 annually

Contact name, title, email, phone: Sack Thongvanh, City Administrator; sack.thongvanh@falconheights.org; 651.792.7611

Other grant with SPF: none

Community Vitality area of this grant: Community Connectedness: creating opportunities for equity in arts, civic dialogue, community problems solving as well as supporting natural and built spaces where people live, work and play.

Selected Foundation indicator of success: A greater sense of community connectedness, participation, inclusion, and civic involvement.

Primary geographic area served by this grant: Ramsey County, The City of Falcon Heights 55113-5594

Describe how this grant will advance SPF indicator of success (1000 characters) (actual 3600 characters):

The purpose of this grant is to advance the groundwork done by the Task Force on Inclusion and Policing during 2016, responding to massive public outcry after the shooting death of Philando Castile by employed police of the

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651.792.7611**

St. Anthony Police Department which served on contract with the City of Falcon Heights at that time. The Task Force gathered raw emotion, comments, research and expert information over the period of several months and produced two documents—Recommendations on Inclusion and Recommendations on Policing.

The next step is to hire a staff person in Fall of 2017 (November) on a three-year contract. The person hired will function at a senior administration level, taking the content of the two Recommendation documents, beginning with the Recommendations for Inclusion, to produce specific implementation actions. The actions adopted should bring form and a timeline to the vision of thousands of engaged community members, the Task Force, and the City Council, all of whom seek to sustain an all-encompassing commitment to fight racism and other kinds of discrimination and exclusion. The person in this new staff position should become a point-person, readily available to the public, facilitating the formation of a cohesive community leadership model from the core of the grassroots, engaged base, demonstrating inclusiveness at this first step so each group or individual feels fully welcome to bring their voice to the table.

An initial task will be to survey the level of on-going volunteer support from organizations and individuals currently active, and identify the goals alignment matched to the priorities agreed to in the Recommendations for Inclusion. If needed, a strategy for rebuilding a core volunteer program may become the next task to take up, designed to create a continuous flow into the volunteer pipeline so the progress is not interrupted by volunteer burn-out. Sustaining the support of volunteers for the long-haul work of making change at the level of block-by-block, home-to-home, is essential to erase the divides created by racism and historic inequity between groups within this city. The staff hired into this position should bring a vision to lead by example and from the middle, inviting neighbors to meet and make efforts to get acquainted, building trust in each other and learning from cultural, racial and economic differences, rather than being divided in fear of diversity.

There is urgent need to address, at the fundamental level, community historic patterns of exclusion and inclusion which have left many feeling they do not fully belong to the community called Falcon Heights. This grant will move that process from informal reactionary work, to more formal strategic work.

The call is to join this moment in time and history to 'do better', owning the need to do relational, financial, legal, and occupational development work to re-balance inequity and build trust so everyone is included in our community. The City of Falcon Heights has invested a year of time and budget resources into finding a path to justice and peace, honoring the death of Philando Castile, whom we know of, and others that are not so well known, so changes driven by the injustice that hurt them may prevent the same from happening to others. Falcon Heights is the only city in the country that may be taking these steps to 'be the change'.

A staff person on contract, with obligations to an employer, is needed to keep the work in motion and ensure the survival of an awakening to the impact of violent policing on community livability and the unevenness of the

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impact on some in a community, due to arbitrary assumptions of character associated with another attribute. This work is long-term, complex and emotionally demanding. It is not work that an informally linked, ever-changing, group of volunteers can, in fairness, be asked to take on.

What can be set in place in Falcon Heights, with a staff person to continue and nurture the work begun out of mass community reaction to a shocking event, may become a model for other cities, nationally. The City of Falcon Heights needs to get this done now, and done well, or the opportunity may not come back to foster peace and progress out of a traffic-stop police shooting, resulting in the driver's death.

Narrative

Who will be directly served by this grant? The residents and guests of the City of Falcon Heights. Included in the residents and guests are the students and their family members attending the U of M St. Paul campus, as well as over 20,000 conference goers and the historic Minnesota State Fair, which hosts 1.9 million attendees, including youth exhibitors and their families from across the state for a week in August, and millions of State Fair patrons from across the nation.

Age group served by this grant: infants to 99 yrs old and older. Median age in the City of Falcon Heights is 40 years of age.

Three activities related to the proposed grant for this request:

- 1) Survey the number and the goals of volunteer groups and individuals to assess the strength of the current grassroots coalition supporting creating a culture of inclusion in the City of Falcon Heights.
- 2) Build the existing informal network of partners—academic, agency, community organization, business and service for-profit sector—into a cohesive and intentional block of, needed to sustain on-going work over the period of time it will take to foster a meaningful, deep cultural shift to greater equity within the community.
- 3) Nurture the work begun in the past year forward, keeping the strong level of citizen engagement vital, so the leadership coming from the people presently is formalized and channeled by the Community Coordinator of Inclusion and Policing, to become a force for effective change.

List four outputs for the proposed grant:

- 1) The City of Falcon Heights will hold on-going community listening sessions at least four times/year as the Recommendations action items are selected for implementation.
- 2) Hire a FTE staff person at the Senior Administrative level to facilitate the engaged community members and groups as a reaction to distress is channeled into energy to build a culture that reduces the risk of a violent policing action harming a community member or guest.
- 3) Subject Matter experts will be identified from local resources, such as the University of Minnesota and others, to assist the city and the engaged community with healing, hosting difficult conversations and removing cultural barriers to broad-based inclusiveness block-by-block, home-by-home.
- 4) Partner with the Science Museum of Minnesota to expand Falcon Heights participation in their programming on race and shared humanity.

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List no more than two intended outcomes during the proposed period. Describe what will change and how much:

- 1) Additional community spaces will be opened up for crucial conversations about culture, inclusiveness and active ways to improve being more acquainted between groups with the City of Falcon Heights. Local businesses will be approached to offer space for regular meetings, and media will be used to ensure the locations are easy to find. Presently, the level of business-hosted community conversation space is at 0; a goal to raise that to 6 can be a target for the first year, increasing that by 50% each year after.
- 2) An existing organization will be selected to provide support and training on building relationships across differences. Many such training tools exist, one of which is the Art of Hosting, which can be accessed through a current active volunteer with the Falcon Heights Task Force, and a U of M staff who led in bringing the Art of Hosting to the U community.

Because of these activities, and others that will be launched, people will be less fearful of those in the community who live with habits and traditions different from their own traditions. Neighbors in apartment buildings will become more fully welcomed and included in the community where they live. Ultimately, the fundamental issue of inclusion and exclusion will be considered at a deeper level as the members of a diverse community appreciate what each brings to the whole.

How will the proposed grant effort be sustained when Foundation funding ends?

By Y2, the FT staff person and a selected core of local volunteers, will be working regularly on expanding the basis of funding, to include revenue from several viable streams such as other Foundations with aligned goals, contract services to other communities facing similar challenges, stronger partnerships with organizations which can continue the part of the work they are best suited to handle and requests to Federal or State agencies for funding to advance to the next level of the work of bringing a long-term cultural shift to more inclusiveness forward from a community that had been complacent about the inequity within its jurisdiction.

Describe the opportunity, challenge, issue or need the proposed grant sees to address. (3000 characters)(3531 characters actual)

In a moment, a life that ended became a legacy for change in a small community that didn't even know the name of Philando Castile, and had rarely openly addressed a pattern of racial profiling. Falcon Heights Mayor, Peter Lindstrom stated, a year later, that "what happened to him was transformational for our community, and hopefully far beyond. People are talking now...". Engaged resident, Melanie Leehy, Falcon Heights Task Force co-chair commented, "Falcon Heights will never be the same, but I've got to believe we are on the path to bring about change that will be a lasting improvement for us as individuals and as a collective called the City of Falcon Heights."

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The opportunity, challenge and issue are all displayed in these quotes. The opportunity on July 6, 2016. The shooting death of a guest of a resident launched a review of policing in the and opened up collective soul-searching by thousands within the city and millions around the world. The challenge quickly became two-fold— (1) to hold a violent response in check for those afflicted with yet another traumatic event; and (2) to build a strong buffer to channel reactive energy toward making Falcon Heights a much better place to live and visit for everyone. Another challenge was to keep people talking in productive conversations about difficult topics. And that, at the core, was also the issue—a pattern of avoiding confrontation of fundamental issues of inclusion and exclusion gave a false sense of community ‘ok-ness’ and prevented the prioritization and resourcing of the hard work of resolving inequity experienced by some groups within the city who systemically lacked financial, relational, legal and occupational opportunities. Building trust quickly became an important issue, which required people to meet and talk. Yet, the places to meet, the ways to have tough conversations and the sense of a guide on the pathway were not in place in Falcon Heights when it was needed after July 6th. So, the community members looked to their own resources to fill the void.

A year later, thousands of volunteer hours and highly valuable thoughtfulness have produced a remarkable legacy. The drive to continue this important work is strong, but is also being tested on the limitations of an informal, volunteer-powered organization model. It is now time to give a very good outcome a foundation stable enough to carry the real task over the long-haul—changing a community culture with roots deep enough to endure. This process calls for a FTE staff person to guide the next organizational growth cycle, from a grassroots-driven informal action to a more formal and, more reliably resourced function, within the structure of city hall.

The level of public drive to show tangible steps in the City of Falcon Heights is a setting the pace for the hiring process, despite the reality of the existing city budget being without any margin of extra funds. With 70% of the land within the city limits being non-taxable, budgets are always very trim. When the July 6, 2016 incident happened, creating need for funds to be invested in many directions during the immediate aftermath, and over the period of the next 12 months, the city budget was even more challenged. Delaying bringing a staff person, pending more city funding, on will risk losing the high level of volunteer and public engagement which has already produced profound thinking about how everyone in Falcon Heights is doing day-to-day. Losing this momentum will mean the change needed will not happen.

Describe your request. What are you going to do? (3000 characters)(2956 characters now)

During the first year, the Community Coordinator of Inclusion and Policing will meet with the existing partnerships and organizations who have invested into this process to find how to keep this network linked, vital and contributing to infusing the Statement of Values into the life of the community. This list currently includes the University of Minnesota, Science Museum of Minnesota, The Center for Urban and Regional Affairs, The Art of Hosting, The Center for Imaginative Leadership, Living Room Conversations, area schools, area churches, area

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businesses and a long list of small area organizations, some founded in response to the July 6, 2016 deadly traffic stop of Philando Castile.

Potential new partnerships include the Minnesota Historical Society, The Historyapolis Project at Augsburg College, the Ramsey County 'Book of the Year' community reading club or other book clubs, training programs such as Hope in the Cities, Sustained Dialog, Alaska Native Dialogue on Racial Equity Toolkit, Training for Change, Race Forward—Racial Equity Impact Statement tool, local artists hosted at local businesses such as the Underground Music Café, Intermedia Arts (TC-based), or Laundromat Arts (NY-based).

On-going community conversations will be organized and hosted at sites around the City of Falcon Heights. Local businesses are envisioned to be hosts of some of these meetings, with plans to hold 4 – 8 meetings on topics expanding knowledge of diverse cultures and local Falcon Heights history.

Other work expected to be accomplished during the first year is to survey Foundation and Corporate funding prospects to generate sufficient means to sustain activity and the employment costs during Y3 Y5. A core of experienced volunteers will be solicited to rotate working on proposals, in addition to what may be completed by the staff person.

It is anticipated at least five years will be the minimum time needed to begin to establish sufficient small changes to foster the reset of a new culture of inclusiveness and welcoming of diversity will grow. Out of this effort, the vision is for everyone in Falcon Heights to have the mindset and tools to create inclusiveness in the City of Falcon Heights, for residents of long years and newly moved into, for guests of residents and for all who visit this historic former village, now designated as a city.

During Year 2 and Year 3, the work of expanding and deepening effective partnerships will begin to take precedence. Potential partners are other cities with similar challenges, the U of M Center for Urban and Regional Affairs and arts organizations with content speaking to the issue of cultural competency and inclusiveness.

The process of addressing the Recommendations for Policing will become active work at some time in the first three years of this project, but that cannot begin until Ramsey County Police Department are fully on board, replacing the St. Anthony Park Police Department.

Describe how this focus was determined and who was involved in the decision-making process (1000 characters)(1342 characters actual): A Task Force of 11 community members was charged by the City Council to articulate community values, identify community needs, and recommend programming and policies to be an inclusive and welcoming place for residents and guests of Falcon Heights. These recommendations are a set of principles and concrete ideas for transforming our community to continually combat stereotyping and prejudice and to advance mutually respectful relationships and the inclusion of all.

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The Task Force began by articulating a Statement of Community Values, which was then translated into recommendations. They generated these by listening to community members' ideas, as expressed in listening sessions hosted by the City Council, a series of four Community Conversations held in conjunction with the Task Force, and in other community meetings and public forums. The Task Force learned about programs and policies (from our region and beyond), shared personal experiences, read about efforts other communities are making, and dialogued with 10 subject matter experts who participated in four guest panels. And, as a Task Force comprised of 11 committed individuals with diverse experiences and perspectives, they deliberated thoughtfully over 13 regular task force meetings as well as in individual dialogues with other residents and guests of Falcon Heights.

Why is your organization best suited to do this work? (2000 characters): *NOTE to reviewers—I'll fill this section in after I get a break. I'm sure you can gather this isn't much more to say than—it happened here, Falcon Heights people have stepped forward in the past year, demonstrating a commitment to doing the work well. ...I'll add a bit but that will be the core of what needs to be said here.*

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The Saint Paul & Minnesota Community Foundations

101 Fifth Street East, Suite 2400 | Saint Paul, MN 55101 | 651.224.5463 | 800.875.6167

December 15, 2017

Sack Thongvahn
City Administrator
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

RE: Including Everyone in Falcon Heights: Creating Inclusion, Securing Safety

Tracking #: 112670/SPBP-17-168946
Please reference this tracking number in all future correspondence.

Dear Sack Thongvahn:

I am pleased to inform you that the Board of The Saint Paul Foundation met on 11/29/2017.

The board approved a grant of \$20,000 to City of Falcon Heights for Including Everyone in Falcon Heights: Creating Inclusion, Securing Safety.

The Terms of Grant agreement related to this grant follows this letter. Please read the agreement in its entirety and make special note of all the provisions and procedures indicated. **Acceptance of the funds serves as your acceptance of the grant and your acknowledgement of the Terms of Grant agreement.**

This grant is awarded with the understanding that reports will be submitted to the Foundation as stipulated in the Terms of Grant agreement. The dates on which the interim reports, if any, and the final report are due will be found in the agreement. When preparing your report(s), you will need to download the appropriate report forms available on the Foundation's website. The report forms are intended to help you report on the outcome(s) of your grant. The Foundation is unable to consider additional funding requests from organizations with past due final reports.

The grant payment is scheduled as follows:

11/30/2017 \$20,000.00

A check is enclosed in the amount of \$20,000.00 from The Saint Paul Foundation which represents the first scheduled grant payment.

Grant funds can only be expended for the purposes and within the time period stated in the Terms of Grant agreement. Under certain circumstances the Foundation will extend the grant period. Otherwise, unexpected funds must be returned to the Foundation.

I wish you every success and look forward to receiving reports as required by the Terms of Grant agreement.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann L. Mulholland".

Ann L. Mulholland
Vice President of Community Impact
The Saint Paul & Minnesota Community Foundations

ALM:mkm
Enclosure



The Saint Paul & Minnesota Community Foundations

101 Fifth Street East, Suite 2400 | Saint Paul, MN 55101 | 651.224.5463 | 800.875.6167

TERMS OF GRANT OF THE SAINT PAUL FOUNDATION

Please Read Carefully!

I. ACCEPTANCE OF GRANT

The grant to you/your organization from the Foundation is for the explicit purpose(s) described in the Grant Resolution and is subject to your acceptance of the terms described therein.

Acceptance of the funds serves as your acceptance of the grant and your acknowledgement of this Terms of Grant agreement. Please refer to the tracking number and title in all communications concerning the grant.

GRANTEE: City of Falcon Heights

DATE AUTHORIZED: 11/29/2017

TRACKING #: 112670\SPBP-17-168946

AMOUNT GRANTED: \$20,000.00

GRANT RESOLUTION:

The board approved a grant of \$20,000 to City of Falcon Heights for Including Everyone in Falcon Heights: Creating Inclusion, Securing Safety.

GRANT PERIOD:

Begins: 11/1/2017

Terminates: 10/31/2018

FOUNDATION OFFICER FOR THIS GRANT: Lori Berg

II. REVIEW OF GRANT ACTIVITY:

The grantee will furnish the Foundation with written reports according to the following schedule (if no dates are noted, then no reports are required for this grant):

Interim Report(s):

Final Report(s): 3/1/2019

INTERIM REPORTS, if any, should be completed annually by multi-year projects and you will need to download the interim report form available on the Foundation's website.

THE FINAL REPORT to be completed at the end of the grant period. You will need to download the final report form available on the Foundation's website. The report form is intended to help you report on the outcome(s) of your grant. The final report should be accompanied by a certified financial statement, if available, or the most recent financial statement of your organization. Reports should be emailed to grantsadmin@spmcf.org.

III. SPECIAL PROVISIONS

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Service Code, as amended, and the regulations issued thereunder. Please read the following carefully:

1. PUBLIC ANNOUNCEMENTS: Announcements of the grant award are to be made by the grantee unless otherwise indicated by the Foundation. Grantees are expected to review the text of any announcements and plans for publicity with the Foundation Officer responsible for this grant. Please send a copy of any published accounts mentioning the project of the Foundation to the Foundation Officer.
2. PAYMENT OF GRANTS: The Foundation reserves the right to terminate or modify any payments pursuant to this grant, including modification of previously agreed upon payment schedules should this be deemed appropriate by the Foundation.
3. EXPENDITURE OF GRANT FUNDS: The funds provided by this grant may be spent only in accordance with the provisions of the grantee's funding request and budget as approved. The program is subject to modification only with the Foundation's prior written approval.
 - (a) Any special conditions which apply to this grant, as listed, should be complied with as rapidly as feasible. These conditions may make the release of funds contingent on special requirements and future payments contingent upon demonstrated performance. In such cases, adequate evidence of compliance with conditions must be submitted before the Foundation will release grant funds. If you have questions about the special conditions, contact the Foundation Officer responsible for this grant.
 - (b) Unless otherwise noted in the Grant Resolution no funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study, and research. When Foundation funds are approved for lobbying the organization must comply with all lobbying requirements including, but not limited to, registering as a lobbyist and properly reporting lobbying expenses.

- (c) Expenses charged against this grant may not be incurred prior to the date at which the grant period begins or subsequent to its termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.
 - (d) **The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.** Fiscal sponsors must maintain books and records adequate to demonstrate that grant funds were maintained in a separate account or with separate accounting.
 - (e) Equipment or property purchased with grant funds shall be the property of the grantee organization so long as it is not diverted from the purposes for which the grant was made. If the purpose of the organization or the use of grant funds is changed, or if the grantee organization should go out of existence, the equipment or property reverts to the Foundation.
4. REVERSION OF GRANT FUNDS: The grantee will return any unexpended funds to the Foundation at the close of the grant period.
- Funds also will be promptly returned:
- (a) If the Foundation determines that the grantee has not performed in accordance with the Terms of Grant or met the specific grant conditions of the approved program.
 - (b) If the grantee loses its exemptions from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.
5. COPYRIGHTS AND PATENTS: Reports, materials, books, and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the grantee organization, toward the goal of obtaining the widest dissemination of such reports, materials, books, and articles. The Foundation reserves the royalty-free license to use such publications. For projects involving the possibility of patents, the grantee should request further information from the Foundation.
6. LIMIT OF COMMITMENT: Unless otherwise stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

In accepting the funds, the grantee accepts the terms stated in this agreement and agrees to comply with any laws in undertaking its project.

Form approved/revised: November 17, 2016

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The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|------------------------------------|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F5 |
| Attachment | Funding Request Application |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|--|
| Item | Accepting Funds from Como Park Lutheran Church Trust Fund |
| Description | <p>In 2017, staff submitted an application to Como Park Lutheran Church Trust Fund to increase communication for cities events and participation in programs organized by the City. The purpose of the request was to start implementing the “Statement of Community Values” produced by the Falcon Heights Task Force on Policing and Inclusion.</p> <p>The City is also looking at test piloting the idea of “Rec-on-the-Go”. The purpose is to provide a few “free” programs to the unengaged residents to showcase programs that the City provides.</p> <p>The City was approved for \$500 to be used per the funding request application.</p> |
| Budget Impact | The 2018 Budget can support. |
| Attachment(s) | · Funding Request Application |
| Action(s) Requested | Staff would recommend accepting \$500 from Como Park Lutheran Church Fund and be used as outlined by the funding request application. |

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**COMO PARK LUTHERAN CHURCH
TRUST FUND GIFT REQUEST**

Date: 10/19/17

Name (please print): Sack Thongvanh

Member of Como Park Lutheran Church Yes No

Contact information: Phone number 651-792-7600

Email address sack.thongvanh@falconheights.org

Name of recipient: City of Falcon Heights

Amount of request: \$1,500.00

Purpose (how will the funds be used):

On June 14th, 2017, recommendations made by the Falcon Heights Task Force on Policing and Inclusion were adopted by the City Council. Included within the goals of these recommendations were improved communications. As stated in the recommendations under 'Statement of Community Values', "We value transparency, communication, and respecting diverse perspectives in governance."

The City of Falcon Heights is requesting \$1,500 in order to expand outreach to those who are traditionally under-engaged as funds would promote opportunities to engage with the city through events such as Spring Together and Rec-on-the-Go.

To promote these new and updated events, the city will create a half-page mailer to send to all residents. The standard cost of printing and postage is between \$900-\$1,000. This method is considered successful as staff routinely finds through surveys that items sent via USPS have the highest rate of reaching residents. However, we will also utilize social media. In 2017, the city spent a total of \$136.44 to reach 4,424 people through Facebook which we considered to be successful. Ultimately, using both methods of communication, the city would dedicate \$1,050 towards the promotion of Spring Together and Rec-on-the-Go.

The remaining \$450 would go towards the two aforementioned events. Spring Together will be held at Curtiss Field near the intersection of Larpenteur and Snelling Ave near the largest apartment complex within the city. Staff has found these residents are traditionally under-engaged for a variety of reasons, but hosting an event in their neighborhood park would promote these opportunities. Additionally, Rec-on-the-Go is a newer concept Falcon Heights would like to explore. Rather than hosting small, one-day events at our park building, we will bring parks programming to neighborhood parks nearest those who are traditionally under-engaged (ie Curtiss Field).

How will the recipient benefit from this gift:

The recipient, the City of Falcon Heights, would benefit from this gift by having additional opportunities to do outreach that otherwise wouldn't be a viable option due to budget constraints. This would allow for greater feedback on how successful and equitable various forms of outreach are in engaging diverse and under-engaged populations within the city. Using the feedback and the outcomes of how well the events are attended, the additional funds would allow the city to integrate these goals and standards of outreach into structures that are already in place.

From: [Sack Thongvanh](#)
To: ["cmloschy@comcast.net"](mailto:cmloschy@comcast.net)
Cc: [Tim Sandvik](#); [Roland Olson \(roland.olson@falconheights.org\)](mailto:roland.olson@falconheights.org)
Subject: RE: Como Park Lutheran Church Trust Fund request
Date: Wednesday, January 31, 2018 8:59:00 AM

Mary,

Thank you and the Committee from approving our request. It will help the City pursue creating an inclusive community.

Sincerely,

Sack Thongvanh, City Administrator

*City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113*

*(P) 651-792-7600
(F) 651-792-7610
(Direct) 651-792-7611*

From: cmloschy@comcast.net [mailto:cmloschy@comcast.net]
Sent: Monday, January 29, 2018 4:52 PM
To: Sack Thongvanh <sack.thongvanh@falconheights.org>
Subject: Como Park Lutheran Church Trust Fund request

Dear Mr. Thongvanh,

The Como Park Lutheran Church congregation met yesterday and voted on Trust Fund distribution grants. A grant for \$500 has been approved for the City of Falcon Heights to be used toward the Spring Together and Rec-on-the-Go programs at Curtiss Field. Our comptroller will be sending checks sometime in February. I will ask him to send it to your attention at the city offices at 2077 W. Larpenteur.

Please advise if this is not the correct address.

The Committee was pleased to consider your request and to recommend it for approval. Thank you for your submission.

Best regards,



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|------------------------------------|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F6 |
| Attachment | Agreement |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|--|
| Item | Tree Trimming and Removal Service Agreement Renewal |
| Description | In 2016/2017, the City advertised for tree trimming and removal services and Upper Cut Tree Service was awarded the contract. The agreement was only for one year. Attached you will find an agreement renewal, but I have modified it from an one year agreement to a two year agreement. |
| Budget Impact | Supported by 2018 Budget. |
| Attachment(s) | <ul style="list-style-type: none"> · Tree Trimming & Removal Service Agreement |
| Action(s) Requested | Staff would recommend approval of the two –year service agreement with Upper Cut Tree Service for tree trimming and removal of trees and stumps. The City Administrator is authorized to execute and agreements and/or contracts. |

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AGREEMENT FOR TREE TRIMMING & REMOVAL OF TREES AND STUMPS

This Agreement made this _____ day of _____, 2018, by and between UPPER CUT TREE SERVICE Hereinafter called the "contractor" and the CITY OF FALCON HEIGHTS. Witnessed, that the contractor and the City of Falcon Heights for the considerations stated herein mutually agree as follows:

ARTICLE I. Statement of Work - The contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, and perform and complete all work required for the removal of trees and stumps in an efficient and workmanlike manner all in strict accordance with the contract documents, for removal of trees and stumps.

ARTICLE II. The Contract Price - The City of Falcon Heights will pay the Contractor for performance of the Contract, in current funds, as provided in "Exhibit B".

ARTICLE III. Contract - The executed contract documents shall consist of the following:

- A. This Agreement
- B. Exhibit A - Technical Specifications
- C. Exhibit B - Price Sheet

The AGREEMENT, together with the other documents enumerated in this Article III, with said other documents are as fully a part of the Contract as if hereto attached or herein repeated, forms the Contract between the parties hereto. In the event that any provision in any component part, the provision of the Component part first enumerated in this Article III shall govern, except as otherwise specifically stated.

ARTICLE IV. Term - The term of this Agreement shall be from the date hereof until December 31, 2019, unless first terminated in accordance with this agreement.

ARTICLE V. Termination - This Agreement may be terminated by the City, at any time, upon 10 days written notice to the contractor.

ARTICLE VI. Insurance - The Contractor shall provide to the City a copy of insurance coverage combined single limit of a minimum of \$1,000,000.00 and add the City as an additional insured before any work can commence.

ARTICLE VII. Performance and Payment Bond - The Contractor shall provide to the City a copy of their Performance and Payment Bond.

ARTICLE VIII. Penalty – The contractor will have a deadline of 10 working days from the date of notification to remove the trees and stumps as listed. A penalty of \$15 per day per tree can be applied to late work.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in original copy on the day and year first above written.

UPPER CUT TREE SERVICE



Andrea messina 1.30.18

THE CITY OF FALCON HEIGHTS

City Administrator

"Exhibit A"

**AGREEMENT FOR REMOVAL OF TREES AND STUMPS
TECHNICAL SPECIFICATIONS**

Article I - Removal and Disposal of Trees. All logs and branches shall be removed from the property on which they are cut and disposed of by the Contractor in accordance with the rules and regulations of the Minnesota Department of Agriculture.

- A. Cost is "per diameter inch" (DBH). Where possible all trees will be measured at 4.5 feet off the ground. Those trees forking below 4.5' will be measured directly below the union and can be considered one tree.
- B. Accessible Trees are trees with easy access, usually along boulevards or in open park areas, includes stump removal.
- C. Limited/No access trees are trees located in wooded areas or vehicle access to the tree is impaired, due to wooded area or structural constraints. Stumps will not be included if in wooded area. Cost is "per diameter inch".

Article II - Tree Trimming Only.

- A. Broken branches will be billed at a flat rate.
- B. Dead wood, 1"+ diameter, including any broken branches, will be billed per DBH inch of tree.
- C. Full prune, including broken branches and dead wood, for health of the tree will be billed per DBH inch of tree.

Article III - Stump Removal.

- A. There are times when only a stump needs to be removed. The removal of a stump is determined by the diameter of the cut face plus one-third the diameter of the longest root flare.
- B. All stumps and large exposed surface roots will be removed at least four inches below ground level.
- C. The Contractor will remove all chips and other debris caused by the stump removal operation.
- D. The Contractor will furnish and spread adequate black dirt and grass seed over the area of the stump removal. No such holes are to be left open overnight.
- E. When access to the stump by machine is impossible, stumps shall not exceed three (3) inches in height. If it is an elm tree, the tree shall be completely debarked.
- F. The costs for excessive stump removal is based on diameter of the cut face plus one-third the diameter of the longest root flare, per prior agreement with City.

Article IV - Storm Damage.

- A. If a three (3) acre, at minimum, dumpsite is available within the City, the cost of removal will be less than if hauling of the material is required.
- B. Cost is based on per load and per hourly basis if there is no dumpsite available within the City.

Article V - Brush and woodpile removal.

- A. Brush pile removal is billed per cubic yard.
- B. Woodpile removal is billed on cubic yard basis, depending on access

Article VI - Unusually Difficult.

A specified % increase (20-100) will be added on to the cost of removing trees over 20" DBH with unusually difficult factors, (i.e., access problems, fences, wires). The % increase will be discussed and agreed upon prior to commencement of work.

Article VII - Private Tree Removal.

At times, the City staff will need to coordinate the removal of private trees. However, the resident will be charged the private tree removal rate, which is not the same as the city removal rate.

"Exhibit B"

Agreement for Removal of Trees and Stumps

Article 1 – Removal

A. Accessible Trees

| | | |
|----------|---------|------------------------|
| 0 – 6" | \$6.00 | Cost per diameter inch |
| 7 -12" | \$10.00 | Cost per diameter inch |
| 13 – 18" | \$13.00 | Cost per diameter inch |
| 19 – 24" | \$18.00 | Cost per diameter inch |
| 25 – 30" | \$20.00 | Cost per diameter inch |

B. Limited/No Access

| | | |
|----------|---------|------------------------|
| 0 – 6" | \$11.00 | Cost per diameter inch |
| 7 -12" | \$15.00 | Cost per diameter inch |
| 13 – 18" | \$23.00 | Cost per diameter inch |
| 19 – 24" | \$25.00 | Cost per diameter inch |
| 25 – 30" | \$35.00 | Cost per diameter inch |

Article 2 – Tree Trimming

| | | |
|-----------------|--------|--------------|
| Broken Branches | \$4.00 | Per DBH inch |
| Deadwood | \$5.00 | Per DBH inch |
| Full Prune | \$8.00 | Per DBH inch |

Article 3 – Stump Removal

| | | |
|------------|--------|---|
| Stump Only | \$3.50 | Per inch diameter of cut face, plus 1/3 diameter of furthest root flare(s), if applicable |
|------------|--------|---|

Article 4 – Storm Damage

| | | |
|--------------|----------|----------------|
| Within City | \$6.75 | Per cubic yard |
| Outside City | \$8.50 | Per cubic yard |
| Clam Truck | \$175.00 | Per hour |
| Tub Grinder | \$350.00 | Per hour |
| Chipper | \$150.00 | Per hour |

Article 5 – Brush Pile

| | | |
|------------------|---------|----------------|
| Easy Access | \$6.75 | Per cubic yard |
| Difficult Access | \$10.00 | Per cubic yard |

Article 6 – Wood Pile

| | | |
|------------------|---------|----------------|
| Easy Access | \$6.75 | Per cubic yard |
| Difficult Access | \$10.00 | Per cubic yard |

Article 7 – Private EAB –Infested Tree Removal

| | | |
|----------|---------|------------------------|
| 0 – 6" | \$7.00 | Cost per diameter inch |
| 7 -12" | \$14.00 | Cost per diameter inch |
| 13 – 18" | \$20.00 | Cost per diameter inch |
| 19 – 24" | \$24.00 | Cost per diameter inch |
| 25 – 30" | \$28.00 | Cost per diameter inch |



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|--|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F7 |
| Attachment | Joint Powers Agreement |
| Submitted By | Paul Moretto , Community Development Coordinator |

| | |
|----------------------------|--|
| Item | GIS User Group Joint Powers Agreement |
| Background | <p>The Ramsey County GIS Users Group is a joint-powers entity that works cooperatively with Ramsey County to provide geographical information system (GIS) information and mapping resources (such as digital orthographic photography) for its member cities. This collaborative organization saves the member cities money, allows cities to share data and technical resources, and provides valuable educational and networking resources for our employees.</p> <p>The following are a few of the benefits to Falcon Heights provided by membership in the Ramsey County GIS User Group:</p> <ul style="list-style-type: none"> · Unlimited access to County parcel data for a fraction of the cost of an individual license with the County. · Access to important new datasets that Falcon Heights could not afford alone, including high quality orthogonal aerial photos, Pictometry oblique aerial photos, upgraded street centerline data and county walking and bike trail mapping. · Access to high resolution aerial photography, ground contours and physical feature data, jointly funded by the User Group and Ramsey County. · Public online mapping website (https://maps.co.ramsey.mn.us/mapramsey) that gives a growing number of citizens, businesses and city staff direct browser access to property maps and other public information without specialized GIS software or expertise. This website is solely supported by member organization dues to the RCGIS. · Participation in ongoing and future collaborative GIS projects with other cities, Ramsey County and the Metropolitan Council · Access to low cost training and educational opportunities for city staff working with GIS <p>This is the required renewal of the joint powers agreement, which is done every three years.</p> |
| Budget Impact | Membership is included in the annual operating budget each year. |
| Attachment(s) | <ul style="list-style-type: none"> · Joint Powers Agreement Among Members of the Ramsey County Geographic Information Systems Users Group |
| Action(s) Requested | Staff recommends that the Falcon Heights City Council approve the attached Joint Powers Agreement and authorize the City Administrator to execute all necessary documents. |

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JOINT POWERS AGREEMENT
AMONG
MEMBERS OF THE RAMSEY COUNTY GEOGRAPHIC INFORMATION SYSTEMS USERS GROUP

This JOINT POWERS AGREEMENT ("Agreement") is entered into pursuant to the provisions of Minn. Stat. §471.59 among Governmental Units for the purposes of forming the Ramsey County Geographic Information System Users Group ("Users Group").

ARTICLE I. INTENT OF THIS AGREEMENT

In 1995, an informal alliance, known as the Ramsey County Geographic Information System Users Group ("Users Group"), was formed among Governmental Units interested in using Geographic Information Systems (GIS) and data created and maintained by Ramsey County. This agreement is intended to establish and enable the Users Group to represent the parties to this Agreement for the purposes of undertaking negotiations and transactions.

ARTICLE II. DEFINITIONS

Section 1. **Members** means those Governmental Units that have executed this Joint Powers Agreement and have paid the annual membership dues as provided in Article X.

Section 2. **Governmental Unit** has the meaning set forth in Minnesota Statutes §471.59.

Section 3. **Users Group** means a group made up of one representative of each Member with the powers and responsibilities described in this Agreement.

ARTICLE III. GIS BOARD OF DIRECTORS STRUCTURE

Section 1. There is hereby created a GIS Board of Directors (Board).

Section 2. Each Member shall appoint one person to serve as a Director. Each Member may also appoint a person to serve as an Alternate Director. Members shall notify the Board in writing if the Director or Alternate Director changes.

Section 3. The Board shall have the following officers: a Chair, Vice Chair, Secretary, and Treasurer (Officers).

Section 4 The Officers will be elected annually by the Board.

Section 5. The Officers shall serve on a voluntary basis without pay.

Section 6. A quorum will consist of at least 40% of the full membership of the Board, whether or not all vacancies have been filled.

Section 7. Decisions of the Board will be made by a majority of the quorum.

ARTICLE IV. DUTIES OF THE GIS BOARD OF DIRECTORS

Section 1. The Board shall meet at least two times per year.

Section 2. The Board shall conduct an organizational meeting no later than 30 days after the effective date of this Agreement. The organizational meeting shall include: the election of officers; the adoption of by-laws and other procedures governing the conduct of its meetings and its business as it deems appropriate; the adoption of the Users Group Budget; review of the operating procedures within this Agreement.

Section 3. The Board shall approve and adopt the formula for the distribution of Ramsey County GIS data and the funding of special projects. This formula shall be reviewed annually by the Board.

Section 4. The Board shall arrange for and facilitate regular meetings of the Users Group and for Users Group activities.

Section 5. The Chair presides at Users Group meetings. The Vice Chair will preside in the absence of the Chair. The Secretary is responsible for recording the proceedings of the Board and communicating these proceedings to all Member organizations. The Treasurer is responsible for the funds and financial records of the Board.

Section 6. The Chair and the Treasurer must sign vouchers or orders disbursing funds of the Users Group. Disbursement will be made in the method prescribed by law for statutory cities.

Section 7. The Board may take such actions as it deems necessary and convenient to accomplish the general purposes of this Agreement.

Section 8. The Board shall purchase liability insurance on behalf of the Users Group to insure against liability of the Users Group and its constituent Members.

Section 9. The Board may:

(i) Enter into contracts to carry out its powers and duties, in full compliance with any competitive bidding requirements imposed by State or local law;

(ii) Provide for the prosecution, defense, or other participation in proceedings at law or in equity in which it may have an interest;

(iii) Employ such persons as it deems necessary on a part-time, full-time, or consultancy basis;

(iv) Purchase, hold, or dispose of real and personal property;

(v) Contract for space, commodities or personal services with a Member or group of Members;

(vi) Accept gifts, apply for and use grants or loans of money or other property from the state, the United States of America, and from other government units and may enter into agreements in connection therewith and hold, use and dispose of such money or property in accordance with the terms of the gift, grant, loan or agreement relating thereto;

(vii) Appoint a fiscal agent.

ARTICLE V. NEW MEMBERS

Section 1. Any Governmental Unit that is not a party to the initial Agreement may join as a Member at any time.

Section 2. To become a Member, a local unit of government shall adopt a resolution and shall sign this Joint Powers Agreement.

Section 3. New Members will pay the current one-time membership fee and the annual membership dues for the year in which the new Member is joining, as set by the Board pursuant to Article IV, Section 3, as calculated by the current formula. Fees will not be pro-rated for new Members who join after January 1 of each year.

ARTICLE VI. GIS DATA TO BE SUPPLIED BY RAMSEY COUNTY

Section 1. It is the intent of this Agreement that the Users Group will negotiate an agreement with Ramsey County for the County GIS Data. Components will include the collection of aerial photography and maintenance of digital physical features derived from aerial photography.

Section 2. The GIS Data should consist of the following components generated and maintained by the County:

- (i) The Ramsey County Digital Base Map;
- (ii) The Ramsey County Attribute Database;
- (iii) The Physical Features Data.

Section 3. The Board shall determine whether it is satisfied with the content, accuracy, and timeliness of the data provided to Ramsey County.

ARTICLE VII. GIS DATA TO BE EXCHANGED AS PART OF THIS AGREEMENT

Section 1. Members agree to exchange any GIS data with Ramsey County and with any requesting Member for the requesting party's own use where that GIS data has been in some way derived and/or developed from the County GIS Data accessed through this Agreement or future agreements between the Users Group and Ramsey County. Members agree to exchange with Ramsey County and with any other Member any attribute data that it has created and maintained where that data can be associated to a parcel using a parcel identifier. Members also agree to exchange any building permit data requested by Ramsey County for the identification of future physical feature data base updates.

Section 2. The Board will negotiate with Ramsey County on behalf of the Members in all matters deemed necessary relating to supply of GIS data generated by a Member.

ARTICLE VIII. DATA ACCESS AND USAGE

Section 1. All Members shall have equal rights to access Ramsey County GIS Data.

Section 2. Data generated by Ramsey County and provided to Members may not be sold in its original form to third party agencies. However, a Member may allow use of the original data by a third party for specific contracted purposes.

Section 3. Data which results from enhancement of Ramsey County GIS Data by a Member, received pursuant to this Agreement, may be made available to a third party.

Section 4. All Members will adhere to future Users Group license agreements for County or other agency GIS data.

ARTICLE IX. DATA SECURITY

All Members agree to abide by the data privacy and data security standards of the Member when using Ramsey County GIS Data or any derivative or enhancement of the data.

ARTICLE X. FINANCIAL MATTERS

Section 1. The fiscal year of the Users Group is the calendar year.

Section 2. The Board shall adopt an initial budget and must thereafter adopt an annual budget prior to July 1 of each year for each succeeding year. The Board will give an opportunity to each Member to comment or object to the proposed budget before adoption. Notice of the adopted budget must be mailed promptly thereafter to the chief administrative officer of each Member.

Section 3. Operational costs shall be shared according to a method agreed upon by majority decision of the Board of Directors. The costs could be met by membership dues. These costs could include Users Group administrative costs, purchase of liability insurance, and others as appropriate.

Section 4. Membership Fee: New Members shall pay a one-time membership fee of \$500 to the Users Group for the calendar year in which they are accepted into the User Group. The amount of this fee shall be reviewed and set annually by the Board of Directors for new Members.

Section 5. Annual Membership Dues: Members shall commit to payment of Annual Membership Dues, except where limited by State Statutes.

Section 6. Special Projects Assessments: Members who wish to enter into special projects and consultations shall present proposals to the Board for review. Examples of special projects could be cooperative training or consortium purchase of software. Upon approval by the Board, those Members who are part of the project will be assessed to meet the cost of the project.

Section 7. Billings to the Members are due and payable no later than 60 days after the receipt of the invoice. In the event of a dispute as to the amount of a billing, a Member must nevertheless make payment as billed to preserve membership status. The Member may make payment subject to its right to dispute the bill and exercise any remedies available to it. Failure to pay a billing within 60 days results in suspension of voting privileges of the Member Director. Failure to pay a billing within 120 days is grounds for termination of membership, but the Users Group's right to receive payment survives termination of membership.

ARTICLE XI. TERM

Section 1. The Term of this Agreement is January 1, 2018, through December 31, 2020.

Section 2. Based on the annual review of the operating procedures within the Agreement conducted by the Board, a new Agreement will be developed and circulated at least three months prior to December 31, 2020 and be agreed upon and signed on or before December 31, 2020.

ARTICLE XII. TERMINATION

Each Member shall have the right to terminate its membership and participation in the Users Group by formal resolution of the Member's organization and communicated to the Board in writing. However, the Member is still obligated to its financial commitments for the year during which termination of membership occurs.

These commitments include:

(i) Any balance of the Annual Membership Dues. This commitment applies to all Members;

(ii) Any balance owing on Special Projects Assessments. This commitment applies to Members which have entered into any special project agreement(s).

Termination of membership prior to expiration of the Agreement shall make the Governmental Unit ineligible to re-join the User Group during the Term of this Agreement.

ARTICLE XIII. DISSOLUTION

Section 1. The Users Group may be dissolved by a two-thirds vote of its Members in good standing. Dissolution is mandatory when the Secretary has received certified copies of resolutions adopted by the governing bodies of the required number of Members requesting dissolution.

Section 2. In the event of a dissolution, the Board must determine the measures necessary to effect the dissolution and must provide for the taking of such measures as promptly as circumstances permit, subject to the provisions of this Agreement and law.

Section 3. In the event of dissolution, following the payment of all outstanding obligations, assets of the Users Group will be distributed among the then existing Members in direct proportion to their cumulative annual contributions. If those obligations exceed the assets of the Users Group, the net deficit of the Users Group will be charged to and paid by the then existing Members in direct proportion to their cumulative annual contributions.

ARTICLE XIV. ACCESS TO DOCUMENTS

Until the expiration of six years after this Agreement terminates, the Users Group shall make available to the Member organizations and to the State Auditor, a copy of this Agreement and books, documents, accounting procedures and practices of the Users Group relating to this Agreement.

ARTICLE XV. HOLD HARMLESS

Section 1. Each Member agrees to defend, indemnify, and hold the other Members harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees, against or incurred by such other Members, for injury to, death of, or damage to the property of any third person or persons, arising out of any act or omission on the part of the indemnifying Member or any of its agents, servants or employees in the performance of or with relation to any of the work or services provided by Members under the terms of this Agreement.

Section 2. Nothing in this Agreement shall constitute a waiver by any Member, the Users Group of any limitation of liability under Minnesota Statutes Chapter 466, or other statutory or common law immunities, limits, or exceptions on liability.

Section 3. Under no circumstances, however, shall a Member be required to pay on behalf of itself and other Members, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one Member. The limits of liability for some or all of the Members may not be added together to determine the maximum amount of liability for any Member.

ARTICLE XVI. EQUAL EMPLOYMENT OPPORTUNITY

The Members and the Users Group agree to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual preference, marital status, status with regard to public assistance, disability, or age.

ARTICLE XVII. DATA PRACTICES

Section 1. All data collected, created, received, maintained, or disseminated for any purpose in the course of either the Member's or the Users Group's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and rules adopted to implement the Act.

Section 2. The Members and the Users Group agree to abide strictly by these statutes, rules, and regulations.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on this ____ day of _____,
_____.

ORGANIZATION _____

Approved:

By: _____

(Mayor / Chair / President)

By: _____

(City Manager / Administrator)

DESIGNATED DIRECTOR TO REPRESENT ORGANIZATION:

Name: _____

Phone: _____

Email: _____

ALTERNATE DIRECTOR (IF APPLICABLE):

Name: _____

Phone: _____

Email: _____

By: _____

(Chair of Users Group)



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|------------------------------------|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F8 |
| Attachment | Agreement |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|---|
| Item | Safety Training Agreement with SafeAssure Consultants, Inc. |
| Description | |
| Budget Impact | Allocated in the 2018 Budget. |
| Attachment(s) | <ul style="list-style-type: none"> · Agreement – SafeAssure Consultants, Inc. |
| Action(s) Requested | Staff recommends that the Falcon Heights City Council approve the agreement with SafeAssure Consultants, Inc. for safety training services. |

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The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarifies written and training requirements.**

The required standards that apply to The City of Falcon Heights are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, and shall ensure employee participation in such a program.

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

POWERED INDUSTRIAL TRUCKS

29 CFR 1910.178

"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the contract year. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces
Subpart E - Means of Egress
Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
Subpart G - Occupational Health and Environmental Control
Subpart H - Hazardous Materials
Subpart I - Personal Protective Equipment
Subpart J - General Environmental Controls
Subpart K - Medical and First Aid
Subpart L - Fire Protection
Subpart M - Compressed Gas and Compressed Air Equipment
Subpart N - Materials Handling and Storage
Subpart O - Machinery and Machine Guarding
Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
Subpart Q - Welding, Cutting, and Brazing.
Subpart S - Electrical
Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions
Subpart D - Occupational Health and Environmental Controls
Subpart E - Personal Protective and Life Saving Equipment
Subpart F - Fire Protection and Prevention
Subpart G - Signs, Signals, and Barricades
Subpart H - Materials Handling, Storage, Use, and Disposal
Subpart I - Tools - Hand and Power
Subpart J - Welding and Cutting
Subpart K - Electrical
Subpart L - Scaffolds
Subpart M - Fall Protection
Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
Subpart P - Excavations
Subpart V - Power Transmission and Distribution
Subpart W - Rollover Protective Structures; Overhead Protection
Subpart X - Stairways and Ladders
Subpart Z - Toxic and Hazardous Substances
Applicable MN OSHA 5205 Rules
Applicable MN OSHA 5207 Rules
Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Falcon Heights to obtain as required to comply with OSHA standards.

Our contract year will begin on the signing of this proposal/contract. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Falcon Heights are for the sole and express use by The City of Falcon Heights and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to The City of Falcon Heights.

All written programs/services that are produced by SafeAssure Consultants, Inc. are GUARANTEED to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Falcon Heights should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Falcon Heights

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating DAMARCO Solutions, LLC, MSDS and data base program

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personal

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

Trenching/Excavation

- review/modify or write site specific program
- documented training of all personnel

Chainsaw/Tree Trimming

- review/modify or write site specific program
- documented training of all personnel

Ergonomics/Proper Lifting

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

Fleet Safety/Defensive Driving

- review/modify or write site specific program
- documented training of all personnel

Contractors Safety Program

- review/modify or write site specific program
- documented training of all personnel

Recordkeeping

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel

General Safety Requirements (other as required)

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO/Lifting, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO-as required)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Contract/Agreement

THIS AGREEMENT is made this first day of March, 2018 between The City of Falcon Heights, Falcon Heights, Minnesota, herein referred to as The City of Falcon Heights and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this contract/agreement, The City of Falcon Heights (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The City of Falcon Heights will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Falcon Heights, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Falcon Heights, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Falcon Heights, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed agreement/contract, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Falcon Heights, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Falcon Heights.

| | |
|-----------------|------------|
| ANNUAL CONTRACT | \$1,335.00 |
| MSDS ON-LINE | Included |

TOTAL ANNUAL \$1,335.00

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

TWELVE MONTH CONTRACT 

X _____
The City of Falcon Heights Date

X _____
The City of Falcon Heights Date

X 

President-SafeAssure **020118**
Date

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The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|------------------------------------|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F9 |
| Attachment | Resolution |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------|--|
| Item | Appointment of Dena Larrabee to the Community Engagement Commission |
| Description | <p>City Staff has interviewed and recommended Dena Larrabee to Mayor Lindstrom for final recommendation for the Community Engagement Commission.</p> <p>Application: Name: Dena Larrabee Street Address: 1358 Larpenteur Ave W City, State, Zip Code: Falcon Heights MN Additional Phone Number: How Long at Above Address?: 27 Years</p> <p>In Which Capacity Would You Like to Serve?: Community Engagement or Environment Commission</p> <p>What is the Reason You Would Like to Serve?: I want to be a part of the commission whose goal is to make Falcon Heights a desirable area for people to want to live. I want to be a part of creating a beautiful city and get back what we used to have 27 years ago.</p> <p>List Prior (Previous) Public Service: I have no previous public service experience.</p> <p>Other Relevant Background (Other Comments): I have held various manager positions at Seagate technology in Edina. I have experience working in cross-functional and diverse groups.</p> |
| Budget Impact | N/A |

| | |
|----------------------------|---|
| Attachment(s) | · Resolution 18-07 Appointment of Dena Larrabee to the Community Engagement Commission |
| Action(s) Requested | Staff would recommend approval of attached resolution and appoint Dena Larrabee to the Community Engagement Commission. |

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 14, 2018

No. 18-07

**RESOLUTION APPOINTING DENA LARRABEE 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 Dena Larrabee 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

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The City That Soars!

REQUEST FOR COUNCIL ACTION

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|---------------------|------------------------------------|
| Meeting Date | February 14, 2018 |
| Agenda Item | Consent F10 |
| Attachment | Recreation Agreement |
| Submitted By | Tim Sandvik, Recreation Supervisor |

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|----------------------------|--|
| Item | Recreation Agreement with the City of Lauderdale |
| Description | <p>The City of Lauderdale does not offer recreation programs to their residents. In 2009, Lauderdale asked Falcon Heights Parks and Recreation to offer programs to their residents at a residential rate. In return, Lauderdale provides facility and park space for Falcon Heights Parks and Recreation programs.</p> <p>At the end of each year, Falcon Heights invoices Lauderdale the difference in resident rate and non-residential rate for each registrant that participate in a program that is provide at a Falcon Heights facility. The agreement is updated annually.</p> |
| Budget Impact | With more sites available for programming, registration revenue in the recreation budget increases. |
| Attachment(s) | <ul style="list-style-type: none"> · Recreation Services Agreement |
| Action(s) Requested | Staff recommends that the Falcon Heights City Council adopt the Recreation Agreement with the City of Lauderdale and authorize the City Administrator to execute all necessary documents. |

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**City of Falcon Heights
City of Lauderdale**

Recreation Agreement

THIS AGREEMENT is effective March 1, 2018 through December 31, 2018, by and between the City of Lauderdale, 1891 Walnut Street ~ Lauderdale, MN 55113, and the City of Falcon Heights, 2077 W. Larpenteur Ave ~ Falcon Heights, Minnesota 55113. Falcon Heights agrees to provide recreation programs within the City of Lauderdale. Lauderdale agrees to provide facility space for the programs.

The Cities of Lauderdale and Falcon Heights agree to the following obligations:

1. Falcon Heights agrees to:

- Provide recreation programs and experiences to Lauderdale residents for the same fee as paid by Falcon Heights' residents. Lauderdale will reimburse Falcon Heights the difference between the resident and non-resident rate for recreation programs and experiences held at Falcon Heights' facilities. Lauderdale will not reimburse Falcon Heights if the programs are held at Lauderdale facilities.
- Coordinate registration, supervision, and program curriculum appropriate for the recreation program.
- Hold recreation programs at Lauderdale City Hall and at Lauderdale Community Park as needs and interest warrant.
- Provide program staff, program supplies and equipment, and program maintenance support for the agreed upon recreation program.

2. Lauderdale agrees to:

- Provide program space at Lauderdale City Hall and at Lauderdale Community Park. The City of Lauderdale agrees to provide regular facility and park maintenance such as sweeping the floor and supplying tables requested by Falcon Heights.
- Provide facilities access and keys to Falcon Heights Park and Recreation Staff.

Liability

Falcon Heights shall defend and indemnify Lauderdale and its employees, officers, volunteers and agents for any claims against Lauderdale arising from Falcon Heights's performance or failure to perform its duties under this Agreement.

Lauderdale shall defend and indemnify Falcon Heights and its employees, officers, volunteers and agents for any claims against Falcon Heights arising from Lauderdale's performance or failure to perform its duties under this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for any party.

Employees of Falcon Heights and Lauderdale shall remain employees of their respective cities regardless of where services are provided under this Agreement. Each party shall be responsible for injuries to or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing services pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employees or their dependants, even if the injuries were caused wholly or partially by the negligence of the other party.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Falcon Heights

City of Lauderdale

Mayor Peter Lindstrom

Mayor Mary Gaasch

Date: _____

Date: _____

City Administrator
Sack Thongvanh

City Administrator
Heather Butkowski

Date: _____

Date: _____



The City That Soars!

REQUEST FOR COUNCIL ACTION

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|---------------------|------------------------------------|
| Meeting Date | February 14, 2018 |
| Agenda Item | Policy G1 |
| Attachment | N/A |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|---|
| Item | Authorize the Out-of-State Travel for Kettering Foundation Conference |
| Description | <p>The City Administrator, Falcon Heights Task Force Co-Chair Randy Gustafson and Melanie Leehy, and John Thompson (friend of Philando Castile) have been invited to participate in a “Learning Exchanges” with other community representatives across the country.</p> <p>For more information on the Kettering Foundation Shared Learning: https://www.kettering.org/shared-learning</p> |
| Budget Impact | Allocated in the 2018 Budget in training, education, and conferences. The Kettering Foundation will pay for hotel, flight and transportation. |
| Attachment(s) | N/A |
| Action(s) Requested | Staff recommends that the Falcon Heights City Council authorize the out-of-state travel for Council Randy Gustafson, Melanie Leehy and City Administrator Sack Thongvanh to participate in the sharing of ideas for the Kettering Foundation. |