

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

AGENDA
September 26, 2018 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ___ LEEHY___ N/A ___
 MIAZGA ___ GUSTAFSON___

STAFF PRESENT: THONGVANH___
- C. PRESENTATIONS:
 - 1. Appointment of Pamela Harris to the Vacant City Council Seat and Oath of Office Ceremony
- D. APPROVAL OF MINUTES:
 - 1. September 12, 2018 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
 - 1. Ordinance Amending City Code Chapter 22 Section 20 Notification; Deadline for Removal
 - 2. Emerald Ash Borer
 - a. Ordinance Amending City Code Chapter 54 Concerning the Removal of Trees, Shrubs, and Other Plants
 - b. Resolution Adopting the Emerald Ash Borer Preparedness and Management Plan
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 9/20/18 \$74,949.97
Payroll through: 9/15/18 \$19,413.06
 - 2. Resignation of Tim Sandvik, Deputy Clerk/Recreation Supervisor
 - 3. Resignation of Paul Moretto, Community Development Coordinator
 - 4. Extend Recycling Contract with Tennis Sanitation, LLC
 - 5. Annual Designation of Polling Places
 - 6. Job Description and Title Change from Deputy Clerk/Recreation Supervisor to Assistant to the City Administrator
- G: POLICY ITEMS:
 - 1. Adopt and Certify the 2019 Preliminary Levy
- H. INFORMATION/ANNOUNCEMENTS
 - 1.
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Presentation C1
Attachment	Oath of Office
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of Pamela Harris to the Vacant City Council Seat and Oath of Office Ceremony
Description	<p>Council Member Joe Brown Thunder relocated to California and left a vacancy on the City Council. The City followed the same process that was conducted when Council Member Joe Brown Thunder was appointed for a temporary two-year term before he was elected in 2016 for a four-year term.</p> <p>A Review Committee was established that included representatives from each of the four commissions, and two representatives from the City Council. The City advertised for the opening and received eleven (11) applicants. The Review Committee interviewed all eleven (11) applicants and recommended four applicants to be interviewed and considered by the City Council.</p>
Budget Impact	N/A
Attachment(s)	· Oath of Office – Pamela Harris
Action(s) Requested	Motion to approve appointing Pamela Harris to the vacant City Council seat and administer the Oath of Office.

BLANK PAGE



Oath of Office

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

Pamela Harris, Council Member

ATTEST: _____
Sack Thongvanh, City Administrator

September 26, 2018

BLANK PAGE

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

AGENDA

September 12, 2018 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM X LEEHY X N/A
 MIAZGA X GUSTAFSON X
- STAFF PRESENT: THONGVANH X
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
 - 1. August 22, 2018 City Council Meeting Minutes

Approved

- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 9/07/18 \$367,465.33
Payroll through: 8/31/18 \$39,850.30
 - 2. Approve Appointment of Julie Stegman to the Community Engagement Commission
 - 3. Ramsey County Sheriff's -Purchase Squad Car from 2018 Approval of Contract
 - 4. Small Wireless Facilities Application Fee
 - 5. Approve Final Grant Report for Good Neighbor Fund for "Piano in the Park"
 - 6. **Approve Appointment of Justin Markon to the position of Community Development Coordinator**

Justin Markon - New Community Development Coordinator

Thank you, Mayor Lindstrom and Council Members for the opportunity to be here tonight. I am pleased to apply for the position and accept the offer of the Community Development Coordinator at the City of Falcon Heights. I grew up in Duluth and went to St. John's University for my Bachelor's Degree in Political Science. When I was at St. John's, I had the opportunities to intern at the City of Avon and City of Delano. In both of those cities, I had tremendous opportunities to work with citizen, council members, and doing various of great things to help the cities. My role at the City of Delano, I did a variety of different tasks and became a liaison to the Planning Commission, and Park and Rec Commission. This past winter, we started a Spirit of Community Commission, which is name after our cities motto "spirit of community". It is based on human rights issues of human rights diversity inclusive. I am excited to bring my background from those cities to Falcon Heights.

Mayor Lindstrom

Thank you, Justin, for the introduction. I am a St. John's Alumni and received a message from Justin's supervisor. He expressed that Justin was one of the best employees that they ever had at the Eugene McCarthy Center. Welcome aboard!

Council Member Leehy

Welcome, Justin Markon to Falcon Heights. Looking forward to working with you as we are in the season of the Comp Plan and other city activities.

Council Member Miazga

Your background in Public Administration, planning, and inclusion is a great asset. Falcon Heights is lucky to have you.

Council Member Gustafson

Welcome, Justin and looking forward to working with you.

Council Member Gustafson Moved, Approved 4-0

G: POLICY ITEMS:

1. Sidewalk Trip Hazard Repair

City Administrator Thongvanh

City staff continues to evaluate areas of safety hazards throughout the community such as trails, sidewalks, and trees. Anything that looks hazardous to the public, how to address them and see if we can mitigate it right away. It will be a bit labor intensive than our staff can handle. Adding on, we do not have the right equipment to take care of the grinding of the sidewalk panels. Crews have also determined the financial ability of the city to identify the most cost-effective option. We had used this company in the past before it was renamed to Safe Step. In front of you is a quote from Safe Step and they broke it into three separate quotes to do it on three different sections based on the price.

In comparison, the price is different from last time. However, if we could handle it, then we are going to make sure that we address all the issues. We will be shaving the panels to make it ADA compliance. In spring 2019 to early summer, our Public Works crew should be going out there to replace the panels and fix any existing cracks.

Also, Public Works will be doing some sidewalk repairs that need to be addressed right away. We need to take immediate actions on repairing the sidewalks because we had an incident last year where a senior individual tripped and fall on our sidewalk. Issues like this need to be addressed right away. The document you have in front of you is a quote from Safe Step for \$17,150, and staff recommends a motion to approve the quote from Safe Step. We have about 80 to 84 sidewalk panels, which includes Cleveland Ave from Roselawn to Larpenteur, Larpenteur from Cleveland to Hamline, Hamline from Larpenteur to Roselawn, and Roselawn from Hamline to Snelling.

Council Member Leehy

It is critical that we maintain the ADA compliance and limit injuries. I will gladly motion this policy item.

H. INFORMATION/ANNOUNCEMENTS

Council Member Miazga

- Planning Commission meets on Tuesday, September 25, at 7 p.m. at City Hall. This meeting is designed to be very informal and get public inputs for the Comprehensive Plan. Each Planning Commissioner member will take a section of the plan and be available for one-on-one or small group discussions for feedbacks, questions, or concerns regarding their section of the plan.
- I am also working with Hawa Samatar about holding an event at 1550 Larpenteur Avenue in October. We are also thinking about doing an event at 1666 Coffman, but we are not sure yet.
- I spoke to an attorney at the League of Minnesota Cities about the Statute. I mentioned it in our last City Council meeting about the ability for the City to tackle an issue such as a single hauler. I learned that that City would have to provide notice through a public hearing or other public notices as long as it starts in 2018. We would have the freedom to carry it forward into 2019, and would not have to be passed in 2018 to have an entire local economy over the issue.

Last week, I spent some time talking to a couple of residents in the community about grants and trying to design an ad-hoc local group to help me find grants. I write proposals for part of my living. I did find some residents who were interested in this opportunity. What I like to see ideally is a group that can regularly check websites for grants, look at abstracts and to do the literature review. I hope to bring this to City Staff and Council for approval to move forward. Adding on, I did get us registered with a site called Government Grants because Falcon Heights did not have a presence on the website. Those two are very appealing because government grants bring the City money especially single haulers where there are many environmental benefits. Also, cities that I have recently looked at are paying anywhere to 10 to 15 dollars a month. It would save residents money in the long term. Second, the levy will be increasing, and these would be opportunities we have to help offset that for the residents in the long run.

Council Member Gustafson

- Community Engagement Commission will meet next on Monday, October 15 at 7 p.m. Also, Human Rights Day will be on Monday, December 10. Please save that date to attend. It will be an essential event to follow up, and our topic is in Discrimination in Housing.

Mayor Lindstrom

- Environment Commission met on Monday night. Justin Markon and City Administrator Thongvanh were present at the meeting. I was impressed by our commissioners. We are diving deep into the plan and looking at it through a sustainability lens. Each commissioner brought in very detailed concrete recommendations on different items of the Comprehensive Plan to make it more sustainable. Commissioners were able to create more goals for 2020, 2030 and 2040 and where we want it to be for greenhouse, gas emission reductions, and variety of strategies

to get us to where we want to be. Everyone will be seeing a lot more of that in the weeks and months ahead.

- I participated in the Regional Council of Mayors where mayors from different cities get together monthly. There are about 20 or 30 mayors who meet in downtown Minneapolis and talk about economic development, housing, environment, and, transportation. It is a group of mayors from the metro area that is meeting over a two-day period with mayors from different regions. The goal here is to talk about things that unite us. We hear a lot about the urban-rural divide and our theory is that there is a lot more that unites us than divides us. Whether it is education, transportation, access to broadband, and health care. When the mayors come together, we build relationships. We focus on uniting than dividing. There was a conversation meeting in Bemidji, Duluth where six mayors from the metro area and five to ten mayors from the Bemidji, Duluth region met. I will be participating in a conversation in Rochester in a few weeks. The first part of October and then I am helping to organize one of these conversations in my hometown of Wilmer in a few months.

City Administrator Thongvanh

- Curtiss Field half basketball court was approved by Council Member and has been discussed in the past few months. The stakes are in the ground and I encourage residents and Councilors to look at it and provide feedback. We post it on Facebook, Twitter, weekly E-newsletters, and mailed newsletter. We also sent postcards out to residents who live about 1,000 feet from Curtiss Field. Staff analyzed the location and found a spot where we can put it without interfering with the pond, residents, or the pavilion. We did not want to tear out the concrete that was put in a couple years ago. .
- I received an updated from the TIES building. They are currently in the process of a purchase agreement with a developer. They will also have to come to the City Hall and meet with the Planning Commission to discuss their plans and aspirations for the site.
- The Community Survey was sent out a few weeks ago, and staff has been entering them in Survey Monkey. Staff is not completely done entering the survey, but as of right now we have about 340.
- I attended the Critical Role of City Leaders in the 21st Century Municipal Policing in New Brighton. There were some managers, elected officials, staffs, and police departments that attended the event. The training covered how to handle critical incidents. There was a presentation by the City Administrator and Police Chief from New Hope. They spoke about the shooting incident at City Hall in New Hope. The City of Plymouth also presented three different events, and it was very educational. I have been invited by the City of Savage to discuss our critical incident in November. The City is doing a critical incident scenario with their city, and they are using Falcon Heights as a tool to help them walk through that process.
- October 3rd City Council Workshop has been cancelled.
- Many great things are happening at the City Hall. Amanda just started a few months ago, Justin will be taking over Paul's position, and Tim Sandvik the Deputy Clerk will be leaving Falcon Heights. Tim accepted a position at the City of Vadnais Heights; which is a bigger city and will he will be the Assistant City Administrator.

- Council Member Leehy and Council Member Gustafson and I have been working an event at the TIES building. The event will be held on October 5th 6 pm to 9 pm. We will send out invitations soon, so mark your calendar. Also, we have been working on additional items that we can implement or in terms of feedbacks. We were looking at Survey on the Spot (S.O.S) that was suggested by council Member Leehy. We do not have the full details yet, but it will be a survey to get free food or items during an event. The survey will have about 4-5 questions. We are doing this to get more feedback as much as possible after the Community Survey. The survey can be taken from residents and guests who are passing our city.
- Planning Commission will be meeting Oct 3 for a public hearing regarding variance with the fence. Justin Markon will be attending the event and is aware of it.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:30 P.M.

Peter Lindstrom, Mayor

Dated this 12th day of September, 2018

Sack Thongvanh, City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Public Hearing E1
Attachment	Ordinance
Submitted By	Sack Thongvanh, City Administrator

Item	Ordinance Amending Section 22-20 Notification; Deadline for Removal
Description	The amendment of the ordinance will allow for quicker response by staff to address problem properties for nuisance abatement throughout the year. The change will also reduce staff cost for mailings and notifications.
Budget Impact	This will reduce to cost of mailing and allow for quicker notification and abatement for nuisances.
Attachment(s)	· Ordinance 18 -18 Amending City Code Chapter 22 Section 22-20 Notification; Deadline for Removal
Action(s) Requested	Staff recommends approve of attached ordinance.

BLANK PAGE

ORDINANCE NO. 18-08

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING THE FALCON HEIGHTS
CITY CODE CONCERNING PUBLIC NUISANCES**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

SECTION 1: Section 22-20 of the Falcon Heights City Code is amended to read:

22-20 NOTIFICATION; DEADLINE FOR REMOVAL.

The owner and the occupant of any property upon which any of the causes of blight or blighting factors set forth in section 22-19 is found to exist shall be notified in writing by the clerk to remove or eliminate such causes of blight or blighting factors from such property by a specified time after service of the notice. The notice may be served personally, or by mailing to the last known address of the owner and if the premises are occupied, to the premises. Additional time may be granted by the enforcement officer where bona fide efforts to remove or eliminate such causes of blight or blighting factors are in progress.

SECTION 2. This ordinance is effective immediately upon its passage and publication.

ADOPTED this 26th day of September 2018 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

___ In Favor
___ Against

Attested by: _____

Sack Thongvanh
City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Public Hearing E2
Attachment	Ordinance and Supporting Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Emerald Ash Borer (EAB)
Description	<p>In 2012, the City conducted an aggressive Emerald Ash Borer (EAB) removal and re-planting program because an EAB case was confirmed within the borders Falcon Heights at the University of MN Campus.</p> <p>On May 23, 2012, the City accepted the 2010 to 2014 Community Forest Bonding Grant for the EAB Removal /Re-planting Program.</p> <p>In June of 2012, the DNR and City entered into a grant agreement that provided the City with \$95,000 toward its Emerald Ash Borer removal and replacement program. Due to a number of factors, the City has not fully completed this program; however, the DNR has offered to amend the original grant agreement by allowing the City until the end of June 2015 to complete the removal and replacement program. In addition, the DNR was willing to provide additional grant dollars for a total of \$150,000. Upon completion of this agreement, the city will receive the remaining balance of \$13,564.23.</p> <p>The expiration date for amendment #2 is June 30th, 2015. The proposed Amendment #3 will allow the City to complete the project and submit reimbursements until December 30, 2015.</p> <p>In order to complete the program, the city must adopt an EAB Preparedness/Management Plan and the amend our City Code Article II Planting, Maintenance and Removal Ordinance. Both the proposed Plan and proposed Ordinance have been approved by the MN DNR.</p>
Budget Impact	There will be additional budget impact for the monitoring of the tree care program.
Attachment(s)	<ul style="list-style-type: none"> · Ordinance 18-19 Amending City Code Chapter 54 Concerning the Removal of Trees, Shrubs, and Other Plants · Resolution 18-25 Adopting the Emerald Ash Borer Preparedness and Management Plan · EAB Preparedness/Management Plan
Action(s) Requested	Staff would recommend adopting the attached ordinance, resolution, EAB Preparedness and Management Plan.

BLANK PAGE

ORDINANCE NO. 18-09

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING THE FALCON HEIGHTS
CITY CODE CONCERNING THE REMOVAL OF TREES, SHRUBS
AND OTHER PLANTS**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

SECTION 1: Section 54-34 of the Falcon Heights City Code is amended to read:

Sec. 54-34. - Purpose.

- (a) *Purpose.* It is the purpose of this article to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants within the City.
- (b) *Plant Protection.* It is the intent of the Council to conduct a plant protection and export program pursuant to the authority granted by Minn. Stat. § 18G.
- (c) The provisions of this section are adopted as an effort to control and prevent the spread of shade tree pests and to maintain a healthy urban forest, in addition to and in accordance with Minn. Stat. §§ 89.001, 89.01 and 89.51-64.

SECTION 2: Section 54-36 of the Falcon Heights City Code is amended to read:

Sec. 54-36. - City Forester.

The City Forester shall be under the direction of the City Administrator at all times. The authority and duties of the City Forester are as follows:

- (1) The Forester shall have jurisdiction and supervision over all trees, shrubs, and other plants growing within the City.
- (2) The Forester may order the trimming, treatment or removal of any trees or plants on public or private property that constitute a nuisance or hazard, or whenever necessary to prevent the spread of disease or harmful insects.
- (3) The Forester shall act as the City tree inspector and shall coordinate all activities between the state Department of Agriculture and the Council.

SECTION 3: Section 54-38, paragraph (6)c of the Falcon Heights City Code is amended to read:

- c. *Abatement of disease.* The Forester shall order the removal of any infected tree or wood constituting a nuisance as described in subsection (3) of this section. Removal and abatement shall be in accordance with the technical opinion of the Forester or the Department of Agriculture. Trees impacted by a shade tree pest shall be removed or effectively treated so as to destroy and prevent as fully possible the spread of the shade tree pest.

SECTION 4: Chapter 54, Article II of the Falcon Heights City Code is amended by adding Section 54-41 to read:

Sec. 54-41. – Declared Shade Tree Pests, Control Measures, and Control Areas.

Declaration of a shade tree pest. The Council may by ordinance declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community tree, as defined by Minn. Stat. § 89.001, to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action.

- (1) Oak wilt disease is a shade tree pest and is defined as any living or dead tree, log, firewood, limb, branch, stump, or other portion of a tree from any species of the genus *Quercus* existing within the control area defined that has bark attached and that exceeds three (3) inches in diameter or ten (10) inches in circumference and contains to any degree any spore or reproductive structures of the fungus *Ceratocystis fagacearum*.

- a. Control Measures.

Installation of a root graft barrier. A root graft barrier can be ordered installed to prevent the underground spread of oak wilt disease. The City will mark the location of the root graft barrier. The barrier disrupts transmission of the fungus within the shared vascular systems of root drafted trees. The barrier is created by excavating or vibratory plowing a line at least forty two (42) inches deep between any oak tree infected with oak wilt disease and each nearby and apparently healthy oak tree within fifty (50) feet of the infected tree.

- b. Removal and disposal of trees.

1. On Property zoned for residential and commercial use.

On property that is zoned residential and commercial the City may mark for removal of trees that have the potential to produce spores of the fungus *Ceratocystis fagacearum*. After, and in no case before, the installation of the root graft barrier and no later than May 1 of the year following infection, all marked trees must be felled. The stump from such felled trees must no

extend more than three inches above the ground or, if taller, must be completely debarked.

If, however, after the City prescribes the location for a root graft barrier, the City determines that installation of the barrier is impossible because of the presence of pavement or obstructions such as a septic system or utility line, the City may mark for removal all oak trees whether living or dead, infected or not and located between an infected tree and marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

2. On all other property.

On all other property, the City may mark for removal all oak trees whether living or infected or not and located between an infected tree and marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

All wood more than three (3) inches in diameter or ten (10) inches in circumference from such felled trees must be disposed of by burying, debarking, chipping or sawing into wane-free lumber, or by splitting into firewood, stacking the firewood, and immediately covering the woodpile with unbroken four (4)-mill or thicker plastic sheeting that is sealed into the ground until October 1 of the calendar year following the calendar year in which the tree was felled, or by burning before May 1 of the year following infection. Wood chips from infected trees may be stockpiled or immediately used in the landscape.

- c. Control Area. The control area for oak wilt disease is defined as all lands within the boundaries of the City.

(2) Emerald Ash Borer

- a. Emerald Ash Borer is a shade tree pest and is defined as an insect that attacks and kills ash trees. The adults are small, iridescent green beetles that live outside of trees during the summer months. The larvae are grub – or worm-like and live underneath the bark of ash trees.
- b. Control Measures that may be taken to abate emerald ash borer are those state statute.
- c. Definition of control area. The control area for emerald ash borer is defined as all lands within the boundaries of the City.

(3) Dutch elm disease

- a. Dutch elm disease is a shade tree pest and is defined as a disease of elm trees caused by the fungus *Ophiostoma ulmi* or *Ophiostoma nova-ulmi*, and includes any living dead tree, log, firewood, limb branch, stump, or other portion of a tree from any species of the genus *Ulmus* existing within the control area defined that has bark attached and that exceeds three (3) inches in diameter or ten (10) inches in circumference and could contain bark beetles or any spore or reproductive structures of the fungus *Ophiostoma ulmi* or *Ophiostoma novo-ulmi*.
- b. Control Measures that may be taken to abate Dutch elm disease are:
 - 1. Use of fungicide. Fungicides may be effective in prevent Dutch elm disease when injected into living trees that do not already show symptoms of Dutch elm disease. Fungicide injections on private lands are optional and, if performed, are at the landowner’s expense. Treating with fungicide on public lands requires the approval of the City Administrator or their designee.
 - 2. Removal and disposal of trees. Prompt removal of diseased trees or branches reduces breeding sites for elm bark beetles and eliminates the source of Dutch elm disease fungus. Trees that wilt before July 15 must be moved by April 1 of the following year. Diseased trees not promptly removed will be removed by the City at the landowner’s expense. Wood may be retained for use as firewood or saw logs if it is debarked or covered from April 15 to October 15 with four mill plastic. The edges of the cover must be buried and sealed to the ground.
- c. Control Area. The control area for oak wilt disease is defined as all lands within the boundaries of the City.

SECTION 5. This ordinance is effective immediately upon its passage and publication.

ADOPTED this 26th day of September 2018 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

___ In Favor
___ Against

Attested by: _____

Sack Thongvanh
City Administrator

SUMMARY ORDINANCE NO. 28-05

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTER 54 OF THE
FALCON HEIGHTS CITY CODE CONCERNING THE
REMOVAL OF TREES, SHRUBS AND OTHER PLANTS**

This ordinance amends Chapter 54 of the Falcon Heights City Code concerning removal of trees, shrubs and other plants. This ordinance regulates the planting, maintenance and removal of trees shrubs and other plants.

A printed copy of the entire ordinance is available for inspection by any person during the City Administrator/Clerk's regular office hours.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 26 day of September 2018.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

___ In Favor

___ Against

Attested by: _____

Sack Thongvanh
City Administrator

BLANK PAGE

City of Falcon Heights

Emerald Ash Borer

Preparedness/Management Plan



Adopted by Resolution, September 26, 2018

Purpose:

The City of Falcon Heights has deemed appropriate to take a proactive approach regarding the treatment/management of Emerald Ash Borer (EAB). By implementing the provisions in this plan, the city will attempt to avoid the spread of additional disease throughout the City of Falcon Heights and neighboring communities. The City of Falcon Heights has determined there is value to maintaining a healthy tree stock throughout the city. The loss of tree-stock including Ash trees would have a devastating effect on Falcon Heights and its residents including negative effects on home values, quality of life and the environment.

Introduction:

Emerald Ash Borer (EAB) is an introduced pest that is currently killing all species of Ash trees {Fraxinus sp) the United States and Canada. Since its discovery in Detroit, Michigan in 2002, the insect has spread killing all the ash trees in its path. The City of Falcon Heights should prepare and manage for the arrival of EAB on three fronts - public property (i.e. parks), street or boulevard trees, trees on private property.

As the insect was discovered at the University of Minnesota St. Paul campus (within the boundaries of Falcon Heights, MN) in 2009, it was determined appropriate to inspect Ash trees within the City of Falcon Heights. The current evidence from Michigan and Ohio show that once EAB becomes established - it takes about five to ten years to infest and kill the majority of the ash trees in a city.

Frequently Aske Questions (FAQ's):

Which trees are at risk from EAB?

Emerald Ash Borer only attack Ash trees. In Minnesota, there are three common varieties of Ash tree – black ash, white ash, and green ash. All three are susceptible to EAB infestation.

What are signs of an EAB infestation?

Potential signs of EAB damage include die-back of leaves in the upper one-third of the ash tree's branches, small "shoots" along the lower trunk, and heavy woodpecker activity. More specific EAB-related signs would include D-shaped exit holes in the bark and S-shaped tunnels under the bark.

Who should residents call if they think a tree may be infested with EAB?

Contact City Hall directly at 651.792.7600 and your concern will be directed to appropriate personnel.

Administration:

The City of Falcon Heights determined it was appropriate to remove and replace Ash trees throughout the city in public spaces including right-of-ways and city parks. Starting in 2010, the City of Falcon Heights received grant funding to better understand the concerns related to EAB. The initial program lasted through the summer of 2011. In 2013, the City was again awarded grant funding from the Minnesota Department of Natural Resources (MN-DNR) to conduct removal and replacement of over 200 trees within public spaces. The city completed this process in 2016. Any remaining Ash trees on public property will be monitored by the City Forester and if deemed infested, they will be ordered for removal. During the removal and replacement process, residents were given the option to treat 'high quality' Ash trees, these agreements will be monitored by the City Forester or the City Administrator's designee. 'Volunteer' Ash that may grow on public property will be assessed by the City Forester in an ongoing manner.

Trees that were included and continue to be maintained by the City of Falcon Heights include:

- Park Trees:
 - Community Park (2050 Roselawn Ave)
 - Curtiss Field (1551 Iowa Ave)
 - University Grove Park (1660 Coffman Ave)
- City Hall (2077 Larpenteur Ave W)
- Trees within the city right-of-way

Going forward, the city will **not** include Ash trees when restocking in any public spaces and further discourage residents to plant Ash trees as the infestation remains a concern in neighboring communities.

Continued Operations:

At the August 22nd, 2018 City Council meeting, the city of Falcon Heights passed an EAB Preparedness/Management Plan by resolution highlighting the importance of EAB considerations within the city. Further, on August 22nd, 2018 the city updated City Code, specifically "ARTICLE II. - PLANTING, MAINTENANCE AND REMOVAL", to reflect the importance of tree care when it comes to infestations of any kind.

· **Communication:**

Trees on private property were not a part of the removal and replacement program. However, as a part of the same effort (starting in 2010), the city communicated the concerns related to EAB and the process that would be taken to mitigate those concerns on public property. Through public meetings, open-houses, city-wide emails, social media, the city's website, and mailings via USPS, the entire process was shared with residents of Falcon Heights. The operation of promoting communication regarding EAB (and other tree related infestations) will remain an ongoing priority for the City of Falcon Heights.

· **Forester:**

Under direction of the City Administrator and the Public Works Director, the City Forester will continue assess any remaining Ash trees in public spaces as required. While some residents have elected to treat existing Ash trees within their right-of-way, the forester will continue to assess their health and if appropriate will require removal of any Ash trees deemed too unhealthy to survive. Further, while neither the city nor its Forester has jurisdictional authority over any Ash trees on private party, the Forester will inspect any Ash tree upon request to help promote the overall health of the city's tree stock.

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 26, 2018

No. 18-25

**ADOPTING THE EMERALD ASH BORER PREPAREDNESS AND MANAGEMENT
PLAN**

WHEREAS, on September 26, 2018 a public hearing was conducted to amend City Code 54 Concerning to Removal of Trees, Shrubs, and Other Plants; and

WHEREAS, City Staff has developed the Emerald Ash Borer Preparedness and Management Plan.

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

1. Adopt the Emerald Ash Borer Preparedness and Management Plan.
2. Authorize the City Administrator to execute all necessary documents.

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM ___ In Favor
GUSTAFSON
HARRIS ___ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator

BLANK PAGE

**2012-2014 MINNESOTA DNR
COMMUNITY FOREST BONDING GRANT PROGRAM (CFBG)
FINAL REPORT & INVOICE**

FOR DNR USE ONLY					
Occurrence Date	Processed Date	FY	Vendor Number	Amount	<input type="checkbox"/> Partial <input type="checkbox"/> Final
Fund	FinDept	Appropriation	Activity	Invoice #	
Contract #	PO #	Date Compliance Check Completed	Payment Authorized (Forester Signature)		

- Instructions:
1. Complete Final Report form
 2. Attach copies of proof of purchases, contractor payments and other documentation as requested. File originals with your records.
 3. Contact your **DNR Cooperative Program Forester** to complete the Compliance Check.
 4. Mail completed and signed Final Report to: Jennifer Teegarden, DNR Forestry, 500 Lafayette Rd., St. Paul, MN 55155-4044
 5. **DUE DATE:** Submit Final Reports upon project completion, or by June, 2014.

1. Organization: _____ GRANT NUMBER: _____
 Project Title: _____ Contact Name: _____
 Contact Phone: _____ Contact email: _____

2. Payment Information - Make grant payment payable to:
 Name _____ Account number: _____
 Address: _____ City: _____ Zip: _____

3. Final Budget Summary

Type of Funds	\$ Amount
Non-state in-kind match (Not required, but please report match)	
Non-state cash match (Not required, but please report match)	
Tree Planting grant funds	
EAB Ash Tree* Removal grant funds	
Total Project Costs	=
Total Grant Funds Awarded	
Partial Payment Cash Advance (if any)	-
FINAL CFBG REIMBURSEMENT REQUEST =	=

*An EAB-infested ash tree is defined as any ash tree within 1-mile of a Minn. Dept. of Agriculture declared emerald ash borer infestation.

4. **Summary Statement** -- Briefly describe the project *as it was implemented* and *any significant changes* to the proposed project. Attach an additional sheet if needed.

5. **EAB-infested Ash Tree Removal Activities**

- Number of infested* ash trees removed: _____
- Contracted Tree Removal Company (Name, city, state): _____
- **Provide a copy of contractor invoices.** File original invoices with your records.

* An EAB-infested ash tree is defined as any ash tree within 1-mile of a known EAB infestation

6. **Tree Planting Activities**

- Tree Stock Source (Nursery name, city, state): _____
- **Provide a copy of nursery invoices.** File original invoices with your records.

7. **Community Forest Bonding Grant Required Documents**

- Did you develop an Annual Maintenance Plan for the public trees planted? Yes No If yes, *please attach*.
- Did you develop or update your Community Forestry or Shade Tree Ordinance? Yes No If yes, *please attach*.
- Did you develop a Community EAB Preparedness Plan or a Community Forest Management Plan that includes EAB preparedness, annual tree maintenance, and public education components? Yes No If yes, *please attach*.

Final Report Checklist of Documents Needed:

- Final Report & Invoice form signed by authorized community/organization official
- Copies of invoices for EAB-infested ash tree removal activities, tree planting activities, or both
- DNR Forester Compliance Check form, completed and signed by DNR Cooperative Program Forester
- Annual Maintenance Plan for Public Trees Planted
- Updated Community Forestry or Shade Tree Ordinance
- Community EAB Preparedness Plan or Community Forest Management Plan

8. Final Budget Details

Please refer to the **Guidelines** for eligible and ineligible expenses. Highlighted areas are ineligible. For each entry, specify type, source and amount. Include a budget narrative if necessary (page limitation = 1 single-spaced page).

Final Public EAB-infested Ash Tree Removal Budget

ITEM (specify type and source)	In-kind Match	Cash Match	Bonding Funds	Total
Personnel:				
Contractual Services:				
Equipment Usage (grantee-owned, leased, or rented equipment use).				
Education costs (match only)				
Other:				
Public Ash Tree Removal Sub Totals				

Final Public Tree Planting for Diversity Budget

ITEM (specify type and source)	In-kind Match	Cash Match	Bonding Funds	Total
Personnel:				
Plant Stock (trees only):				
Equipment Usage (grantee-owned, leased, or rented equipment use).				
Contractual Services				
Education costs (match only)				
Other:				
Public Tree Planting Sub Totals				

TOTALS for both projects, if applicable				
--	--	--	--	--

I certify this information is valid and factual as described in this report and that all costs are eligible under the DNR Community Forestry Bonding Grant Guidelines:

Signature of authorized community/organization official

Title

Date

332242 Still need to submit required documents as of 11-2-15
 So only partial payment noted at 90% of grant. 2-12-16
 PAID FEB 22 2016
 2012-2014 MINNESOTA DNR COMMUNITY FOREST BONDING GRANT PROGRAM (CFBG)
 PARTIAL PAYMENT FORM
 Final
 Jennifer Teegarden 2-12-16
 \$ 57,657.90

FOR DNR USE ONLY						
Occurrence Date 11-2-15	Receive Date	Processed Date	FY	Vendor Number	Amount \$ 57,657.90	Contract #
PO # 3-16372	Fund	FinDept		Appropriation	Activity	Invoice #

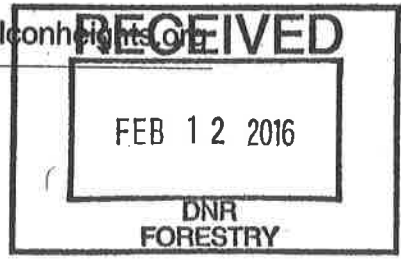
Invoice: 11-2-15

- Instructions:
1. Complete and sign Partial Payment Form
 2. Attach copies of invoices, proof of purchases, contractor payments and other documentation as requested. File originals.
 3. Mail Partial Payment Form to: Jennifer Teegarden, DNR Forestry, 500 Lafayette Rd., St. Paul, MN 55155-4044

1. Organization: City of Falcon Heights GRANT NUMBER: 44187

Project Title: Falcon Heights EAB Program Contact Name: Sack Thongvanh

Contact Phone: 651-792-7611 Contact email: sack.thongvanh@falconheights.org



2. Payment Information - Make grant payment payable to:

Name City of Falcon Heights Account number: Check Preferred

Address: 2077 Larpenteur Ave W. City: Falcon Heights Zip: 55113

3. Final Budget Summary

Type of Funds	\$ Amount
Tree planting grant funds	
EAB ash tree* removal grant funds	
Total grant funds awarded	\$150,000.00
Project costs to date	\$73,704.28
Total amount of any previous partial payments	\$75,675.10
Partial Payment Request (up to 90 percent of awarded grant)	\$73,704.28

71,223.68
 77,342.10
 71,223.68
 - 57,657.90

PO # 16372 Receipt # 322496
 Vendor # 222244
 Amt \$ 13,565.78 Date 2-19-16
 Contact Name JP Murphy

\$ 13,565.78

4. Invoice Summary

Invoice Number	Invoice Date	Vendor Name	Description	Amount
3631690	5/8/15	SAVA TREE	Remove 27" Ash at 1539 Crawford Ave	\$690.00
3601638	4/27/15	SAVA TREE	Chip Ash Stumps and Restore Area	\$3,597.00
3601637	4/1/15	SAVA TREE	Remove Ash Trees per list provided 3-09-15	\$9,548.50
7216	7/2/15	HOFFMAN & McNAMARA	Replanting	\$55,120.40
3652339	6/24/15	SAVA TREE	Restore Ash Stump at 1539 Crawford Ave	\$105.00
3652338	6/22/15	SAVA TREE	Stump Grinding -Ash at 1539 Crawford Ave	\$60.00
8046	10/29/15	Branch and Bough Tree Service and Landscape Care	EAB Consulting	\$4,583.38

Handwritten notes on the right side of the table:
 - Next to \$690.00: *[initials]*
 - Next to \$3,597.00: *[initials]*
 - Next to \$9,548.50: *[initials]*
 - Next to ~~\$55,120.40~~: 52,639.80
 - Next to \$105.00: *[initials]*
 - Next to \$60.00: *[initials]*
 - Next to \$4,583.38: *[initials]*

Total \$73,704.28

Handwritten adjustments:
 - 2480.60
 - 71,223.68

I certify this information is valid and factual as described in this report and that all costs are eligible under the DNR Community Forestry Bonding Grant Guidelines:

[Signature]
 Signature of authorized community/organization official

City Administrator

Title

11/2/15

Date

[Handwritten signature]

Still need to submit required documents as of 11-2-15

So only partial payment marked at 90% of grant. 2-12-16

OK to partial pay Jennifer Teegarden 2-12-16 \$ 57,657.90

2012-2014 MINNESOTA DNR COMMUNITY FOREST BONDING GRANT PROGRAM (CFBG) PARTIAL PAYMENT FORM Final

FOR DNR USE ONLY						
Occurrence Date	Receive Date	Processed Date	FY	Vendor Number	Amount	Contract #
10-2-15					\$ 57,657.90	
PO #	Fund	FinDept	Appropriation	Activity	Invoice #	
3-16372						

Invoice: 10-2-15

- Instructions:
1. Complete and sign Partial Payment Form
 2. Attach copies of invoices, proof of purchases, contractor payments and other documentation as requested. File originals.
 3. Mail Partial Payment Form to: Jennifer Teegarden, DNR Forestry, 500 Lafayette Rd., St. Paul, MN 55155-4044

1. Organization: City of Falcon Heights GRANT NUMBER: 44187
 Project Title: Falcon Heights EAB Program Contact Name: Sack Thongvanh
 Contact Phone: 651-792-7611 Contact email: sack.thongvanh@falconheights.org

2. Payment Information - Make grant payment payable to:
 Name City of Falcon Heights Account number: Check Preferred
 Address: 2077 Larpenteur Ave W. City: Falcon Heights Zip: 55113

3. Final Budget Summary

Type of Funds	\$ Amount
Tree planting grant funds	
EAB ash tree* removal grant funds	
Total grant funds awarded	\$150,000.00
Project costs to date	\$73,704.28
Total amount of any previous partial payments	\$75,675.10
Partial Payment Request (up to 90 percent of awarded grant)	\$73,704.28

71,223.68
17,342.10
71,223.68
- 57,657.90

*An EAB-infested ash tree is defined as any ash tree within 1-mile of a Minn. Dept. of Agriculture declared emerald ash borer infestation

\$ 13,565.78



Branch and Bough Tree Service and Landscape Care

589 Ohio Street
Saint Paul, MN 55107
651.222.4538
andy@branchandbough.com
www.branchandbough.com

Invoice

Date	Invoice #
10/29/2015	8046
Terms	
Net 15	

Bill To
City of Falcon Heights 2077 West Larpentour Falcon Heights, MN 55113



Quantity	Work Performed	Description	Amount
1	EAB Consulting	Nov. 2014 - Oct. 2015 EAB Consulting and follow up (Office work: updating spreadsheets; creating maps; emailing; phone calls).	1,750.00
1	EAB Consulting	Nov. 2014 - Oct. 2015 EAB Consulting and follow up (Field work: measuring and tagging trees for removal, staking new tree locations, review and assess tree planing).	2,100.00
1	EAB Consulting	Nov. 2014 - Oct. 2015 Meetings (City and MDA EAB sampling) and resident visits.	650.00
1	EAB Consulting	Jan. 2015 - Oct. 2015 EAB related Mileage 145 @ .575	83.38

EAB

S.J. 10.30.15

Handwritten initials in red ink

Handwritten signature in red ink

Handwritten signature in red ink

Subtotal	\$4,583.38
Sales Tax	\$0.00
Payments/Credits	\$0.00
Balance Due	\$4,583.38



For service at:
City Of Falcon Heights, City Of Falcon Heights
 2077 W Larpenteur
 Service name:
Stump Grinding
 Account Key: **1021680**
 Invoice: **3652338 6/22/2015**

mail to:
 City Of Falcon Heights

 2077 W Larpenteur
 Falcon Heights, MN 55113

THANK YOU for entrusting us with the care of your living heirlooms. For your peace of mind, we remind you that all of our work is accompanied by our Unconditional Guarantee. Please do not hesitate to call with any questions or concerns.

Stump Grinding
 Description of Work Performed:
 (1) front yard ash stump at 1539 Crawford Ave, Falcon Heights & Crabapple stump in front of house along Crawford

Ch
~~\$ 60.00 EAB~~
P. 7.24.15

only 60.00

Service Amt	\$120.00
Tax	\$0.00
Service Total	\$120.00
Payments/Credits	\$0.00
Please Remit	\$120.00



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
 Expiration Date: _____
 Signature: _____
- Check - payable to SavATree
 Send in enclosed envelope with "Remittance Section"
 Mail to: SavATree 550 Bedford Rd, Bedford Hills NY 10507-1605
 Fax: (914) 242-4560



E-Options:

- You can pay online at www.savatree.com/pay
 - You can sign up to receive future invoices via email at www.savatree.com/savepaper
- Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$120.00
- Please have my arborist contact me.
 - I would like information on green choices for tree, shrub and lawn care.



COPY

For service at:
City Of Falcon Heights, City Of
Falcon Heights
2077 W Larpenteur
Service name:
Landscaping Without Materials
Account Key: 1021680
Invoice: 3652339 6/24/2015

mail to:
City Of Falcon Heights

2077 W Larpenteur
Falcon Heights, MN 55113

THANK YOU for entrusting us with the care of your living heirlooms. For your peace of mind, we remind you that all of our work is accompanied by our Unconditional Guarantee. Please do not hesitate to call with any questions or concerns.

Landscaping Without Materials

Description of Work Performed:

Clean up and restoration of:

(1) front yard ash stump at 1539 Crawford Ave, Falcon Heights &

Crabapple stump in front of house along Crawford

Handwritten notes in red ink:
\$105.00 EAB
D.T. 7.24.15

Handwritten note in red ink:
only \$105.00

Service Amt	\$210.00
Tax	\$0.00
Service Total	\$210.00
Payments/Credits	\$0.00
Please Remit	\$210.00



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
Expiration Date: _____
Signature: _____
- Check - payable to SavATree
Send in enclosed envelope with "Remittance Section"
Mail to: SavATree 550 Bedford Rd, Bedford Hills NY 10507-1605
Fax: (914) 242-4560

E-Options:

- You can pay online at www.savatree.com/pay
 - You can sign up to receive future invoices via email at www.savatree.com/savepaper
- Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$210.00
- Please have my arborist contact me.
 - I would like information on green choices for tree, shrub and lawn care.





For service at:
City Of Falcon Heights, City Of
Falcon Heights
2077 W Larpenteur
Service name:
Stump Grinding
Account Key: 1021680
Invoice: 3601638 4/27/2015

mail to:
City Of Falcon Heights

2077 W Larpenteur
Falcon Heights, MN 55113

THANK YOU for entrusting us with the care of your living heirlooms. For your peace of mind, we remind you that all of our work is accompanied by our Unconditional Guarantee. Please do not hesitate to call with any questions or concerns.

Stump Grinding

Description of Work Performed:

Chip Ash stumps and restore areas per list provided
3-9-15 \$ 3,597.00

EAB 6.10.15
RS

Chip non-Ash stumps & restore areas per list provided 3-9-15 \$ 255.00

only \$ 3,597.00

Service Amt \$3,852.00
Tax \$0.00
Service Total \$3,852.00
Payments/Credits \$0.00
Please Remit \$3,852.00



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
Expiration Date: _____
Signature: _____
- Check - payable to SavATree
Send in enclosed envelope with "Remittance Section"
Mail to: SavATree 550 Bedford Rd. Bedford Hills NY 10507-1605
Fax: (914) 242-4560



E-Options:

- You can pay online at www.savatree.com/pay
 - You can sign up to receive future invoices via email at www.savatree.com/savepaper
- Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$3,852.00
- Please have my arborist contact me
 - I would like information on green choices for tree, shrub and lawn care.



For service at:
City Of Falcon Heights, City Of
Falcon Heights
2077 W Larpenteur
Service name:
Commercial Tree Maintenance 3
Account Key: 1021680
Invoice: 3631690 5/8/2015 *ja*

mail to:
City Of Falcon Heights

2077 W Larpenteur
Falcon Heights, MN 55113

Commercial Tree Maintenance 3
Description of Work Performed:
Remove 27" Ash at 1539 Crawford Ave *ja*

EAB
No. 5.21.15

Service Amt \$690.00
Tax \$0.00
Service Total \$690.00
Payments/Credits \$0.00
Please Remit \$690.00 *ja*



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
Expiration Date: _____
Signature: _____
- Check - payable to SavATree
Send in enclosed envelope with "Remittance Section"
Mail to: SavATree 550 Bedford Rd, Bedford Hills NY 10507-1605
Fax: (914) 242-4560



E-Options:

- You can pay online at www.savatree.com/pay
 - You can sign up to receive future invoices via email at www.savatree.com/savepaper
- Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$690.00
- Please have my arborist contact me.
 - I would like information on green choices for tree, shrub and lawn care.



For service at:
City Of Falcon Heights, City Of
Falcon Heights
2077 W Larpenteur
Service name:
Commercial Tree Maintenance 3
Account Key: 1021680
Invoice: 3601637 4/1/2015

mail to:
City Of Falcon Heights

2077 W Larpenteur
Falcon Heights, MN 55113

Commercial Tree Maintenance 3

Description of Work Performed:

Remove Ash trees per list provided 3-9-15 \$ 9,548.50

A-EAB Sr. 6.10.15

Remove non-Ash trees & prune per list provided 3-9-15 \$1,651.50

only \$9,548.50

Service Amt \$11,200.00
Tax \$0.00
Service Total \$11,200.00
Payments/Credits \$0.00
Please Remit \$11,200.00



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
Expiration Date: _____
Signature: _____
- Check - payable to SavATree
Send in enclosed envelope with "Remittance Section"
Mail to: SavATree 550 Bedford Rd, Bedford Hills NY 10507-1605
Fax: (914) 242-4560

E-Options:

- You can pay online at www.savatree.com/pay
 - You can sign up to receive future invoices via email at www.savatree.com/savepaper
- Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$11,200.00
- Please have my arborist contact me
 - I would like information on green choices for tree, shrub and lawn care



HOFFMAN & McNAMARA

NURSERY AND LANDSCAPE

9045 180th Street East • Hastings, Minnesota 55033

Phone (651) 437-9463 • Fax (651) 437-9050

EAB
7.21.15

Invoice

BILL TO
CITY OF FALCON HEIGHTS ANDY HOVLAND 2077 W LARPEN TEUR AVE FALCON HEIGHTS, MN 55113

DATE	INVOICE #
7/2/15	7216

P.O. NUMBER	TERMS	SHIP DATE	SHIP VIA
2015-2016 TREES	Due on receipt	6/30/2015	By H&M

Description	Qty.	Rate	Amount
FURNISHED and INSTALLED THE FOLLOWING:			
Princeton American Elm - EA	20	356.80	7,136.00
Valley Forge Elm - EA	4	356.80	1,427.20
Accolade Elm - EA	0	356.80	0.00
Discovery Elm (sub for Accolade Elm) - EA	18	356.80	6,422.40
Triumph Elm (sub for Accolade Elm) - EA	10	356.80	3,568.00
Swamp White Oak - EA	18	394.80	7,106.40
Red Oak - EA	7	394.80	2,763.60
Northern Pin Oak - EA	0	390.80	0.00
Espresso Kentucky Coffeetree - EA	0	370.80	0.00
Hackberry - EA	30	356.80	10,704.00
Skyline Honeylocust - EA	17	356.80	6,065.60
Boulevard American Linden - EA	0	334.80	0.00
Redmond Linden (sub for Boulevard American Linden) - EA	15	334.80	5,022.00
Sentry American Linden (sub for Boulevard American Linden) - EA	5	334.80	1,674.00
Spring Snow Crabapple - EA	2	309.80	619.60
Japanese Tree Lilac - EA	2	356.80	713.60
Korean Sun Ornamental Pear	0	393.80	0.00
River Birch Clump Form - EA	1	394.80	394.80
Autumn Blaze Maple - EA	1	394.80	394.80
Ginkgo - EA	1	394.80	394.80
Sugar Maple - EA	1	356.80	356.80
Japanese Tree Lilac Clump Form - EA	1	356.80	356.80
Total			\$55,120.40
Balance Due on This Invoice			\$55,120.40

Not eligible non native

Not eligible - non native

- Maple pop over 20%

1333.20

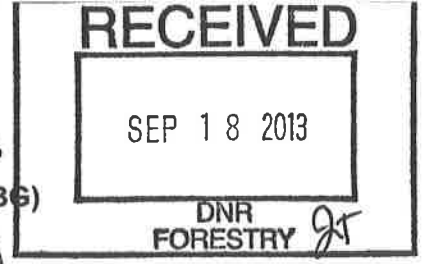
2480.00

1147.40

OK to pay.
Jennifer Teegarden
9-17-13

2012-2014 MINNESOTA DNR
COMMUNITY FOREST BONDING GRANT PROGRAM (CFBG)
PARTIAL PAYMENT FORM

Needs amount
executed
before
pay need
9-18
signed
9-19



FOR DNR USE ONLY						
Occurrence Date	Receive Date	Processed Date	FY	Vendor Number	Amount	Contract #
9-16-13	9-18-13	9-18-13			\$21,620.85	44187
PO #	Fund	FinDept	Appropriation		Activity	Invoice #
3-16372						

Instructions:

1. Complete and sign Partial Payment Form
2. Attach copies of invoices, proof of purchases, contractor payments and other documentation as requested. File originals.
3. Mail Partial Payment Form to: Jennifer Teegarden, DNR Forestry, 500 Lafayette Rd., St. Paul, MN 55155-4044

1. Organization: City of Falcon Heights GRANT NUMBER: 44187
 Project Title: Falcon Heights EAB Program Contact Name: Bart Fischer
 Contact Phone: 651-792-7611 Contact email: bart.fischer@falconheights.org

2. Payment Information - Make grant payment payable to:

Name City of Falcon Heights Account number: Check preferred
 Address: 2077 Larpenteur Avenue West City: Falcon Heights Zip: 55113

3. Final Budget Summary

Type of Funds	\$ Amount
Tree planting grant funds	\$23,750.00
EAB ash tree* removal grant funds	\$71,250.00
Total grant funds awarded	\$95,000.00
Project costs to date	\$23,287.85
Total amount of any previous partial payments	
Partial Payment Request (up to 90 percent of awarded grant)	\$23,287.85

1,667.00
in relationship
expense
21,620.85

*An EAB-infested ash tree is defined as any ash tree within 1-mile of a Minn. Dept. of Agriculture declared emerald ash borer infestation



Branch and Bough Tree Service and Landscape Care
Moongate Garden Design, LLC

589 Ohio Street
 Saint Paul, MN 55107
 651.222.4538
 andy@branchandbough.com
 www.branchandbough.com

Invoice

8/31/2013	1737
Net 30	

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



Quantity	Description	Notes	Amount								
1	EAB Consulting	Jan. 2013 - Aug. 2013 EAB Consulting and follow up (Office work: updating spreadsheets; creating maps; emailing; phone calls).	800.00								
1	EAB Consulting	Jan. 2013 - Aug. 2013 EAB Consulting and follow up (Field work: measuring and tagging trees for removal, staking new tree locations, review and assess tree planing).	1,050.00								
1	EAB Consulting	Jan. 2013 - Aug. 2013 EAB Consulting and follow up (Meetings).	50.00								
1	EAB Consulting	Jan. 2013 - Aug. 2013 EAB related Mileage 89 @ 56.5	50.29								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Subtotal</td> <td style="text-align: right;">\$1,950.29</td> </tr> <tr> <td>Sales Tax (7.125%)</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Payments/Credits</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Balance Due</td> <td style="text-align: right;">\$1,950.29</td> </tr> </table>			Subtotal	\$1,950.29	Sales Tax (7.125%)	\$0.00	Payments/Credits	\$0.00	Balance Due	\$1,950.29	
Subtotal	\$1,950.29										
Sales Tax (7.125%)	\$0.00										
Payments/Credits	\$0.00										
Balance Due	\$1,950.29										

Boe



ST. CROIX TREE SERVICE INC.

675 GRUPE STREET
ROBERTS, WI 54023
FAX (715)749-3465

(715) 749-3475
(651) 770-3744
(952) 881-3779

Invoice

DATE	INVOICE NO.
5/31/2013	80518

CITY OF FALCON HEIGHTS
2077 W LARPEN TEUR
FALCON HEIGHTS, MN 55113-5594

P.O. NO.	PAYMENT DUE ON OR BEFORE	REP
	6/15/2013	DM

DESCRIPTION	AMOUNT
PLANTED (4) 2 - 2 1/2" AMERICAN SENTRY LINDEN \$250./EACH	1,000.00
PLANTED (1) SWAMP WHITE OAK	269.00
PLANTED (4) PRINCETON ELM \$250./EACH	1,000.00
PLANTED (3) GINGKO \$389./EACH	1,167.00
PLANTED (3) AUTUMN BLAZE MAPLES \$250./EACH	750.00
PLANTED (1) RED SUNSET MAPLE	250.00
PLANTED (1) AUTUMN BLAZE MAPLE	250.00
PLANTED (3) HACKBERRY \$250./EACH	750.00
PLANTED (3) SIENNA GLEN MAPLE \$250./EACH	750.00
PLANTED (3) FALL FIESTA SUGAR MAPLES \$250./EACH	750.00
PLANTED (3) TRIUMPH ELM \$250./EACH	750.00
PLANTED (8) RED OAKS \$269./EACH	2,152.00
PLANTED (2) JAPANESE TREE \$250./EACH	500.00
PLANTED (5) 2 - 2 1/2" BB PIN OAK \$269./EACH	1,345.00
SUBTOTAL	11,683.00
MN SALES TAX	0.00

Handwritten calculation:
 11,683.00
 - 1,167.00
 - 500.00

 10,016

Thank you for your business! Payment forms accepted include Check, Visa, MasterCard, Discover or American Express.

TOTAL \$11,683.00

Please indicate the invoice number on your payment; you may keep the invoice for your records. *(Signature)*
A service charge of 1.5% per month (18% APR) will be assessed on any unpaid balance remaining after the due date.



ST. CROIX TREE SERVICE INC.

675 GRUPE STREET
ROBERTS, WI 54023
FAX (715)749-3465

(715) 749-3475
(651) 770-3744
(952) 881-3779

Invoice

DATE	INVOICE NO.
4/30/2013	78909

OK

CITY OF FALCON HEIGHTS
2077 W LARPENTEUR
FALCON HEIGHTS, MN 55113-5594

P.O. NO.	PAYMENT DUE ON OR BEFORE	REP
	5/15/2013	MB

DESCRIPTION	AMOUNT
CHIPPED STUMP(S) PER LIST AND RESTORED AREA	903.00T
*BALANCE FROM 3-26-13 INVOICE	
MN SALES TAX	62.08
<i>Did not finish job, balance.</i>	

Thank you for your business! Payment forms accepted include Check, Visa, MasterCard, Discover or American Express.

TOTAL \$965.08

Please indicate the invoice number on your payment; you may keep the invoice for your records. A service charge of 1.5% per month (18% APR) will be assessed on any unpaid balance remaining after the due date.



ST. CROIX TREE SERVICE INC.

675 GRUPE STREET
ROBERTS, WI 54023
FAX (715)749-3465

(715) 749-3475
(651) 770-3744
(952) 881-3779

Invoice

DATE	INVOICE NO.
3/26/2013	78487

CITY OF FALCON HEIGHTS
2077 W LARPENTEUR
FALCON HEIGHTS, MN 55113-5594

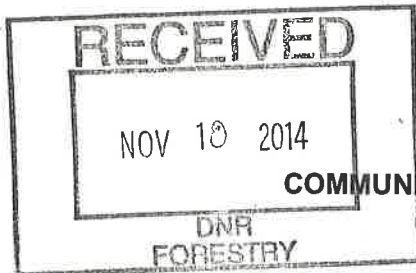
P.O. NO.	PAYMENT DUE ON OR BEFORE	REP
	4/10/2013	AS

DESCRIPTION	AMOUNT
REMOVED 45 ASH PER LIST @ \$14.50/INCH (623" TOTAL)	9,033.50T
10% DISCOUNT	-903.00T
ADD ON: REMOVAL OF 17" MAPLE @ 1490 IDAHO AVE	246.50T
SUBTOTAL	8,377.00
MN SALES TAX <i>6.875%</i>	575.92
<i>maple: 246.50 6.875% 16.94</i>	
<i>Ash = 9033.50 - 903.00 8130.50 x 6.875% Sales Tax 558.98 Sales Tax</i>	
<i>246.50 + 16.94 263.44</i>	
<i>8130.50 + 558.98 8689.48 Ash Down</i>	
<i>8952.92 - 246.50 18.49 8689.48</i>	

Thank you for your business! Payment forms accepted include Check, Visa, MasterCard, Discover or American Express.

Please indicate the invoice number on your payment; you may keep the invoice for your records.
A service charge of 1.5% per month (18% APR) will be assessed on any unpaid balance remaining after the due date.

TOTAL \$8,952.92



**2012-2014 MINNESOTA DNR
COMMUNITY FOREST BONDING GRANT PROGRAM (CFBG)
PARTIAL PAYMENT FORM**

*OK to partial pay
\$23,924.50
J Teegarden
11-10-14*

FOR DNR USE ONLY						
Occurrence Date	Receive Date	Processed Date	FY	Vendor Number	Amount	Contract #
11-5-14					\$23,924.50	44187
PO #	Fund	FinDept	Appropriation		Activity	Invoice #
3-16372						

Invoice date: 11-10-14

Instructions:

1. Complete and sign Partial Payment Form
2. Attach copies of invoices, proof of purchases, contractor payments and other documentation as requested. File originals.
3. Mail Partial Payment Form to: Jennifer Teegarden, DNR Forestry, 500 Lafayette Rd., St. Paul, MN 55155-4044

1. Organization: City of Falcon Heights GRANT NUMBER: 44187
 Project Title: Falcon Heights EAB Program Contact Name: Bart Fischer
 Contact Phone: 651-792-7611 Contact email: bart.fischer@falconheights.org

2. Payment Information - Make grant payment payable to:

Name City of Falcon Heights Account number: Check Preferred
 Address: 2077 Larpenteur Ave W. City: Falcon Heights Zip: 55113

3. Final Budget Summary

Type of Funds	\$ Amount
Tree planting grant funds	\$23,750.00
EAB ash tree* removal grant funds	\$71,250.00
Total grant funds awarded	\$95,000.00
Project costs to date	\$23,924.50
Total amount of any previous partial payments	\$21,620.85
Partial Payment Request (up to 90 percent of awarded grant)	\$23,924.50


*An EAB-infested ash tree is defined as any ash tree within 1-mile of a Minn. Dept. of Agriculture declared emerald ash borer infestation

*total paid as of
11-10-14 =
\$45,545.35*

4. Invoice Summary

Invoice Number	Invoice Date	Vendor Name	Description	Amount
3316962	6/20/14	St. Croix Sav a Tree	EAB removal & stump grinding	\$8,739.50
IGTP 87671	8/29/14	Instant Green	EAB Tree Planting	\$12,640.00
8013	10/27/14	Branch & Bough Trees Service	City contracted Forestry Consultant-EAB Consulting	\$2,545.00
Total				\$23,924.50

I certify this information is valid and factual as described in this report and that all costs are eligible under the DNR Community Forestry Bonding Grant Guidelines:



 Signature of authorized community/organization official

City Administrator

 Title

11/5/14

 Date



(715) 749-3730 (WI)
 (651) 777-2509 (MN)
 (715) 749-3731 (FAX)

Invoice

DATE	INVOICE NO.
8/29/2014	IGTP 87671

943 ~ 120TH STREET
 ROBERTS, WI 54023

CITY OF FALCON HEIGHTS
 2077 W LARPENTEUR
 FALCON HEIGHTS, MN 55113-5594

P.O. NO.	PAYMENT DUE ON OR BEFORE	REP
	9/13/2014	DM

DESCRIPTION	AMOUNT
PLANTED (1) 2 1/2 - 3" AUTUMN BLAZE MAPLE AT 1771 AUSBURY - HOMEOWNER TO PAY EXTRA-	430.00
PLANTED (5) 2 - 2 1/2" HACKBERRY AT \$330/EACH	1,650.00
PLANTED (9) 2 - 2 1/2" PRINCETON ELMS AT \$330/EACH	2,970.00
PLANTED (6) 2 - 2 1/2" HONEYLOCUST AT \$330/EACH	1,980.00
PLANTED (2) 2 - 2 1/2" SIENNA GLEN MAPLE AT \$330/EACH	660.00
PLANTED (6) 2 - 2 1/2" TRIUMPH ELMS AT \$330/EACH	1,980.00
PLANTED (4) 2 - 2 1/2" DISCOVERY ELMS AT \$330/EACH	1,320.00
PLANTED (1) 2 - 2 1/2" NORTHERN PIN OAK AT \$330/EACH	330.00
PLANTED (3) 2 - 2 1/2" KENTUCKY COFFEE AT \$330/EACH	990.00
PLANTED (1) 2 - 2 1/2" SWAMP WHITE OAK AT \$330/EACH	330.00
	0.00

EAB

BOT

TOTAL \$12,640.00

Thank you for your business! Payment forms accepted include Check, Visa, MasterCard, Discover or American Express.

Please indicate the invoice number on your payment; you may keep the invoice for your records. A service charge of 1.5% per month (18% APR) will be assessed on any unpaid balance remaining after the due date.



For service at:
**City Of Falcon Heights, City Of
 Falcon Heights**
 2077 W Larpenteur
 Service name:
General Tree Care - III
 Account Key: **1021680**
 Invoice: **3316962** **6/20/2014**

mail to:
 City Of Falcon Heights

2077 W Larpenteur
 Falcon Heights, MN 55113

THANK YOU for entrusting us with the care of your living heirlooms. For your peace of mind, we remind you that all of our work is accompanied by our Unconditional Guarantee. Please do not hesitate to call with any questions or concerns.

General Tree Care - III
 Description of Work Performed:
 GENERAL TREE WORK --
 Ash removal and stump grinding

Service Amt	\$8,739.50
Tax	\$0.00
Service Total	\$8,739.50
Payments/Credits	\$2,834.19
Please Remit	\$5,905.31



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
 Expiration Date: _____
 Signature: _____
- Check - payable to SavATree
 Send in enclosed envelope with "Remittance Section"
 Mail to: SavATree 550 Bedford Rd. Bedford Hills NY 10507-1605
 Fax: (914) 242-4560



E-Options:

- You can pay online at www.savatree.com/pay
- You can sign up to receive future invoices via email at www.savatree.com/savepaper
 Account Key: 1021680 ROB
Amount Due: \$5,905.31
- Please have my arborist contact me.
- I would like information on green choices for tree, shrub and lawn care.

Handwritten initials: ASR, EA M



**Branch and Bough Tree Service and Landscape Care
Moongate Garden Design, LLC**

589 Ohio Street
Saint Paul, MN 55107
651.222.4538
andy@branchandbough.com
www.branchandbough.com

Invoice

Date	Invoice #
10/27/2014	8013
Terms	
Net 15	

Bill To
City of Falcon Heights 2077 West Larpenteur Falcon Heights, MN 55113



Quantity	Work Performed	Description	Amount
1	EAB Consulting	Jan. 2014 - Oct. 2014 EAB Consulting and follow up (Office work: updating spreadsheets; creating maps; emailing; phone calls).	975.00
1	EAB Consulting	Jan. 2014 - Oct. 2014 EAB Consulting and follow up (Field work: measuring and tagging trees for removal, staking new tree locations, review and assess tree planing).	1,350.00
1	EAB Consulting	Jan. 2014 - Oct. 2014 EAB Consulting and follow up (Meetings).	150.00
1	EAB Consulting	Jan. 2014 - Oct. 2014 EAB related Mileage 125 @ .56	70.00

Subtotal		\$2,545.00
Sales Tax (7.125%)		\$0.00
Payments/Credits		\$0.00
Balance Due		\$2,545.00

[Handwritten signature]

FUND : 205-EMERALD ASH BORER GRANT

PERIOD TO USE: Jan-2014 THRU Dec-2014

DEPT :

ACCOUNTS: 4205-60100-000 THRU 4205-92000-000

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

FUND: 205-EMERALD ASH BORER GRANT

205 EMERALD ASH BORE GRANT

4205-60100-000 SALARY BEGINNING BALANCE 0.00

4205-64012-000 FICA EXPENSES BEGINNING BALANCE 0.00

4205-70500-000 POSTAGE BEGINNING BALANCE 0.00

4205-80310-000 AUDIT BEGINNING BALANCE 0.00

6/18/14 6/19 B04571 JE 4449 03363 DISTRIBUTE AUDIT FEES JE# 004449 640.00 640.00
===== JUNE ACTIVITY DB: 640.00 CR: 0.00 640.00
===== ACCOUNT TOTAL DB: 640.00 CR: 0.00

4205-80330-000 FORESTRY CONSULTING BEGINNING BALANCE 0.00

4205-85000-000 TREE REMOVALS BEGINNING BALANCE 0.00

6/12/14 6/12 A29870 CHK: 082798 01048 TREE REMOVALS 06449 201406124779 8,739.50 8,739.50
===== JUNE ACTIVITY DB: 8,739.50 CR: 0.00 8,739.50
===== ACCOUNT TOTAL DB: 8,739.50 CR: 0.00

4205-85100-000 STUMP GRINDING BEGINNING BALANCE 0.00

4205-86000-000 TREE REPLANTING BEGINNING BALANCE 0.00

9/12/14 9/16 A30653 CHK: 083186 01090 TREE REPLANTING 05265 IGTP 87671 12,640.00 12,640.00
===== SEPTEMBER ACTIVITY DB: 12,640.00 CR: 0.00 12,640.00
===== ACCOUNT TOTAL DB: 12,640.00 CR: 0.00

plus: 205-4205-80330 Forestry Consulting \$ 2,545.00

Need to verify if an expense is eligible and amount city paid to vendor (unclear) in invoice) OK

OK to partial pay \$30,129.75 J Teegarden 5-13-15

**2012-2014 MINNESOTA DNR
COMMUNITY FOREST BONDING GRANT PROGRAM (CFBG)
PARTIAL PAYMENT FORM**

FOR DNR USE ONLY						
Occurrence Date	Receive Date	Processed Date	FY	Vendor Number	Amount	Contract #
5-11-15					\$30,129.75	
PO #	Fund	FinDept	Appropriation		Activity	Invoice #
3-16372						

invoice date: 5-12-15

Instructions:

1. Complete and sign Partial Payment Form
2. Attach copies of invoices, proof of purchases, contractor payments and other documentation as requested. File originals.
3. Mail Partial Payment Form to: Jennifer Teegarden, DNR Forestry, 500 Lafayette Rd., St. Paul, MN 55155-4044

1. Organization: City of Falcon Heights GRANT NUMBER: 44187
 Project Title: Falcon Heights EAB Program Contact Name: Sack Thongvanh
 Contact Phone: 651-792-7611 Contact email: sack.thongvanh@falconheights.org

2. Payment Information - Make grant payment payable to:

Name City of Falcon Heights Account number: Check Preferred
 Address: 2077 Larpenteur Ave W. City: Falcon Heights Zip: 55113

3. Final Budget Summary

Type of Funds:	\$ Amount
Tree planting grant funds	
EAB ash tree* removal grant funds	
Total grant funds awarded	\$150,000.00
Project costs to date	\$30,129.75
Total amount of any previous partial payments	\$45,545.35
Partial Payment Request (up to 90 percent of awarded grant)	\$30,129.75

*An EAB-infested ash tree is defined as any ash tree within 1-mile of a Minn. Dept. of Agriculture declared emerald ash borer infestation

total partial reimbursement \$ 75,1675.00 as of 5-11-15 55 of 117

4. Invoice Summary

Invoice Number	Invoice Date	Vendor Name	Description	Amount
3585616	2/20/15	St. Croix SAVA TREE	Remove 131 trees (attached list provided)	\$21,129.75
3585617	2/24/15	St. Croix SAVA TREE	Stump Grinding-per llist provided 2/03/15 (\$2,000 withheld for completion)	\$7,000.00
3596734	3/25/05	St. Croix SAVA TREE	Stump Grinding llisted provided 2/03/15 (the remaining \$2,000 from invoice # 3585617)	\$2,000.00
Total				\$30,129.75

I certify this information is valid and factual as described in this report and that all costs are eligible under the DNR Community Forestry Bonding Grant Guidelines:


 Signature of authorized community/organization official

City Administrator
 Title

5/11/15
 Date



For service at:
**City Of Falcon Heights, City Of
Falcon Heights
2077 W Larpenteur**
Service name:
Commercial Tree Maintenance 3
Account Key: **1021680**
Invoice: **3585616 2/20/2015**

mail to:
City Of Falcon Heights

2077 W Larpenteur
Falcon Heights, MN 55113

Commercial Tree Maintenance 3
Description of Work Performed:
Remove (131) trees per list provided 2-3-15

Joe
EAS
(130)

Service Amt \$21,129.75
Tax \$0.00
Service Total \$21,129.75
Payments/Credits \$0.00
Please Remit **\$21,129.75**

OK



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
Expiration Date: _____
Signature: _____
- Check - payable to SavATree
Send in enclosed envelope with "Remittance Section"
Mail to: SavATree 550 Bedford Rd, Bedford Hills NY 10507-1605
Fax: (914) 242-4560



E-Options:

- You can pay online at www.savatree.com/pay
- You can sign up to receive future invoices via email at www.savatree.com/savepaper
Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$21,129.75
- Please have my arborist contact me.
- I would like information on green choices for tree, shrub and lawn care.

Address	Street	Year	DBH
1800 Albert	Albert	2015	17
1864 Albert	Albert	2015	10
1802 Arona	Arona	2015	14
1725 Asbury	Asbury	2015	20
1758 Asbury	Asbury	2015	25
1761 Asbury	Asbury	2015	23
1770 Asbury	Asbury	2015	29
1790 Asbury	Asbury	2015	25
1801 Asbury	Asbury	2015	20
1808 Asbury	Asbury	2015	13
1809 Asbury	Asbury	2015	26
1816 Asbury	Asbury	2015	19
1831 Asbury	Asbury	2015	16
1856 Asbury	Asbury	2015	21
1872 Asbury	Asbury	2015	27
1876 Asbury	Asbury	2015	20
1877 Asbury	Asbury	2015	24
1340 California	California	2015	15
1348 California	California	2015	19
1452 California	California	2015	11
1457 California	California	2015	16
1463 California	California	2015	17
1497 California	California	2015	30
2252 Folwell	Folwell	2015	7
1776 Fry	Fry	2015	32 has HAM radio wire in it
2008 Garden	Garden	2015	16
1706 Holton	Holton	2015	7
1741 Holton	Holton	2015	13
1765 Holton	Holton	2015	8
1771 Holton	Holton	2015	12
1810 Holton	Holton	2015	16
1835 Holton	Holton	2015	25
1840 Holton	Holton	2015	21
1840 Holton	Holton	2015	11
1865 Holton	Holton	2015	11
1523 Hoyt	Hoyt	2015	30
1375 Idaho	Idaho	2015	13
1403 Idaho	Idaho	2015	14
1457 Idaho	Idaho	2015	21
1463 Idaho	Idaho	2015	15
1485 Idaho	Idaho	2015	30
1551 Idaho	Idaho	2015	30
1355 Iowa	Iowa	2015	16
1358 Iowa	Iowa	2015	20
1365 Iowa	Iowa	2015	11
1366 Iowa	Iowa	2015	16
1375 Iowa	Iowa	2015	23
1376 Iowa	Iowa	2015	15
1387 Iowa	Iowa	2015	8
1390 Iowa	Iowa	2015	24
1391 Iowa	Iowa	2015	19



For service at:
**City Of Falcon Heights, City Of
Falcon Heights**
2077 W Larpenteur
Service name:
Stump Grinding
Account Key: **1021680**
Invoice: **3585617 2/24/2015**

mail to:
City Of Falcon Heights

2077 W Larpenteur
Falcon Heights, MN 55113

THANK YOU for entrusting us with the care of your living heirlooms. For your peace of mind, we remind you that all of our work is accompanied by our Unconditional Guarantee. Please do not hesitate to call with any questions or concerns.

Stump Grinding

Description of Work Performed:

Chip stumps per list provided 02/03/15.

-\$2,000 withheld from billing to be invoiced upon completion in spring.

Job

EAB
(BOP)

*What did the
city pay?
\$7,000 or \$5000?*

Service Amt	\$7,000.00
Tax	\$0.00
Service Total	\$7,000.00
Payments/Credits	\$0.00
Please Remit	\$7,000.00



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
Expiration Date: _____
Signature: _____
- Check - payable to SavATree
Send in enclosed envelope with "Remittance Section"
Mail to: SavATree 550 Bedford Rd, Bedford Hills NY 10507-1605
Fax: (914) 242-4560

E-Options:

- You can pay online at www.savatree.com/pay
 - You can sign up to receive future invoices via email at www.savatree.com/savepaper
- Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$7,000.00
- Please have my arborist contact me.
 - I would like information on green choices for tree, shrub and lawn care.



For service at:
**City Of Falcon Heights, City Of
 Falcon Heights**
 2077 W Larpenteur
 Service name:
Landscaping Without Materials
 Account Key: **1021680**
 Invoice: **3596734 3/25/2015**

mail to:
 City Of Falcon Heights

 2077 W Larpenteur
 Falcon Heights, MN 55113

THANK YOU for entrusting us with the care of your living heirlooms. For your peace of mind, we remind you that all of our work is accompanied by our Unconditional Guarantee. Please do not hesitate to call with any questions or concerns.

Landscaping Without Materials
 Description of Work Performed:
 Fill and seed stumps per list provided 02/03/15.

*EAB
 P.T. 5.11.15*

Service Amt	\$2,000.00
Tax	\$0.00
Service Total	\$2,000.00
Payments/Credits	\$0.00
Please Remit	\$2,000.00



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
 Expiration Date: _____
 Signature: _____
- Check - payable to SavATree
 Send in enclosed envelope with "Remittance Section"
 Mail to: SavATree 550 Bedford Rd, Bedford Hills NY 10507-1605
 Fax: (914) 242-4560



E-Options:

- You can pay online at www.savatree.com/pay
 - You can sign up to receive future invoices via email at www.savatree.com/savepaper
- Account Key: 1021680 ROB Billing Key: 920536
Amount Due: \$2,000.00
- Please have my arborist contact me.
 - I would like information on green choices for tree, shrub and lawn care.



For service at:
**City Of Falcon Heights, City Of
 Falcon Heights**
 2077 W Larpenteur
 Service name:
Landscaping Without Materials
 Account Key: **1021680**
 Invoice: **3596734 3/25/2015**

mail to:
 City Of Falcon Heights

2077 W Larpenteur
 Falcon Heights, MN 55113

THANK YOU for entrusting us with the care of your living heirlooms. For your peace of mind, we remind you that all of our work is accompanied by our Unconditional Guarantee. Please do not hesitate to call with any questions or concerns.

Landscaping Without Materials

Description of Work Performed:

Stump Removal balance from INV# 3585617

(EPS)
 S.T. 5.12.15

Service Amt	\$2,000.00
Tax	\$0.00
Service Total	\$2,000.00
Payments/Credits	\$0.00
Please Remit	\$2,000.00



Remittance Section payable upon receipt

Payment Options:

- Pay online at www.savatree.com/pay
- Charge Card #: _____
- Expiration Date: _____
- Signature: _____
- Check - payable to SavATree
 Send in enclosed envelope with "Remittance Section"
 Mail to: SavATree 550 Bedford Rd. Bedford Hills NY 10507-1605
 Fax: (914) 242-4560



E-Options:

- You can pay online at www.savatree.com/pay
- You can sign up to receive future invoices via email at www.savatree.com/savepaper

Account Key: 1021680 ROB Billing Key: 920536

Amount Due: \$2,000.00

- Please have my arborist contact me
- I would like information on green choices for tree, shrub and lawn care

1394	Iowa	2015	18
1395	Iowa	2015	14
1395	Iowa	2015	15
1402	Iowa	2015	28
1403	Iowa	2015	21
1407	Iowa	2015	17
1412	Iowa	2015	25
1423	Iowa	2015	21
1418	Iowa	2015	16
1430	Iowa	2015	18
1433	Iowa	2015	11
1442	Iowa	2015	17
1443	Iowa	2015	23
1453	Iowa	2015	19
1456	Iowa	2015	20
1457	Iowa	2015	17
1463	Iowa	2015	23 power drop to street light on Pasc
1463	Iowa	2015	26 power drop to street light on Pasc
1468	Iowa	2015	13
1471	Iowa	2015	24
1472	Iowa	2015	8
1477	Iowa	2015	10
1480	Iowa	2015	20
1481	Iowa	2015	10
1489	Iowa	2015	17
1494	Iowa	2015	19
1497	Iowa	2015	18
1498	Iowa	2015	18
1503	Iowa	2015	8
1512	Iowa	2015	12
1513	Iowa	2015	18
1524	Iowa	2015	15
1525	Iowa	2015	15
1540	Iowa	2015	14
1540	Iowa	2015	20
1488 Iowa x 2	Iowa	2015	3
1488 Iowa x 2	Iowa	2015	10
1365 Larpenteur	Larpenteur	2015	6
1371 Larpenteur	Larpenteur	2015	6
1371 Larpenteur	Larpenteur	2015	5
1375 Larpenteur	Larpenteur	2015	7
1375 Larpenteur	Larpenteur	2015	6
1381 Larpenteur	Larpenteur	2015	7
1389 Larpenteur	Larpenteur	2015	8
1407 Larpenteur	Larpenteur	2015	6
1441 Larpenteur	Larpenteur	2015	6
1445 Larpenteur	Larpenteur	2015	6 has tag 265 treated?
1463 Larpenteur	Larpenteur	2015	18
1469 Larpenteur	Larpenteur	2015	7
1475 Larpenteur	Larpenteur	2015	8
1483 Larpenteur	Larpenteur	2015	8
1483 Larpenteur	Larpenteur	2015	9

1491 Larpenteur	Larpenteur	2015	6
1495 Larpenteur	Larpenteur	2015	5
1499 Larpenteur	Larpenteur	2015	6
1845 Larpenteur	Larpenteur	2015	8
1871 Larpenteur	Larpenteur	2015	6
1875 Larpenteur	Larpenteur	2015	6
1875 Larpenteur	Larpenteur	2015	8
1879 Larpenteur	Larpenteur	2015	8
1899 Larpenteur	Larpenteur	2015	5
1907 Larpenteur	Larpenteur	2015	2
1907 Larpenteur	Larpenteur	2015	9
1957 Larpenteur	Larpenteur	2015	5
1957 Larpenteur	Larpenteur	2015	7
2025 Larpenteur	Larpenteur	2015	4
2025 Larpenteur	Larpenteur	2015	5
2025 Larpenteur	Larpenteur	2015	9
2025 Larpenteur	Larpenteur	2015	9
1433 Larpenteur	Larpenteur	2015	5
1433 Larpenteur	Larpenteur	2015	5
1411 Larpenteur	Larpenteur	2015	6
1411 Larpenteur	Larpenteur	2015	7
1865 Larpenteur	Larpenteur	2015	4
1569 Northrup	Northrup	2015	11
1776 Pascal	Pascal	2015	15
1797 Prior	Prior	2015	16
1829 Prior	Prior	2015	13
1837 Prior	Prior	2015	12
1436 Roselawn	Roselawn	2015	12
1707 Tatum	Tatum	2015	24
			1913

City of Falcon Heights

Emerald Ash Borer

Preparedness/Management Plan



Adopted by Resolution, August 22nd, 2018

Purpose:

The City of Falcon Heights has deemed appropriate to take a proactive approach regarding the treatment/management of Emerald Ash Borer (EAB). By implementing the provisions in this plan, the city will attempt to avoid the spread of additional disease throughout the City of Falcon Heights and neighboring communities. The City of Falcon Heights has determined there is value to maintaining a healthy tree stock throughout the city. The loss of tree-stock including Ash trees would have a devastating effect on Falcon Heights and its residents including negative effects on home values, quality of life and the environment.

Introduction:

Emerald Ash Borer (EAB) is an introduced pest that is currently killing all species of Ash trees {Fraxinus sp) the United States and Canada. Since its discovery in Detroit, Michigan in 2002, the insect has spread killing all the ash trees in its path. The City of Falcon Heights should prepare and manage for the arrival of EAB on three fronts - public property (i.e. parks), street or boulevard trees, trees on private property.

As the insect was discovered at the University of Minnesota St. Paul campus (within the boundaries of Falcon Heights, MN) in 2009, it was determined appropriate to inspect Ash trees within the City of Falcon Heights. The current evidence from Michigan and Ohio show that once EAB becomes established - it takes about five to ten years to infest and kill the majority of the ash trees in a city.

Frequently Aske Questions (FAQ's):

Which trees are at risk from EAB?

Emerald Ash Borer only attack Ash trees. In Minnesota, there are three common varieties of Ash tree – black ash, white ash, and green ash. All three are susceptible to EAB infestation.

What are signs of an EAB infestation?

Potential signs of EAB damage include die-back of leaves in the upper one-third of the ash tree's branches, small "shoots" along the lower trunk, and heavy woodpecker activity. More specific EAB-related signs would include D-shaped exit holes in the bark and S-shaped tunnels under the bark.

Who should residents call if they think a tree may be infested with EAB?

Contact City Hall directly at 651.792.7600 and your concern will be directed to appropriate personnel.

Administration:

The City of Falcon Heights determined it was appropriate to remove and replace Ash trees throughout the city in public spaces including right-of-ways and city parks. Starting in 2010, the City of Falcon Heights received grant funding to better understand the concerns related to EAB. The initial program lasted through the summer of 2011. In 2013, the City was again awarded grant funding from the Minnesota Department of Natural Resources (MN-DNR) to conduct removal and replacement of over 200 trees within public spaces. The city completed this process in 2016. Any remaining Ash trees on public property will be monitored by the City Forester and if deemed infested, they will be ordered for removal. During the removal and replacement process, residents were given the option to treat 'high quality' Ash trees, these agreements will be monitored by the City Forester or the City Administrator's designee. 'Volunteer' Ash that may grow on public property will be assessed by the City Forester in an ongoing manner.

Trees that were included and continue to be maintained by the City of Falcon Heights include:

- Park Trees:
 - Community Park (2050 Roselawn Ave)
 - Curtiss Field (1551 Iowa Ave)
 - University Grove Park (1660 Coffman Ave)
- City Hall (2077 Larpenteur Ave W)
- Trees within the city right-of-way

Going forward, the city will **not** include Ash trees when restocking in any public spaces and further discourage residents to plant Ash trees as the infestation remains a concern in neighboring communities.

Continued Operations:

At the August 22nd, 2018 City Council meeting, the city of Falcon Heights passed an EAB Preparedness/Management Plan by resolution highlighting the importance of EAB considerations within the city. Further, on August 22nd, 2018 the city updated City Code, specifically "ARTICLE II. - PLANTING, MAINTENANCE AND REMOVAL", to reflect the importance of tree care when it comes to infestations of any kind.

- **Communication:**

Trees on private property were not a part of the removal and replacement program. However, as a part of the same effort (starting in 2010), the city communicated the concerns related to EAB and the process that would be taken to mitigate those concerns on public property. Through public meetings, open-houses, city-wide emails, social media, the city's website, and mailings via USPS, the entire process was shared with residents of Falcon Heights. The operation of promoting communication regarding EAB (and other tree related infestations) will remain an ongoing priority for the City of Falcon Heights.

- **Forester:**

Under direction of the City Administrator and the Public Works Director, the City Forester will continue assess any remaining Ash trees in public spaces as required. While some residents have elected to treat existing Ash trees within their right-of-way, the forester will continue to assess their health and if appropriate will require removal of any Ash trees deemed too unhealthy to survive. Further, while neither the city nor its Forester has jurisdictional authority over any Ash trees on private party, the Forester will inspect any Ash tree upon request to help promote the overall health of the city's tree stock.

ARTICLE II. - PLANTING, MAINTENANCE AND REMOVAL

- **Sec. 54-34. - Purpose.**

(a)

Purpose. It is the purpose of this article to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants within the city.

(b)

~~*Dutch elm disease and similar pest programs.* It is the intention of the council to conduct a shade tree program pursuant to the authority granted by Minn. Stats. § 18G.16.~~

~~(Code 1993, § 8-4.01)~~

Plant Protection. It is the intent of the council to conduct a plant protection and export program pursuant to the authority granted by Minn. Stats. 18G.

(c) *The provisions of this section are adopted as an effort to control and prevent the spread of shade tree pests and to maintain a healthy urban forest, in addition to and in accordance with Minn. Stat. §§ 89.001, 89.01 and 89.51-.64.*

- **Sec. 54-35. - Applicability.**

This Code provides full power and authority over all trees, plants and shrubs located within street rights-of-way, parks and public places within the city; and to trees, plants and shrubs located on private property that constitute a hazard as described herein.

(Code 1993, § 8-4.02)

- **Sec. 54-36. - City forester.**

The City Forester shall be under the direction of the City Administrator at all times; the authority and duties of the city forester are as follows:

(1)

The forester shall have jurisdiction and supervision over all trees, shrubs, and other plants growing within the city.

(2)

The forester may order the trimming, treatment or removal of any trees or plants on public or private property that constitute a nuisance or hazard, or whenever necessary to prevent the spread of disease or harmful insects.

(3)

The forester shall act as the city tree inspector and shall coordinate all activities between the state department of agriculture and the council.

(Code 1993, § 8-4.03)

- **Sec. 54-37. - Regulations for public property.**

(a)

Planting.

(1)

No trees, shrubs or herbaceous plant materials, including annual or perennial flowers, may be planted in a public right-of-way except by authorized city personnel.

(2)

No tree shall be planted on a public right-of-way, except to replace a tree that has been removed or that has been identified as a new location for a tree by the city forester.

(3)

The forester shall determine the specific location of any tree to be planted on a public right-of-way.

(4)

Any tree to be planted on a public right-of-way must be of cultivated nursery stock, and must be at least 1½ inches in diameter, measured at a point two feet above the ground.

(5)

Any tree to be planted on a public right-of-way must be planted in soil adequate to insure growth, in accordance with standards set by the forester.

(b)

Maintenance of trees.

(1)

Public trees will be trimmed according to a schedule established by the forester and approved by the city council.

(2)

Only persons authorized by the forester may trim boulevard trees.

(3)

The forester may chemically vaccinate boulevard trees against disease whenever necessary.

(c)

Removal of trees.

(1)

The forester has sole authority to order removal of any tree on a public right-of-way.

(2)

Trees will be removed by city staff or contracted firms.

(d)

Miscellaneous. No person shall:

(1)

Damage, cut, trim, carve, kill or injure any tree or plant on public property;

(2)

Attach any rope, wire or other contrivance to any tree or plant on public property unless authorized by the forester;

(3)

In any way injure or impair the natural beauty or usefulness of any area of public property; nor

(4)

Cause or permit any wire charged with electricity or any harmful gaseous, liquid or solid substances to come into contact with any tree or plant on public property.

(Code 1993, § 8-4.04; Ord. No. 0-95-03, § 1, 1-25-1995)

- **Sec. 54-38. - Regulations for private property.**

Persons responsible for growing any trees, shrubs or other plants on private property must comply with the following regulations:

(1)

Planting.

a.

It is unlawful to plant any of the following trees:

1. Box elder, *Acer negundo*;
2. Silver maple, *Acer saccharinum*;
3. Female ginkgo, *Ginkgo biloba*;
4. Eastern cottonwood, *Populus deltoides*;
5. Lombardy poplar, *Populus nigra italica*; or
6. Chinese elm, *Ulmus pumila*.

b.

It is unlawful to plant any tree within five feet of a property lot line abutting a right-of-way of a public street.

(2)

Hazards.

a.

Property owners shall prune trees so they will not obstruct pedestrian sidewalk traffic, nor obstruct the view of any traffic sign, street, alley, or intersection. Overhanging portions of trees must be pruned to maintain a minimum clearance of eight feet over all sidewalks, and 16 feet over all streets.

b.

Property owners shall remove or trim any trees, plants or shrubs determined by city staff to be a public hazard.

c.

Property owners shall treat or remove any diseased or pest-ridden tree or plant determined by the forester to be a hazard to other trees or plants in the city.

(3)

Nuisances declared. The following are considered public nuisances whenever they may be found within the city:

a.

Any tree infected with the Dutch elm disease fungus (*Ophostoma ulmi*, formerly *Ceratocystis ulmi*), or which harbors any of the elm bark beetles (*scolytus*)

multistratus or hylurgopinus rufipes), or any other pest capable of producing an epidemic; and

b.

Any dead elm tree or part, including logs, branches, stumps, firewood or other material that contains elm bark.

(4)

Unlawful—storage, transporting and disposing of elm wood. It is unlawful for any person other than licensed tree services to transport, store or dispose of any bark-bearing elm wood between April 15 and September 1 of each year.

(5)

Inspection and investigation of nuisances.

a.

The forester shall inspect all premises as often as practicable, to determine whether any declared public nuisance exists. The forester shall investigate all reported incidents of infection.

b.

The forester or duly authorized agents may enter private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this section, as provided in chapter 15.05 of Department of Agriculture Regulations.

(6)

Abatement of hazards and nuisances on private property.

a.

Order procedure. If the forester determines that trimming or removal of a tree or plant on private property is necessary to abate a public hazard or nuisance, the city shall serve a written order upon the responsible property owner or occupant to correct the condition.

b.

Dutch elm disease. If Dutch elm disease is found in trees or wood on private property, the forester shall notify the responsible property owner, and immediately file a written report with the clerk.

c.

Abatement of disease. The forester shall order the removal of any infected tree or wood constituting a nuisance as described in subsection (3) of this section. Removal and abatement shall be in accordance with the technical opinion of the forester or the commissioner of agriculture. **Trees impacted by a shade tree pest shall be removed or effectively treated so as to destroy and prevent as fully possible the spread of the shade tree pest.**

d.

Time limit. The order or notification shall set a time limit for compliance, depending on the urgency of the hazard or nuisance.

e.

Authority to abate. If, after notification, the responsible person fails to correct the condition within the time prescribed, the forester, administrator or city clerk may order city staff or a contracted firm to abate the hazardous or nuisance condition.

f.

Cost of abatement. The responsible person shall be billed for the full cost of the abatement plus any additional administrative costs. If the bill is unpaid, the cost

shall be certified to the county auditor as a special assessment against the property.

(Code 1993, § 8-4.05)

- **Sec. 54-39. - Care and maintenance of boulevards and adjacent property.**

Owners of property abutting the right-of-way of a public street shall properly maintain the grass on the property and on the public right-of-way to the curbline or traveled portion of the street. Proper maintenance shall include sodding, planting, mowing or weed abatement whenever necessary.

(Code 1993, § 8-4.06)

- **Sec. 54-40. - Interference prohibited.**

It is unlawful for any person to prevent, delay, or interfere with the forester or duly authorized agents while in the performance of official duties.

(Code 1993, § 8-4.07)

- **Sec. 54-41. – Declared Shade Tree Pests, Control Measures, and Control Areas.**

Declaration of a shade tree pest. The Council may by ordinance declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community tree, as defined by Minn. Stat. 89.001, to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action.

(1)

Oak wilt disease is a shade tree pest and is defined as any living or dead tree, log, firewood, limb, branch, stump, or other portion of a tree from any species of the genus *Quercus* existing within the control area defined that has bark attached and that exceeds three (3) inches in diameter or ten (10) inches in circumference and contains to any degree any spore or reproductive structures of the fungus *Ceratocystis fagacearum*.

- a. **Control Measures**

Installation of a root graft barrier. A root graft barrier can be ordered installed to prevent the underground spread of oak wilt disease. The city will mark the location of the root graft barrier. The barrier disrupts transmission of the fungus within the shared vascular systems of root drafted trees. The barrier is created by excavating or vibratory plowing a line at least forty two (42) inches deep between any oak tree infected with oak wilt disease and each nearby and apparently healthy oak tree within fifty (50) feet of the infected tree.

b. Removal and disposal of trees.

1. On Property zoned for residential and commercial use.

On property that is zoned residential and commercial the city may mark for removal of trees that have the potential to produce spores of the fungus *Ceratocystis fagacearum*. After, and in no case before, the installation of the root graft barrier and no later than May 1 of the year following infection, all marked trees must be felled. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

If, however, after the city prescribes the location for a root graft barrier, the city determines that installation of the barrier is impossible because of the presence of pavement or obstructions such as a septic system or utility line, the city may mark for removal all oak trees whether living or dead, infected or not and located between an infected tree and marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

2. On all other property.

On all other property, the city may mark for removal all oak trees whether living or dead, infected or not and located between an infected tree and marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

All wood more than three (3) inches in diameter or ten (10) inches in circumference from such felled trees must be disposed of by burying, debarking, chipping or sawing into waste-free lumber, or by splitting into firewood, stacking the firewood, and immediately covering the woodpile with unbroken four (4)-mill or thicker plastic sheeting that is sealed into the ground until October 1 of the calendar year following the calendar year in which the tree was felled, or by burning before May 1 of the year following infection. Wood chips from infected trees may be stockpiled or immediately used in the landscape.

c. Control Area. The control area for oak wilt disease is defined as all lands within the boundaries of the city.

(2)

Emerald Ash Borer

a. Emerald Ash Borer is a shade tree pest and is defined as an insect that attacks and kills ash trees. The adults are small, iridescent green beetles that live outside of trees during the summer months. The larvae are grub – or worm-like and live underneath the bark of ash trees.

b. Control Measures that may be taken to abate emerald ash borer are those state statute.

c. Definition of control area. The control area for emerald ash borer is defined as all lands within the boundaries of the city.

(3)

Dutch elm disease

a. **Dutch elm disease** is a shade tree pest and is defined as a disease of elm trees caused by the fungus *Ophiostoma ulmi* or *Ophiostoma nova-ulmi*, and includes any living dead tree, log, firewood, limb branch, stump, or other portion of a tree from any species of the genus *Ulmus* existing within the control area defined that has bark attached and that exceeds three (3) inches in diameter or ten (10) inches in circumference and could contain bark beetles or any spore or reproductive structures of the fungus *Ophiostoma ulmi* or *Ophiostoma novo-ulmi*.

b. **Control Measures** that may be taken to abate Dutch elm disease are:

1. Use of fungicide. Fungicides may be effective in prevent Dutch elm disease when injected into living trees that do not already show symptoms of Dutch elm disease. Fungicide injections on private lands are optional and, if performed, are at the landowners expense. Treating with fungicide on public lands requires the approval of the City Administrator or their designee.

2. Removal and disposal of trees. Prompt removal of diseased trees or branches reduces breeding sites for elm bark beetles and eliminates the source of Dutch elm disease fungus. Trees that wilt before July 15 must be moved by April 1 of the following year. Diseased trees not promptly removed will be removed by the city at the landowner's expense. Wood may be retained for use as firewood or saw logs if it is debarked or covered from April 15 to October 15 with four (4)-mill plastic. The edges of the cover must be buried and sealed to the ground.

c. **Control Area.** The control area for oak wilt disease is defined as all lands within the boundaries of the city.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 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: 9/20/18 \$74,949.97 Payroll through: 9/15/18 \$19,413.06
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	· General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

BLANK PAGE

PACKET: 01836 PAYABLES SEP 11TH
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

01-00001	CAMPBELL	KNUTSON				
I-201809116862		CAMPBELL KNUTSON	713.69			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: Y		
		AUG GENERAL LEGALS		101 4114-80200-000	LEGAL FEES	713.69
		=== VENDOR TOTALS ===	713.69			

01-04570	JOSEPH,	KATRINA E.				
I-201809116861		JOSEPH, KATRINA E.	2,500.00			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: Y		
		AUG PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			

01-05440	LOFFLER	COMPANIES, INC				
I-2797963		LOFFLER COMPANIES, INC	45.84			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: N		
		AUG COPIER CHARGES		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	45.84
		=== VENDOR TOTALS ===	45.84			

01-06024	ON SITE	SANITATION				
I-640478		ON SITE SANITATION	131.42			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: N		
		SPECIAL EVENT FOR CURTISS PARK		601 4601-85080-000	PORTABLE TOILET PARKS	131.42
		=== VENDOR TOTALS ===	131.42			

01-06185	RAMSEY	COUNTY				
I-PRRRV000960		RAMSEY COUNTY	4,475.00			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: N		
		3RD QUARTER ELECTION CONTRACT		101 4115-80300-000	ELECTION CONTRACT	4,475.00
I-RISK001944		RAMSEY COUNTY	1,005.27			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: N		
		INSURANCE/HR ADMIN FEE		101 4112-89000-000	MISCELLANEOUS	1,005.27
		=== VENDOR TOTALS ===	5,480.27			

PACKET: 01836 PAYABLES SEP 11TH
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
=====						
01-00184	RAMSEY COUNTY	- POLICE AND 911				
=====						
I-SHRFL002068		RAMSEY COUNTY - POLICE AND 91	56,025.90			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: N		
		SQUAD CAR		402 4402-91900-000	POLICE SQUAD	56,025.90
		=== VENDOR TOTALS ===	56,025.90			
=====						
01-05870	XCEL ENERGY					
=====						
I-201809116860		XCEL ENERGY	2,213.68			
9/11/2018	APBNK	DUE: 9/11/2018 DISC: 9/11/2018		1099: N		
		CITY HALL ELECT		101 4131-85020-000	ELECTRIC	57.59
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	47.00
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	48.60
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,060.49
		=== VENDOR TOTALS ===	2,213.68			
		=== PACKET TOTALS ===	67,110.80			

PACKET: 01839 PAYABLES SEP 13TH
 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
=====						
01-05729		ALLIED MEDICAL TRAINING				
I-1343		ALLIED MEDICAL TRAINING	80.00			
9/14/2018	APBNK	DUE: 9/14/2018 DISC: 9/14/2018		1099: N		
		CPR TRAINING FOR WILLIAM RAVEN		101 4124-86020-000	TRAINING	80.00
		=== VENDOR TOTALS ===	80.00			
=====						
01-00900		BEISSWENGER'S				
I-79821		BEISSWENGER'S	316.91			
9/14/2018	APBNK	DUE: 9/14/2018 DISC: 9/14/2018		1099: N		
		BLADE, BRUSH BRISTLE		403 4403-91000-000	MACHINERY & EQUIPMENT	316.91
		=== VENDOR TOTALS ===	316.91			
=====						
01-03299		DEREK DEROSIER				
I-201809136865		DEREK DEROSIER	35.00			
9/13/2018	APBNK	DUE: 9/13/2018 DISC: 9/13/2018		1099: N		
		TREE REMOVAL LICENSE FEE REFUN		101 32240-000	OTHER PERMITS	35.00
		=== VENDOR TOTALS ===	35.00			
=====						
01-05263		MID CITY SERVICES- INDUSTRIAL				
I-88987		MID CITY SERVICES- INDUSTRIAL	41.32			
9/13/2018	APBNK	DUE: 9/13/2018 DISC: 9/13/2018		1099: N		
		FLOOR MATS		101 4131-70110-000	SUPPLIES	41.32
		=== VENDOR TOTALS ===	41.32			
=====						
01-0558		MN SECRETARY OF STATE - NOTARY				
I-201809136864		MN SECRETARY OF STATE - NOTAR	120.00			
9/13/2018	APBNK	DUE: 9/13/2018 DISC: 9/13/2018		1099: N		
		AMANDA:NOTARY COMMUN APPT FEE		101 4112-89000-000	MISCELLANEOUS	120.00
		=== VENDOR TOTALS ===	120.00			
=====						
01-06986		PRACTICAL SYSTEMS				
I-201809136866		PRACTICAL SYSTEMS	56.00			
9/13/2018	APBNK	DUE: 9/13/2018 DISC: 9/13/2018		1099: N		
		REFUND MECHANICAL PERMIT		101 32220-000	MECHANICAL PERMITS	55.00
		REFUND MECHANICAL PERMIT SURGE		101 20801-000	DUE TO OTHER GOVERNMENTS	1.00
		=== VENDOR TOTALS ===	56.00			

PACKET: 01839 PAYABLES SEP 13TH
 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
=====						
01-0301	SAMS CLUB MC/SYNCB					
I-201809146867	SAMS CLUB MC/SYNCB		774.40			
9/14/2018	APBNK	DUE: 9/14/2018 DISC: 9/14/2018		1099: N		
		RECYCLING SCRAP		101 4131-87010-000	CITY HALL MAINTENANCE	46.79
		SUPPLIES:TISSUES, WIPES,WASH		101 4131-70110-000	SUPPLIES	139.43
		FOODS FOR ELECTION		101 4115-70100-000	SUPPLIES	266.92
		ICE CREAM SOCIAL		101 4116-89010-000	SPECIAL EVENTS	321.26
		=== VENDOR TOTALS ===	774.40			
=====						
01-06544	TIM SANDVIK					
I-201809146868	TIM SANDVIK		280.00			
9/14/2018	APBNK	DUE: 9/14/2018 DISC: 9/14/2018		1099: N		
		FLEX REIMBURSEMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	210.00
		FLEX REIMBURSEMENT		201 21712-000	MEDICAL FLEX SAVINGS PAY	70.00
		=== VENDOR TOTALS ===	280.00			
=====						
01-06581	TRI-STATE BOBCAT INC					
I-A47791	TRI-STATE BOBCAT INC		98.61			
9/13/2018	APBNK	DUE: 9/13/2018 DISC: 9/13/2018		1099: N		
		HOSE ASM		101 4132-70120-000	SUPPLIES	98.61
		=== VENDOR TOTALS ===	98.61			
=====						
01-05737	VERIZON WIRELESS					
I-9813560398	VERIZON WIRELESS		70.02			
9/13/2018	APBNK	DUE: 9/13/2018 DISC: 9/13/2018		1099: N		
		CAD CELL PHONE		101 4124-85015-000	CELL PHONE	70.02
		=== VENDOR TOTALS ===	70.02			
		=== PACKET TOTALS ===	1,872.26			

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00250		AMERIPRIDE SERVICES				
I-1004251283		AMERIPRIDE SERVICES	55.15			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		TOWEL COLLECTION, LAUNDRY SERVE		101 4124-82011-000	LINEN CLEANING	55.15
		=== VENDOR TOTALS ===	55.15			
=====						
01-03103		CANON FINANCIAL SERVICES				
I-19220697		CANON FINANCIAL SERVICES	122.39			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		COPIER CONTRACT 09/01-09/30		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			
=====						
01-03122		CITY OF ST PAUL				
I-IN00030670		CITY OF ST PAUL	139.68			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		ASPHALT MIX-7A		101 4132-75000-000	BITUMINOUS PATCHING	139.68
		=== VENDOR TOTALS ===	139.68			
=====						
01-04027		EMERGENCY APPARATUS MAINT				
I-101979		EMERGENCY APPARATUS MAINT	196.35			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		735 OIL LEAK REPAIR, WHEEL COV		101 4124-87029-000	REPAIR OTHER EQUIPMENT	196.35
		=== VENDOR TOTALS ===	196.35			
=====						
01-00071		FRA DOR INC				
I-1808340		FRA DOR INC	59.00			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		BLACK DIRT		101 4141-87120-000	FACILITIES & GROUND MAIN	59.00
		=== VENDOR TOTALS ===	59.00			
=====						
01-05290		GOODIN COMPANY				
I-0229403300		GOODIN COMPANY	276.20			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		SUPPLIES:WATER PIPE		602 4602-70200-000	SUPPLIES	276.20
		=== VENDOR TOTALS ===	276.20			

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05582	MENARDS					
I-201809186870		MENARDS	2,835.41			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		COLLAPSIBLE TRAFFIC CONE		101 4124-86020-000	TRAINING	9.99
		BLADES, TABLE ETC		101 4124-70100-000	SUPPLIES	90.79
		WALL CAP, CRESTONE BEVELED		101 4131-87010-000	CITY HALL MAINTENANCE	186.11
		PAVILION:CONCRETE,CASTLEBROOK		403 4403-91000-000	MACHINERY & EQUIPMENT	2,548.52
		=== VENDOR TOTALS ===	2,835.41			
=====						
01-06024	ON SITE SANITATION					
I-201809186871		ON SITE SANITATION	235.00			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		CONSTR RESTRM, SANITIZERS		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
		PORTABLE RESTROOM,SANITIZERS		601 4601-85080-000	PORTABLE TOILET PARKS	160.00
		=== VENDOR TOTALS ===	235.00			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-741884		SENTRY SYSTEMS, INC.	94.50			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		COMMERCIAL MONITORING SERVICES		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-05870	XCEL ENERGY					
I-201809186872		XCEL ENERGY	23.00			
9/18/2018	APBNK	DUE: 9/18/2018 DISC: 9/18/2018		1099: N		
		GAZEBO, SNELLING ELECT		101 4141-85020-000	ELECTRIC/GAS	23.00
		=== VENDOR TOTALS ===	23.00			
		=== PACKET TOTALS ===	4,036.68			

PACKET: 01846 PAYABLES SEP 20
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
T DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-03583		DELL MARKETING L.P.				
I-10257803814		DELL MARKETING L.P.	1,380.23			
9/20/2018	APBNK	DUE: 9/20/2018 DISC: 9/20/2018		1099: N		
		FIRE DEPART: DELL 7490, WD15		401 4401-90100-000	FURNITURE & EQUIPMENT	1,380.23
		=== VENDOR TOTALS ===	1,380.23			
01-05555		MEDICS TRAINING				
I-10282		MEDICS TRAINING	550.00			
9/20/2018	APBNK	DUE: 9/20/2018 DISC: 9/20/2018		1099: N		
		EMT/EMR TRAINING		101 4124-86020-000	TRAINING	550.00
		=== VENDOR TOTALS ===	550.00			
		=== PACKET TOTALS ===	1,930.23			

***** DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING 9/15/2018
DIRECT DEPOSIT EFFECTIVE DATE 9/12/2018

EMP #	NAME	AMOUNT
J 005	SACK THONGVANH	3,198.63
01-1017	TIMOTHY J SANDVIK	2,826.28
01-1020	AMANDA P LOR	1,270.70
01-1136	ROLAND O OLSON	2,484.60
01-0040	KEVIN ANDERSON	149.42
01-0085	DANIEL S JOHNSON-POWERS	165.73
01-0086	RICHARD H HINRICHS	611.97
01-0087	MICHAEL A MCKAY	99.02
01-0095	MICHAEL J POESCHL	568.61
01-0097	PATRICK GAFFNEY	167.01
01-0105	ANTON M FEHRENBACH	442.43
01-0106	SCOTT A TESCH	223.77
01-0124	MICHAEL D KRUSE	138.89
01-0126	BENJAMIN J SMITH	127.05
01-0132	ANDREW K TEMME	85.17
01-0135	MORGAN B MCCANN	172.95
01-0136	SCHLIZ S SAWYERS	151.76
01-0137	DANIEL J WATTENHOFER	109.41
01-0138	GRANT W HEITMAN	242.15
01-0139	WILLIAM M RAVEN	310.82
01-2172	MICHAEL W ARCAND	116.73
01-1030	TIMOTHY J PITTMAN	500.00
01-1033	DAVE TRETSEVEN	1,626.64
01-1143	COLIN B CALLAHAN	1,614.32

TOTAL PRINTED: 24 17,404.06

9-12-2018 8:39 AM PAYROLL CHECK REGISTER PAGE: 1
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 9/12/2018

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
11	JINZE, LI	R	9/12/2018	446.05	087901
1	PITTMAN, TIMOTHY J	R	9/12/2018	1,562.95	087902

9-12-2018 8:39 AM PAYROLL CHECK REGISTER PAGE: 2
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 9/12/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:	2	2,009.00
DIRECT DEPOSIT REGULAR CHECKS:	24	17,404.06
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	26	19,413.06

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Consent F2
Attachment	Resolution & Resignation Letter
Submitted By	Sack Thongvanh, City Administrator

Item	Resignation of Tim Sandvik, Deputy Clerk and Recreation Supervisor
Description	<p>Tim was first hired as the part-time Administrative Coordinator and was promoted to a full-time position as the Deputy Clerk and Recreation Supervisor. It has been an honor and pleasure having Tim be part of the Falcon Heights family for almost five years.</p> <p>Tim has shown dedication to her position and City. Tim has gone above and beyond the call of duty the last year and half which we will missed greatly. We wish him the best on her future endeavors and the next chapter in his career with the City Vadnais Heights as their Assistant City Administrator. It will be a great opportunity for Tim to gain more experience in city management.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 18-26 Accepting the Resignation of Deputy Clerk and Recreation Supervisor · Resignation Letter
Action(s) Requested	Staff would recommend approve of attached resolution to accept the resignation of Tim Sandvik, Deputy Clerk and Recreation Supervisor.

BLANK PAGE

September 7th, 2018

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

Mayor Lindstrom, Council Members, Administrator Thongvanh –

It is with mixed emotions I am officially submitting a letter of resignation from my Deputy Clerk/Recreation Supervisor position with the City of Falcon Heights, MN. My final day of employment will be October 7th, 2018 while my final day in the office will be September 28th, 2018.

Since the start of my employ in 2014, I have been given the opportunity to work through various challenges of which I am grateful. I have found that working in my third city over the past ten-plus years, Falcon Heights is made up of a unique set of residents and outside influences that create a wonderful place to live, work, and play.

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

Best,

A handwritten signature in black ink, appearing to read 'Tim Sandvik', written in a cursive style.

Tim Sandvik

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 26, 2018

No. 18-26

**RESOLUTION ACCEPTING THE RESIGNATION OF TIM SANDVIK FROM THE CITY OF
FALCON HEIGHTS**

WHEREAS, the City hired Tim Sandvik on August 8, 2014 as the Part-Time Administrative Coordinator and then he was promoted to Deputy Clerk & Recreation Supervisor; and

WHEREAS, on September 7th, 2018, Tim Sandvik submitted his letter of resignation with a last day in the office of September 28th, 2018 and a final date of employment on October 7th 2018;

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

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

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Consent F3
Attachment	Resolution & Resignation Letter
Submitted By	Sack Thongvanh, City Administrator

Item	Resignation of Paul Moretto, Community Development Coordinator
Description	<p>Paul was hired as the Community Development Coordinator. It has been an honor and pleasure having Paul be part of the Falcon Heights family for the last three years.</p> <p>Paul has shown dedication to her position and City. Paul has gone above and beyond the call of duty the last year and half which we will missed greatly. We wish him the best on her future endeavors and the next chapter in his career with the City Victoria as their Senior Planner. It will be a great opportunity for Paul to gain more experience in planning and development.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 18-27 Accepting the Resignation of Community Development Coordinator Paul Moretto · Resignation Letter
Action(s) Requested	Staff would recommend approve of attached resolution to accept the resignation of Paul Moretto, Community Development Coordinator.

BLANK PAGE

Paul Moretto
4917 52nd Avenue North | Crystal, MN 55429 | 505-504-5377 | more0196@gmail.com

July 9, 2018

Sack Thongvanh
Administrator
City of Falcon Heights
2077 Larpenteur Ave.
Falcon Heights, MN 55113

Dear Administrator Thongvanh, Mayor, and Council,

It is with a heavy heart that I submit this letter of resignation with a final day of employment on July 20th, 2018.

It has been a pleasure to work with the city these last three and a half years. I have had the opportunity to work with amazing people and every day learn something new. We have also accomplished many meaningful and substantial projects and programs that will bear fruit for years to come.

I would like to thank you all for the opportunities, memories and friendships you all have bequeathed to me while I have been here. It will not be forgotten.

If there are any questions or items that should come up after my departure please call or email me at the number or email address in the header. I would be more than happy to help.

Again, thank you.

Sincerely,



Paul Moretto

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 26, 2018

No. 18-27

**RESOLUTION ACCEPTING THE RESIGNATION OF PAUL MORETTO FROM THE CITY
OF FALCON HEIGHTS**

WHEREAS, the City hired Paul Moretto 9, 2015 as the Community Development Coordinator; and

WHEREAS, on July 9, 2018, Paul Moretto submitted his letter of resignation with a last date of employment on July 20, 2018;

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

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

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM ___ In Favor
GUSTAFSON
HARRIS ___ Against
MELANIE LEEHY
MARK MIAZGA

Attested by: _____

Sack Thongvanh
City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Consent F4
Attachment	Contract Extension
Submitted By	Sack Thongvanh, City Administrator

Item	Extend Recycling Contract with Tennis Sanitation, LLC
Description	<p>As of January 15, 2016, the City and the Contractor executed a three-year City-Wide residential recycling collection contract. Tennis Sanitation, LLC is calling for Two (2) Two (2) year extensions of the existing service ending December 31, 2018.</p> <p>If the City of Falcon Heights and Tennis Sanitation, LLC agree to extend the Original Contract, it will begin immediately upon the expiration of the Original time period which ends on December 31, 2018.</p> <p>The parties desire to amend the Contract to include pricing for 2019, 2020, 2021 & 2022. The cost of the Contract shall increase \$0.25 per unit per month from January 1, 2019 to December 31st, 2020 and \$0.25 per unit per month from January 1, 2021 to December 31st, 2022. Per the amendment at the council meeting on December 1st, 2015.</p> <p>This Extension binds and benefits both parties and any successors. This document, including the Original Contract, is the entire agreement between the City of Falcon Heights and Tennis Sanitation, LLC.</p>
Budget Impact	We would need to adjust the fee schedule to reflect the change.
Attachment(s)	<ul style="list-style-type: none"> · Contract Extension
Action(s) Requested	<p>The proposal has been reviewed Jean Buckley, Health Educator for Ramsey County Environmental Health. Ms. Buckley stated that the terms are a great deal and she would recommend moving forward.</p> <p>Staff would recommend the contract extension, authorize the City Administrator to execute all necessary documents and at the changes to the City Fee Schedule.</p>

BLANK PAGE

TENNIS

SANITATION L.L.C. - ROLL OFF L.L.C. - RECYCLING L.L.C.
www.tennissanitation.com

651-459-1887



ST. PAUL PARK, MN

GREG & WILLIE TENNIS



1/9/18

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

RE: Contract Extension Agreement between the City of Falcon Heights and Tennis Sanitation, LLC.

This Amendment is entered into this _____ day of _____, 2018 by and between the City of Falcon Heights (the "city") and Tennis Sanitation, LLC (the "Contractor").

As of January 1st, 2016, the City and the Contractor executed a three year City-Wide residential recycling collection contract. Tennis Sanitation, LCC is calling for Two (2) Two (2) year extensions of the existing service ending December 31st, 2018.

If the City of Falcon Heights and Tennis Sanitation, LLC agree to extend the Original Contract, it will begin immediately upon the expiration of the Original time period which ends on December 31st, 2018.

The parties desire to amend the Contract to include pricing for 2019, 2020, 2021 & 2022. The cost of the Contract shall increase \$0.25 per unit per month from January 1st, 2019 to December 31st, 2020 and \$0.25 per unit per month from January 1st, 2021 to December 31st, 2022. Per the amendment at the council meeting on December 18th, 2015

This Extension binds and benefits both parties and any successors. This document, including the Original Contract, is the entire agreement between the City of Falcon Heights and Tennis Sanitation, LLC.

Tennis Sanitation, LLC

By Willie Tennis

Date 1-10-18

City of Falcon Heights

By _____

Date _____

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Consent F5
Attachment	Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Designation of Polling Places for the 2019 Elections
Description	Minnesota Statutes 204B.16 requires the governing body of each municipality to designate the locations of its polling places for the following election year.
Budget Impact	N/A
Attachment(s)	· Resolution 18-28 Designating Polling Places for the 2019
Action(s) Requested	Staff recommends approval of attached resolution designating polling places for the 2019 Elections.

BLANK PAGE

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

COUNCIL RESOLUTION

September 26, 2018

No. 18-28

**RESOLUTION DESIGNATING POLLING PLACES FOR THE
THE 2019 ELECTIONS**

WHEREAS, Minnesota Statutes 204B.16, requires the City Council designate polling places for the upcoming year by resolution; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, that the Falcon heights City Council hereby designates the following polling places for elections conducted in the city in 2019:

Precinct 1 Falcon Heights City Hall
 2077 W. Larpenteur Ave
 Falcon Heights, MN 55113

Precinct 2 United Church of Christ
 1795 Holton Street
 Falcon Heights, MN 55113

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FURTHER RESOLVED, that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Ramsey County Elections Office.

Adopted by the city council of the City of Falcon Heights this 26th day of September, 2018.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

_____ In Favor

_____ Against

Attested by: _____

Sack Thongvanh
City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Consent F6
Attachment	Job Description
Submitted By	Sack Thongvanh, City Administrator

Item	Job Description and Title Change from Deputy Clerk/ Recreation Supervisor to Assistant to the City Administrator
Description	<p>We continue to evaluate the needs of the City as we hire new or replacement staff. The main goals for the modification is the needs for the City has changed and future session planning in our finance department. This is not a new position or title. The Deputy Clerk position was actually an Assistant to the City Administrator four years ago.</p> <p>The job description will change to include additional responsibility in Finance and Special Projects.</p>
Budget Impact	This is budgeted for in 2018.
Attachment(s)	· Job Description
Action(s) Requested	Staff recommends a motion for the change job description and title change from Deputy Clerk/Recreation Supervisor to Assistant to the City Administrator and change the organization chart to reflect the title change.

BLANK PAGE



City of Falcon Heights

Position Announcement Assistant to the City Administrator

Updated September 2018

Reports to: City Administrator

Type: Hourly, non-exempt; full time

Salary: Starting at \$45,000 to \$60,000 DOQ

Primary objective:

To assist and support the City Administrator, Mayor and Council members. This position assists the City Administrator in carrying out the duties and objectives of the city. This position supervises the Parks and Recreation departments.

Administrative Duties:

- Performs a variety of research and special assignments, often in collaboration with other staff members or departments.
- Answers phone calls to the main City line as well as assists customers at the front counter.
- Works with other staff members to prepare Council agendas and minutes, lead issuing City licenses and permits, and organize and update files and records.
- Works with other staff members on City communication efforts including but not limited to: social media, website, bi-annual newsletter, weekly e-newsletter, listservs, etc.
- Assists as needed with the contract with Ramsey County for municipal and state elections.
- Maintains notary status.
- Staff Liaison for Commissions as assigned by the City Administrator
- Performs other duties as assigned.

Finance Duties

- Assists as needed with the annual budget.
- Assist audit preparation.
- Assist Finance Director in areas of payroll, general ledger, payables, fixed assets, reconciliations, and other finance duties.
- Capital Improvements, investment of funds, and cash management.

Parks and Recreation Duties

- Acts as the Parks and Recreation Supervisor.
- Oversees recreation programs, budgets, facility rentals, community garden, and staffing.
- Evaluates and analyzes programming by recognizing trends and community needs. Develops and implements new recreation opportunities based on these evaluations. Also recommends withdrawing recreational programs based on these evaluations.

- Develops job descriptions and positions, recruits, interviews, selects, trains and supervises recreation seasonal and contracted staff.
- Works with the Finance Director, City Administrator and Public Works Director in developing the operating budget for recreation programs and the park's capital improvement plan and meets budgetary expectations.
- Coordinates city-wide events.
- Staff liaison to the Parks Commission including working with the Commission Chairperson on preparation of agendas and meeting minutes.
- Prepares communications for the park and recreation programs and events.
- Performs all other duties as assigned.

Communication Duties

- Prepares brochures, press releases, publications, newsletters and special event flyers.
- Updates city website as needed.
- Prepares weekly news, conducts weekly city social media announcements
- Updates the website with pertinent city news.

Minimum qualifications:

- A bachelor's degree.
- Ability to effectively communicate in-person and via email, phone, and written correspondence.
- Ability to work in a small, informal community and action oriented environment with frequent interaction with other staff members, citizens, business owners, and representatives from other agencies.
- Ability to organize, manage and prioritize a variety of tasks.
- Ability to operate a personal computer, computer programs, phone, copier, fax, etc.

Desirable qualifications:

- Previous experience in customer service and/or local government.
- Knowledge of applicable municipal laws, city policies and ordinances.
- Knowledge of and experience in recreation programs and departments.
- Knowledge of finance and municipal budgeting
- General knowledge of elections.
- A graduate degree or pursuing a graduate degree in a related field.

Necessary Physical skills:

- Ability to communicate verbally in person and over the telephone
- Ability to navigate around and through the city office building
- Ability to use a personal computer and office equipment
- Ability to lift 30 pounds

Work Schedule

This is a full-time, non-exempt position with flexible daytime hours between 8:00 a.m. and 4:30 p.m., Monday through Friday. There will be times that the employee may be asked to work on evenings and/or weekends.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 26, 2018
Agenda Item	Policy G1
Attachment	Resolution & Supporting Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Adopt 2019 Preliminary Levy																								
Description	<p>Each year, the City must set and certify to Ramsey County a preliminary levy by September 30th.</p> <p>Details for the preliminary 2019 General Fund Budget:</p> <ol style="list-style-type: none"> 1) There are no levy limits imposed by the Legislature for the 2019 Budget. 2) The amount of LGA state aid was increased by an amount of \$2,941 by the Legislature for budget year 2019. LGA will increase from \$600,591 to \$603,532 in 2019. 3) Fiscal Disparity distribution dollars for 2019 increased by \$69,339 over the 2017 level. <p>Impacts to the Overall Property Tax Levy:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;"></th> <th style="text-align: center;"><u>2016</u></th> <th style="text-align: center;"><u>2017</u></th> <th style="text-align: center;"><u>2018</u></th> <th style="text-align: center;"><u>2019 Proposed</u></th> <th style="text-align: center;"><u>Change 2018 to 2019</u></th> </tr> </thead> <tbody> <tr> <td>General Fund Levy</td> <td style="text-align: right;">1,014,116</td> <td style="text-align: right;">1,152,646</td> <td style="text-align: right;">1,487,059</td> <td style="text-align: right;">1,747,260</td> <td style="text-align: right;">260,201</td> </tr> <tr> <td>Debt Service Levy</td> <td style="text-align: right;">127,264</td> <td style="text-align: right;">125,585</td> <td style="text-align: right;">98,330</td> <td style="text-align: right;">233,658</td> <td style="text-align: right;">135,328</td> </tr> <tr> <td style="text-align: right;">TOTAL LEVY</td> <td style="text-align: right;">1,173,447</td> <td style="text-align: right;">1,278,231</td> <td style="text-align: right;">1,585,389</td> <td style="text-align: right;">1,980,918</td> <td style="text-align: right;">395,529,</td> </tr> </tbody> </table>		<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Proposed</u>	<u>Change 2018 to 2019</u>	General Fund Levy	1,014,116	1,152,646	1,487,059	1,747,260	260,201	Debt Service Levy	127,264	125,585	98,330	233,658	135,328	TOTAL LEVY	1,173,447	1,278,231	1,585,389	1,980,918	395,529,
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Proposed</u>	<u>Change 2018 to 2019</u>																				
General Fund Levy	1,014,116	1,152,646	1,487,059	1,747,260	260,201																				
Debt Service Levy	127,264	125,585	98,330	233,658	135,328																				
TOTAL LEVY	1,173,447	1,278,231	1,585,389	1,980,918	395,529,																				

	<p>Impacts on a Median Value Home in Falcon Heights:</p> <table border="1" data-bbox="326 275 1524 720"> <thead> <tr> <th></th> <th><u>2016</u></th> <th><u>2017</u></th> <th><u>2018</u></th> <th><u>2019 Proposed</u></th> <th><u>Change 2018 to 2019</u></th> </tr> </thead> <tbody> <tr> <td>Median Value Home</td> <td>247,700</td> <td>252,600</td> <td>266,600</td> <td>281,100</td> <td>14,500</td> </tr> <tr> <td>Taxable Median Value</td> <td>232,753</td> <td>238,094</td> <td>253,354</td> <td>269,159</td> <td>15,805</td> </tr> <tr> <td>Tax Capacity</td> <td>2,328</td> <td>2,381</td> <td>2,534,</td> <td>2,691</td> <td>157</td> </tr> <tr> <td>City Tax Rate</td> <td>25.840</td> <td>26.358</td> <td>31.770</td> <td>37.279</td> <td>5.509</td> </tr> <tr> <td>City Taxes</td> <td>601</td> <td>627</td> <td>805</td> <td>1003</td> <td>198</td> </tr> <tr> <td>Net Change</td> <td>45</td> <td>26</td> <td>178</td> <td>198</td> <td></td> </tr> </tbody> </table> <p>The 2019 proposed increase on a median value home is estimated to be \$198 per year or \$16.50 per month.</p>		<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Proposed</u>	<u>Change 2018 to 2019</u>	Median Value Home	247,700	252,600	266,600	281,100	14,500	Taxable Median Value	232,753	238,094	253,354	269,159	15,805	Tax Capacity	2,328	2,381	2,534,	2,691	157	City Tax Rate	25.840	26.358	31.770	37.279	5.509	City Taxes	601	627	805	1003	198	Net Change	45	26	178	198	
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019 Proposed</u>	<u>Change 2018 to 2019</u>																																						
Median Value Home	247,700	252,600	266,600	281,100	14,500																																						
Taxable Median Value	232,753	238,094	253,354	269,159	15,805																																						
Tax Capacity	2,328	2,381	2,534,	2,691	157																																						
City Tax Rate	25.840	26.358	31.770	37.279	5.509																																						
City Taxes	601	627	805	1003	198																																						
Net Change	45	26	178	198																																							
Budget Impact	<p>Dependent upon adoption of the 2019 General Fund Budget. Budget Hearing Scheduled for:</p> <p>Time: 7:00 pm Date :Wednesday, December 12th, 2018 Location: 2077 Larpenteur West, Falcon Heights, MN 55113, City Council Chambers</p>																																										
Attachment(s)	<ul style="list-style-type: none"> · Resolution 18-29 Certification of the Preliminary Levy for 2019 · Supporting Documents to Certify to Ramsey County 																																										
Action(s) Requested	<p>Staff recommends that the Falcon Heights City Council approve the attached resolution. The Preliminary 2019 Tax Levy is \$1,980,918. Further, staff recommends that the Falcon Heights City Council set a budget hearing meeting for December 12th, 2018, at 7:00 pm in the City Council Chambers for the purpose of receiving public comment on the 2019 General Fund Budget and Levy.</p>																																										

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 26, 2018

No. 18-29

CERTIFICATION OF THE PRELIMINARY TAX LEVY FOR 2019

WHEREAS, the State of Minnesota requires the City adopt a proposed preliminary levy certification for its General Fund; and

WHEREAS, the City Council of Falcon Heights is required to adopt its 2019 Preliminary Levy Certification on or before September 30, 2018; and

WHEREAS, the City Council of the City of Falcon Heights wishes to comply with State law in this area.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota hereby does levy for the preliminary tax levy for the fiscal year commencing January 1, 2018 and the following sums for the respective purposes indicated therein upon taxable property of the City of Falcon Heights, to wit:

	PRELIMINARY LEVY
General Fund	\$1,747,260
Debt Service	\$233,658
TOTAL LEVY	\$1,980,918

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

_____ In Favor
_____ Against

Attested by: _____

Sack Thongvanh
City Administrator

BLANK PAGE

TRUTH IN TAXATION PUBLIC HEARING DATES

FOR TAXES PAYABLE IN 2019

Taxing District:

City of Falcon Heights

Contact Person: Mr. Roland Olson

Phone: (651) 792-7600

Listed below is the 2018 data for the (1) date and time of the hearing, (2) location of the public hearing, (3) the phone number to be published and (4) the mailing address for written responses. Please review this information and make the necessary changes or indicate, by putting an "X" next to SAME, that this information is what should be published in the Truth in Taxation Notice.

1) Public Hearing Date: December 12, 2018

Time: 7 pm

2) Location:

Falcon Heights City Hall

Same or see changes below

Address:

2077 W Larpenteur Ave

Falcon Heights, MN 55113

3) Phone:

(651) 792-7600

Same or see changes below

4) Mailing Address:

City of Falcon Heights

Same or see changes below

2077 W Larpenteur Ave

Falcon Heights, MN 55113

Please return this form to the address below with your proposed levy certification by October 1, 2018.

Dick Sivanich, Tax Accounting Supervisor
Ramsey County Records & Revenue
90 West Plato Boulevard
P.O. Box 64097
St. Paul, MN 55164-0097

Phone #: (651) 266-2042

Fax #: (651) 266-2199

BLANK PAGE

**COUNTY, CITY AND SPECIAL TAXING DISTRICT LEVY CERTIFICATION
PROPOSED TAXES PAYABLE IN 2019**

R

CITY OF FALCON HEIGHTS

(Governmental Agency)

LEVY PURPOSE	CERTIFIED PROPOSED LEVY
NET TAX CAPACITY BASED LEVIES	
1) General	\$ 1,747,260
2) Debt	233,658
3) Other (Please Specify)	
4)	
5)	
6)	
7)	
8)	
10) Total Net Tax Capacity Based Levies (Total 1 through 9)	\$ 1,980,918
MARKET VALUE BASED LEVIES	
11)	\$
12)	
13) Total Market Value Based Referendum Levies (Total 11 & 12)	\$
14) Total Certified Levy (Total 10 & 13)	\$ 1,980,918

I, the authorized representative of the above mentioned Governmental Agency, certify that the foregoing information is accurate to the best of my knowledge.



Signature of Authorized Representative

SACK THONGVANH CITY ADMINISTRATOR

Title

9-26-2018

Date

One Number of Contact Person

ROLAND OLSON · 651-792-7600 or 651-792-7612

BLANK PAGE

City of FALCON HEIGHTS
 =====

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	PAYABLE 2019 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO Imp 2013A	445,000	21-Aug-13	\$23,873.34	0.00	\$23,873.34
GO Equip Certs 2013B	715,000	5-Dec-13	\$97,035.75	0.00	\$97,035.75
GO Imp, 2017A	845,000	20-Jul-17	\$112,747.60	0.00	\$112,747.60
			\$233,656.69	\$0.00	\$233,656.69

I hereby certify that the above schedule of bond levies to be spread on the payable 2019 tax rolls agrees with the City records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Signed: 

Date: 9-26-2018

::