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

AGENDA
September 11, 2019 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: Vacant ___ LEEHY_X__ HARRIS_X__
MIAZGA_X__ GUSTAFSON_X__

STAFF PRESENT: THONGVANH_X__

C. PRESENTATION

1. Saint Paul Area Chamber of Commerce - Shannon Watson (Director of Public Affairs)

Shannon Watson

The Saint Paul Area Chamber of Commerce (SPACC) visits city partners in Washington, Ramsey, and Dakota counties every two years to provide updates. It allows opportunities for support and partnerships. SPACC is a value proposition to Falcon Heights such as an advocate, convener, connection maker, supporter, advisory, and communicator. We are about promoting and expanding opportunities for businesses to create healthy partnerships. SPACC presents and partners with over 120 events per year with the goals of educating, elevating, advocating and celebrating events that are valuable to business members and elected officials.

We are partnering up with eight other east metro chambers to offer annual leadership awards, and it will take place in Vadnais Heights in October. In addition, we are presenting a panel on reputation risk on October 30 at Como Zoo, and the annual session preview and east metro elected officials meet and greet will be on November 14 in Roseville.

D. APPROVAL OF MINUTES:

1. August 7, 2019 City Council Workshop Meeting Minutes
2. August 28, 2019 City Council Meeting Minutes

Approved 4-0

E. PUBLIC HEARINGS:

1. Public Hearing to Consider Fire Inspections for High Density Residential and Businesses

City Administrator Thongvanh

It was introduced at the June 5, 2019, City Council Workshop. The Fire Marshal inspects rental units in single-family, duplex, and triplex properties. This licensing program currently leaves out a large percentage of the city's population, all high-density rental buildings and businesses not currently inspected. In addition, the Fire Marshal provides fire inspection for the City of Lauderdale on businesses and high-density residential. City Staff feels that it is important to

protect the health and safety of residents and the public who visit our businesses and live in our community.

The Fire Marshal will only inspect the common areas of the high-density rental buildings and businesses.

Mayor Gustafson opened the public hearing.

Kevin Schleif, Stouts Pub Owner (1611 Larpenteur Ave W)

In order to get insurance for any business, you have to be inspected. Once the insurance receives the report, they will inspect the business as well. We use a private entity to check Ansul systems, fire extinguishers, tags, water line and more. We want to make sure it is up to date. Why are we paying twice for a fire inspection? Can the approved vendor submit the inspection report once a year to the city? I left a message to my broker to see if the city inspection will be approved by the insurance company.

City Administrator Thongvanh stated that the city has an approved vendor to inspect the equipment and the Fire Marshal inspects the footprint of the building, right signage for capacity, and lockboxes. The city inspection is different from vendors because we are not looking at the system but the whole business in terms of health and safety.

Michael Poeschl (Falcon Heights Fire Marshal) stated that the city inspects the egress, ingress, lockbox, occupancy, and building footprints because the fire vendors do not inspect it. In addition, we do not get the report from the fire vendors, which is why we are providing this service to help the damage expense of a fire situation. We can also provide a letter to insurance companies to meet their needs.

John McDonald, Property Owner (1490 Larpenteur Ave W)

If an insurance agent or representative from the company visits my building, can they submit the report for a fire inspection? The insurance agent does a walkthrough, reviews the signage, smoke detectors, CO2 detectors, and safety of the building.

City Administrator Thongvanh advised Mr. McDonald to contact the insurance company if the city's inspection will be valid for them. The city is reliable for all businesses and ordinances.

Hawa Samatar (1550 Larpenteur Ave W)

Last week, our building had a very high level of carbon monoxide, and tenants were not notified by management to leave. I would like to know what this proposed ordinance and amendment can do to make sure that everyone is safe. The garage and walls are leaking and flooding, and the parking lot is not safe for residents to catch the Metro Mobility bus.

City Administrator Thongvanh stated that this issue is broader than the ordinance. Ms. Samatar came to the City Council workshop on Wednesday, September 4, and city staff and I looked at the problem. A resident's CO detector went off, as the owners hired a contractor to power wash their garage and were using a gas powered washer. In addition, they put tape over the CO sensor, which would not allow the sensor to activate the fans. When the Fire Department arrived, they took off the tape and

activated the fans, opened the garage and advised residents to leave the units. They tested the area and it was greater than 300 ppm. Once it was clear, the test was back at 20-30 ppm.

The property owner is on notice for this incident. City staff will contact residents to find out which units are leaking before we address the issue to Sherman Associates.

Donald Sobania, Owner of 1510 Larpenteur Ave (1510 Crawford Ave)

When the former Fire Marshal did the inspection, it was part of our property taxes. It did work because he will point items that needed to be fixed. I want to state that the city can be on a slippery slope to the apartment managers. There is a place for inspections but be aware of the slippery slope of taking care of every need to every person and how they will perceive it.

Council Member Leehy Moved, Approved 4-0

F. CONSENT AGENDA:

1. General Disbursements through: 9/05/19 \$34,648.36
Payroll through: 8/31/19 \$20,210.08
2. Approval of City License(s)
3. Promotion of Colin Callahan to Senior Public Works Worker
4. Appointment of Jeffrey Guertin to the Falcon Heights Volunteer Fire Department

City Administrator Thongvanh

Colin has been with the city since 2001 and has great knowledge of the city. He is a valuable employee to the city and always helps the residents. He has shown excellent judgment, strong work ethic, willingness to work on new projects, and a great team player.

Jeffrey Guertin

I appreciate your consideration and time. I look forward to joining the fire department team.

Council Member Harris Moved, Approved 4-0

G: POLICY ITEMS:

1. Strategic Planning Proposal

City Administrator Thongvanh

HueLife has been discussed at numerous city council workshops and retreats. The goal is for HueLife to develop an initial plan to guide staff and the city council for the next two to five years that will be integrated into the Long-range Financial Plan. HueLife will provide a two-day session to look at different aspects of the organization, environmental scan data, practical visioning, strategic direction, and implementation timeline. In the last workshop, the city council discussed inviting one member from each commission and elected candidates to be a part of the strategic planning process.

The city council held several workshops to discuss the 2020 proposed budget and will see a preliminary budget levy at the next meeting. In addition, the city council must adopt the preliminary budget at the end of September. The city is currently at 6.9% levy raise, and in the last two years, we had 24% per year. It is a huge difference because the city is doing several

long-range planning activities for the community, which helps maintain our Triple-A bond rating.

Council Member Miazga Moved, Approved 4-0

H. INFORMATION/ANNOUNCEMENTS:

Council Member Miazga

- NYFS “A Taste of Northeast” event is on Thursday, October 10, at 5:30 pm. Advance tickets are \$30 and \$40 at the door. You can purchase tickets online at www.nyfs.org or me. I still have three tickets left.
- I drafted a resolution calling on the city to oppose racist and xenophobic language. The resolution was introduced to the council in the August workshop and was pushed to the Community Engagement Commission (CEC), which was passed unanimously. The resolution was present at the September workshop and it was a 1-3 vote.
- The Falcon Heights Sustainable Actions Fair was a great turn out. The Environment Commission did a wonderful job.
- The Environment Commission is still drafting the native landscaping pollinator ordinance and will be at the workshop soon. The commission unanimously voted to have a compost site in Falcon Heights and will be at the workshop.

Council Member Leehy

- Parks and Recreation Commission meeting is on Monday, October 7, at Community Park (2050 Roselawn Ave) and the meeting starts at 6:30 pm.
- On September 5th, I was invited by the University of Minnesota to visit St. Anthony Falls Laboratory, and it was the 80th anniversary. It is a unique laboratory, and it was a great opportunity to visit the place.

Council Member Harris

- Planning Commission meeting is on September 24, 7pm at City Hall.
- In the September workshop, we discussed a new website for the city, and I am excited about it.

Mayor Gustafson

- CEC meeting is on September 16, 5 pm before the Neighborhood Liaison event at 7 pm. We will discuss Human Rights Day. Everyone is welcome to attend the Neighborhood Liaison event.
- City Administrator Thongvanh and I are still in the process of finding a fire chief for the fire department. We are exploring different options.
- I want to thank city staff on their work to revamp our website and am excited about it.

City Administrator Thongvanh

- The website will be coming to the next September meeting for the city council’s approval.
- The basketball hoop will be delayed again due to the rain. It will cost the city about \$2,000 worth of concrete, and we do not want the rain to damage it.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 8:54 P.M.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 25, 2019
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 9/18/19 \$64,459.74 Payroll through: 9/15/19 \$20,780.91
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 02017 SEPT 16TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00220	ALEX AIR APPARATUS INC					
I-1872		AIR COMPRESSOR MAINT	181.00			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		AIR COMPRESSOR MAINT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	181.00
		=== VENDOR TOTALS ===	181.00			
=====						
01-00161	ANCHOR PAPER COMPANY					
I-10599170-00		PAPER	239.58			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		PAPER		101 4131-70110-000	SUPPLIES	239.58
		=== VENDOR TOTALS ===	239.58			
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01-00897	BARTON SAND AND GRAVEL CO					
I-190831		CONCRETE DISPOSAL	100.00			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		CONCRETE DISPOSAL		101 4132-87010-000	BOULEVARD MAINTENANCE	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-03001	CAMPBELL KNUTSON					
I-201909137289		AUG GENERAL LEGALS	1,108.50			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: Y		
		AUG GENERAL LEGALS		101 4114-80200-000	LEGAL FEES	1,108.50
		=== VENDOR TOTALS ===	1,108.50			
=====						
01-03089	CASH					
I-201909137292		CRAFT SUPPLIES/POSTAGE, ICE	85.07			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		CRAFT SUPPLIES		201 4201-70100-000	SUPPLIES	57.16
		REFUND		201 34310-000	RECREATION FEES	6.00
		ICE FOR EVENT		101 4116-89010-000	SPECIAL EVENTS	4.38
		POSTAGE`		101 4112-70500-000	POSTAGE	2.50
		HDM CORD		101 4112-70100-000	SUPPLIES	15.03
		=== VENDOR TOTALS ===	85.07			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-03110	CENTURY LINK				
I-201909167294		LIFT STATION AUTO DIALER	69.25		
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: N	
		LIFT STATION AUTO DIALER		601 4601-85011-000 TELEPHONE - LANDLINE	69.25
		=== VENDOR TOTALS ===	69.25		
=====					
01-03122	CITY OF ST PAUL				
I-IN36767		JAN - JUN ELECT MAINT AREA	309.66		
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: N	
		JAN - JUN ELECT MAINT AREA		209 4209-85020-000 STREET LIGHTING POWER	309.66
		=== VENDOR TOTALS ===	309.66		
=====					
01-05167	ANTON FEHRENBACH				
I-201909137290		REISSUE CKS 88499/88201	1,548.97		
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N	
		REISSUE CK 88499 OUT OF DATE		101 4124-86020-000 TRAINING	1,012.57
		REISSUE CK 88201 OUT OF DATE		101 4124-86020-000 TRAINING	536.40
		=== VENDOR TOTALS ===	1,548.97		
=====					
01-04570	JOSEPH, KATRINA E.				
I-0092		AUG PROSECUTIONS	2,500.00		
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: Y	
		AUG PROSECUTIONS		101 4123-80200-000 LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00		
=====					
01-05450	LEAGUE MN CITIES INS TRST				
I-14809		CALLAHAN WC COPAY	207.50		
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N	
		CALLAHAN WC COPAY		101 4192-89000-000 MISCELLANEOUS	207.50
		=== VENDOR TOTALS ===	207.50		
=====					
01-05440	LOFFLER COMPANIES, INC				
I-3203473		AUG COPIER CHRGS	65.93		
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N	
		AUG COPIER CHRGS		101 4112-87000-000 REPAIR OFFICE EQUIPMENT	65.93
		=== VENDOR TOTALS ===	65.93		

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05418	JUSTIN MARKON					

I-201909137291		SUSTAINABALE ACTIONS FAIR REI	84.07			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		SUSTAINABALE ACTIONS FAIR REIB		101 4116-89010-000	SPECIAL EVENTS	84.07
		=== VENDOR TOTALS ===	84.07			
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01-05670	METRO PRODUCTS INC					

I-146039		NUTS, BOLTS, BATTERIES	40.15			
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: N		
		NUTS, BOLTS, BATTERIES		101 4131-70110-000	SUPPLIES	40.15
		=== VENDOR TOTALS ===	40.15			
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01-05665	METROPOLITAN COUNCIL					

I-1100356		OCT SS	41,362.51			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		OCT SS		601 4601-85060-000	METRO SEWER CHARGES	41,362.51
		=== VENDOR TOTALS ===	41,362.51			
=====						
01-05263	MID CITY SERVICES- INDUSTRIAL					

I-119923		FLOOR MAT SVC	41.32			
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: N		
		FLOOR MAT SVC		101 4131-70110-000	SUPPLIES	41.32
		=== VENDOR TOTALS ===	41.32			
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01-07231	MN FIRE SVC CERT. BOARD					

I-7105X		7 RECERTIFICATIONS	175.00			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		7 RECERTIFICATIONS		101 4124-86020-000	TRAINING	175.00
		=== VENDOR TOTALS ===	175.00			
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					

I-880194		OCT HEALTH INS	8,667.00			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		OCT HEALTH INS		101 4112-89000-000	MISCELLANEOUS	8,667.00
		=== VENDOR TOTALS ===	8,667.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05973	NORTH SUBURBAN ACCESS CORPORAT					
I-2019-1453		WEBSTREAMING AUG/CABLE COSTS	345.10			
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: N		
		WEB STREAMING		101 4116-85060-000	WEB SITE	165.56
		PRODUCTION SVCS/;CABLE CASINT		101 4116-85050-000	CABLE TV	179.54
		=== VENDOR TOTALS ===	345.10			
=====						
01-05676	OFFICE DEPOT					
I-373602784001		SURGE STRIP	28.69			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		SURGE STRIP		101 4112-70100-000	SUPPLIES	28.69
I-373602834001		CALCULATOR	163.83			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		CALCULATOR		101 4112-70100-000	SUPPLIES	163.83
I-3736129800		PAPER	87.95			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		PAPER		101 4112-70100-000	SUPPLIES	87.95
		=== VENDOR TOTALS ===	280.47			
=====						
01-06053	OREILLY AUTO PARTS					
I-324322699		AUTO TRANSMISSIN FLUID	11.98			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		AUTO TRANSMISSIN FLUID		101 4124-70100-000	SUPPLIES	11.98
		=== VENDOR TOTALS ===	11.98			
=====						
01-06185	RAMSEY COUNTY					
I-RISK 002004		SEPT INS,DISABILITY /LIFE	892.54			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		SEPT INS,DISABILITY /LIFE/DENT		101 4112-89000-000	MISCELLANEOUS	892.54
		=== VENDOR TOTALS ===	892.54			
=====						
01-06301	SAMS CLUB MC/SYNCR					
I-201909167293		SIGNS, ST FAIR AND SUSTAINABL	471.00			
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: N		
		ST FAIR NO PARKING SIGNS		101 4132-70120-000	SUPPLIES	221.00
		SUSTAINABLE ACTIONS FAIR`		101 4116-89010-000	SPECIAL EVENTS	250.00
		=== VENDOR TOTALS ===	471.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05870	XCEL ENERGY					

I-201909137288		ELECT AND GAS	2,263.07			
9/13/2019	APBNK	DUE: 9/13/2019 DISC: 9/13/2019		1099: N		
		GAS		101 4131-85030-000	NATURAL GAS	70.72
		ELECT		101 4141-85020-000	ELECTRIC/GAS	28.94
		ELECT		101 4141-85020-000	ELECTRIC/GAS	14.82
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,046.28
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	11.97
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	44.59
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	45.75
		=== VENDOR TOTALS ===	2,263.07			

01-07205 ZEP SALES & SERVICE

I-900451084		CLEANERS	194.81			
9/16/2019	APBNK	DUE: 9/16/2019 DISC: 9/16/2019		1099: N		
		CLEANERS		101 4141-70100-000	SUPPLIES	194.81
		=== VENDOR TOTALS ===	194.81			
		=== PACKET TOTALS ===	61,244.48			

PACKET: 02019 SEP 19 PAYABALES

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LT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-03103	CANON FINANCIAL SERVICES					
I-20552251		COPIER CHR SEPT	122.39			
9/19/2019	APBNK	DUE: 9/19/2019 DISC: 9/19/2019		1099: N		
		COPIER CHR SEPT		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-458800102019		SEPT LIFE INS	24.64			
9/19/2019	APBNK	DUE: 9/19/2019 DISC: 9/19/2019		1099: N		
		SEPT LIFE INS		101 21709-000	OTHER PAYABLE	24.64
		=== VENDOR TOTALS ===	24.64			
=====						
01-06030	OLSON,ROLAND					
I-201909197295		MIELAGE JULY TO AUG	38.98			
9/19/2019	APBNK	DUE: 9/19/2019 DISC: 9/19/2019		1099: N		
		MIELAGE JULY TO AUG		101 4113-86010-000	MILEAGE	38.98
		=== VENDOR TOTALS ===	38.98			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-752138		COMMERCIAL MONTORING SVC	94.50			
9/19/2019	APBNK	DUE: 9/19/2019 DISC: 9/19/2019		1099: N		
		COMMERCIAL MONTORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
		=== VENDOR TOTALS ===	94.50			
=====						
01-06525	SUBURBAN ACE HARDWARE					
I-201909197297		TOOLS, KEYS, FURNACE FITERS	67.39			
9/19/2019	APBNK	DUE: 9/19/2019 DISC: 9/19/2019		1099: N		
		TOOLS, KEYS, FURNACE FITERS		101 4131-70110-000	SUPPLIES	67.39
		=== VENDOR TOTALS ===	67.39			
=====						
01-06623	TWOHY, MICHAEL					
I-201909197296		REISSUE LOST CK 88780	909.92			
9/19/2019	APBNK	DUE: 9/19/2019 DISC: 9/19/2019		1099: N		
		REISSUE LOST CK 88780		101 4141-60520-000	PART TIME EMPLOYEES	909.92
		=== VENDOR TOTALS ===	909.92			

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-----ID-----		GROSS	P.O. #		
ST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-06901	ULTIMATE SAFETY CONCEPTS				

I-184023		CO DETECTORS/BATTERIES	1,957.44		
9/19/2019	APBNK	DUE: 9/19/2019 DISC: 9/19/2019		1099: N	
		CO DETECTORS/BATTERIES		101 4124-70100-000 SUPPLIES	1,957.44
		=== VENDOR TOTALS ===	1,957.44		
		=== PACKET TOTALS ===	3,215.26		

EMP #	NAME	AMOUNT
C .005	SACK THONGVANH	3,555.36
01-1020	AMANDA P LOR	1,360.28
01-1022	NALISHA NANDKUMAR	1,402.69
01-1136	ROLAND O OLSON	2,649.53
01-1021	JUSTIN M MARKON	1,581.55
01-0040	KEVIN ANDERSON	193.61
01-0085	DANIEL S JOHNSON-POWERS	226.79
01-0087	MICHAEL A MCKAY	45.46
01-0095	MICHAEL J POESCHL	587.84
01-0097	PATRICK GAFFNEY	582.87
01-0105	ANTON M FEHRENBACH	437.61
01-0106	SCOTT A TESCH	354.46
01-0123	BRYAN R SULLIVAN	97.22
01-0124	MICHAEL D KRUSE	423.44
01-0126	BENJAMIN J SMITH	74.80
01-0132	ANDREW K TEMME	103.19
01-0135	MORGAN B MCCANN	151.42
01-0136	SCHLIZ S SAWYERS	25.89
01-0137	DANIEL J WATTENHOFER	486.99
01-0138	GRANT W HEITMAN	165.71
01-0139	WILLIAM M RAVEN	190.88
01-2172	MICHAEL W ARCAND	159.09
01-1030	TIMOTHY J PITTMAN	2,094.07
01-1033	DAVE TRETSEVEN	1,681.32
01-1143	COLIN B CALLAHAN	1,672.27
01-259	ABIGAIL T PROULX	237.16
01-2261	GRACE AN	15.24

TOTAL PRINTED: 27 20,556.74

9-09-2019 9:46 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 9/09/2019

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
01	KURHAJETZ, CLEMENT	R	9/09/2019	105.05	088913
262	TWOHY, MICHAEL K	R	9/09/2019	83.11	088914
236	YARBROUGH-WRIGHT, GIOVANI J	R	9/09/2019	36.01	088915

9-09-2019 9:46 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 9/09/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:	3	224.17
DIRECT DEPOSIT REGULAR CHECKS:	27	20,556.74
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	30	20,780.91



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 25, 2019
Agenda Item	Consent F2
Attachment	Granicus Proposal
Submitted By	Nalisha Nandkumar, Assistant to the City Administrator

Item	Website Redesign Proposal																		
Description	<p>Based on vendor comparison, Granicus offers the tools and accessibility that the City needs in a website.</p> <p>At the September 4th City Council Workshop, various vendors were compared and the current website issues and limitations were discussed. Presentation included the needs of the City and what the proposed vendor, Granicus, has to offer.</p> <p>The start-up cost will be \$7,500 and the maintenance, hosting, and licensing fee are included without additional cost.</p> <p>This is a five year agreement and the cost are listed below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Remaining Period(s)</th> <th style="width: 15%;">Year 2</th> <th style="width: 15%;">Year 3</th> <th style="width: 15%;">Year 4</th> <th style="width: 15%;">Year 5</th> </tr> </thead> <tbody> <tr> <td>govAccess-Maintenance, Hosting, & License Fee - Core</td> <td style="text-align: center;">\$4,000</td> <td style="text-align: center;">\$4,200</td> <td style="text-align: center;">\$4,410</td> <td style="text-align: center;">\$4,630.50</td> </tr> <tr> <td style="text-align: right;">Subtotal:</td> <td style="text-align: center;">\$4,000</td> <td style="text-align: center;">\$4,200</td> <td style="text-align: center;">\$4,410</td> <td style="text-align: center;">\$4,630.50</td> </tr> </tbody> </table>				Remaining Period(s)	Year 2	Year 3	Year 4	Year 5	govAccess-Maintenance, Hosting, & License Fee - Core	\$4,000	\$4,200	\$4,410	\$4,630.50	Subtotal:	\$4,000	\$4,200	\$4,410	\$4,630.50
Remaining Period(s)	Year 2	Year 3	Year 4	Year 5															
govAccess-Maintenance, Hosting, & License Fee - Core	\$4,000	\$4,200	\$4,410	\$4,630.50															
Subtotal:	\$4,000	\$4,200	\$4,410	\$4,630.50															
Budget Impact	\$7,500																		
Attachment(s)	Granicus Proposal																		
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve Granicus as the 2020 website vendor and authorize the City Administrator to execute all necessary documents.																		

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Granicus Proposal for Falcon Heights MN

Granicus Contact

Name: Will Trost

Phone: 7207705582

Email: will.trost@granicus.com

Proposal Details

Quote Number: Q-72129

Prepared On: 9/16/2019

Valid Through: 9/30/2019

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
govAccess – Website Design and Implementation – Pioneer	Milestones - 40/ 20/20/20	1 Each	\$7,500.00
SUBTOTAL:			\$7,500.00

Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
govAccess - Maintenance, Hosting, & Licensing Fee - Core	Annual	1 Each	\$0.00 <i>first year free</i>
SUBTOTAL:			\$0.00

Remaining Period(s)				
Solution(s)	Year 2	Year 3	Year 4	Year 5
govAccess - Maintenance, Hosting, & Licensing Fee - Core	\$4,000.00	\$4,200.00	\$4,410.00	\$4,630.50
SUBTOTAL:	\$4,000.00	\$4,200.00	\$4,410.00	\$4,630.50

Product Descriptions	
Name	Description
govAccess - Website Design and Implementation - Pioneer	<p>govAccess Website Design and Implementation - Pioneer provides a citizen focused website and includes:</p> <ul style="list-style-type: none"> • One (1) homepage wireframe from Granicus' design library • One (1) custom mobile homepage • Fully responsive design • Custom mobile homepage or standard mobile responsive homepage • Video background or standard rotating Image carousel (switchable at any time) • Programming/CMS implementation • Migrate up to 50 webpages • One (1) day of remote web-based training
govAccess - Maintenance, Hosting, & Licensing Fee - Core	<p>The govAccess Maintenance, Hosting, and Licensing plan is designed to equip the client with the technology, expertise and training to keep the client's website relevant and effective over time.</p> <p>Services include the following:</p> <ul style="list-style-type: none"> • Ongoing software updates • Unlimited technical support (6:00 AM - 6:00 PM PT, Monday - Friday) • Access to training webinars and on-demand video library • Access to best practice webinars and resources • Annual health check with research-based recommendations for website optimization • DDoS mitigation • Disaster recovery with 90-minute failover (RTO) and 15-minute data replication (RPO)

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Falcon Heights MN to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-72129 dated 9/16/2019 are incorporated into this Purchase Order by reference.
- Billing Frequency Notes (Milestones - 40/20/20/20):
 - An initial payment equal to 40% of the total;
 - A payment equal to 20% of the total upon Granicus' delivery of the draft homepage design concepts to the client;
 - A payment equal to 20% of the total upon implementation of the main website into the VCMS on a Granicus-hosted development server; and
 - A payment equal to 20% of the total upon completion; provided, however that the client has completed training. If the client has not completed training, then Granicus shall invoice the client at the earlier of: completion of training or 21 days after completion.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

Falcon Heights MN

Signature:

Name:

Title:

Date:

Granicus govAccess

A GOVERNMENT WEBSITE TO BETTER SERVE YOUR CITIZENS

Most people come to a government website with one goal – to complete a task – yet most government websites fail to deliver. With Granicus govAccess, user-friendly design, powerful content, accessibility, and secure transactions have never been easier.

MODERN WEBSITE DESIGN, MADE EASY!

A website redesign doesn't have to be a daunting task. Let our team of experts guide you through the process. We'll leverage best practices gleaned from developing more than 800 government websites, combined with our proven and collaborative project process, to deliver a modern website your agency will be proud of.

SIMPLE, YET DYNAMIC GOVERNMENT CMS

govAccess is a content management system (CMS) that was purpose built for government, allowing your staff to easily create content that informs, engages and serves their communities. Our CMS makes it easy to manage mobile experiences, bring more services online, share content through popular social media channels, create custom interior pages, and more - all while ensuring consistency and control.

ENTERPRISE-CLASS HOSTING + SUPPORT

From our state-of-the-art hosting infrastructure with greater than 99.9% uptime, to a team of certified government experts and tech gurus, the govAccess team relentlessly focuses on client satisfaction. Continuous optimization, regular health checks that include research-based recommendations, and 24x7 support deliver guaranteed success.



The Granicus Team went above and beyond. They were as invested in the website as we were, and we truly appreciated that.

Anthony Wilson
Public Information Officer
City of San Angelo, TX



WEBSITE DESIGN + IMPLEMENTATION – PIONEER

- ✓ A homepage wireframe from our design library
- ✓ Fully responsive design
- ✓ Custom Mobile Homepage or Standard Mobile Responsive Homepage
- ✓ Video Background or Standard Rotating Image carousel (switchable at any time)
- ✓ Website Programming + CMS Implementation
- ✓ Migrate up to 50 webpages
- ✓ One (1) day of remote Web-based Training (typically used for "Writing for the Web" Training, Accessibility Training, and CMS Training)



KEY CMS FEATURES

- ✓ Ongoing software updates (quarterly)
- ✓ Role-based dashboard for easy content updates, approvals + ability to lock down user permissions
- ✓ Mobile management to analyze mobile traffic and customize display on mobile device
- ✓ Interior page builder with drag-and-drop page building, 100+ widgets, save and reuse layouts + more
- ✓ Social media management with ability to schedule + preview posts to multiple social media accounts
- ✓ Form and survey builder with ready-to-use templates for the most common use cases, conditional logic, payment processing, and legally binding digital signatures
- ✓ Flexible search with the ability to define search synonyms, promote page + more
- ✓ Universal API + a vast number of commonly used apps integrated out-of-the-box



SUPPORT + MAINTENANCE

- ✓ 24/7 support
- ✓ Online help, including an extensive library of on-demand training videos
- ✓ Hosting infrastructure with 99.9% uptime
- ✓ Disaster recovery w/ 90 min failover (RTO), data replication every 15 mins (RPO), failover testing every 2 wks.
- ✓ Enterprise grade DDoS mitigation
- ✓ Industry leading data security (advanced threat detection and penetration)



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 25, 2019
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Designation of Polling Places for the 2020 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)	<ul style="list-style-type: none"> Resolution 19-32 Designating Polling Places for the 2020
Action(s) Requested	Staff recommends approval of attached resolution designating polling places for the 2020 Elections.

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

COUNCIL RESOLUTION

September 25, 2019

No. 19-32

**RESOLUTION DESIGNATING POLLING PLACES FOR THE
THE 2020 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 2020:

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 25th day of September, 2019.

Moved by:

Approved by: _____

Randall Gustafson
Mayor

Vacant
GUSTAFSON
HARRIS
LEEHY
MIAZGA

_____ In Favor

_____ Against

Attested by: _____

Sack Thongvanh
City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	September 25, 2019
Agenda Item	Policy G1
Attachment	Resolution & Supporting Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Adoption and Certification of the 2020 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 2020 General Fund Budget:</p> <ol style="list-style-type: none"> 1) There are no levy limits imposed by the Legislature for the 2020 Budget. 2) The amount of LGA state aid was increased by an amount of \$75,732 by the Legislature for budget year 2020. LGA will increase from \$603,532 to \$679,264 in 2020. 3) Fiscal Disparity distribution dollars for 2020 increased by \$85,091 over the 2019 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></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</u></th> <th style="text-align: center;"><u>2020 Proposed</u></th> <th style="text-align: center;"><u>Change 2019 to 2020</u></th> </tr> </thead> <tbody> <tr> <td>General Fund Levy</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;">1,909,536</td> <td style="text-align: right;">162,276</td> </tr> <tr> <td>Debt Service Levy</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;">227,988</td> <td style="text-align: right;">-5,670</td> </tr> <tr> <td style="text-align: center;">TOTAL LEVY</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;">2,137,524</td> <td style="text-align: right;">156,606</td> </tr> </tbody> </table>		<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 Proposed</u>	<u>Change 2019 to 2020</u>	General Fund Levy	1,152,646	1,487,059	1,747,260	1,909,536	162,276	Debt Service Levy	125,585	98,330	233,658	227,988	-5,670	TOTAL LEVY	1,278,231	1,585,389	1,980,918	2,137,524	156,606
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 Proposed</u>	<u>Change 2019 to 2020</u>																				
General Fund Levy	1,152,646	1,487,059	1,747,260	1,909,536	162,276																				
Debt Service Levy	125,585	98,330	233,658	227,988	-5,670																				
TOTAL LEVY	1,278,231	1,585,389	1,980,918	2,137,524	156,606																				

Impacts on a Median Value Home in Falcon Heights:

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 Proposed</u>	<u>Change 2019 to 2020</u>
Median Value Home	252,600	266,600	281,100	303,450	22,350
Taxable Median Value	238,094	253,354	269,159	293,521	24,362
Tax Capacity	2,381	2,534	2,691	2,935	243
City Tax Rate	26.358	31.770	37.279	36.4	-0.879
City Taxes	627	805	1,003	1,068	65
Net Change	26	178	198	65	

The 2020 proposed increase on a median value home is estimated to be \$65 per year or \$5.42 per month.

Budget Impact

Dependent upon adoption of the 2020 General Fund Budget. Budget Hearing Scheduled for:

Time: 7:00 pm
Date: Wednesday, December 11th, 2019
Location: 2077 Larpenteur West, Falcon Heights, MN 55113, City Council Chambers

Attachment(s)

- Resolution 19-33 Certification of the Preliminary Levy for 2020
- Supporting Documents to Certify to Ramsey County

Action(s) Requested

Staff recommends that the Falcon Heights City Council approve the attached resolution. The Preliminary 2020 Tax Levy is \$2,137,524 and increase of 7.9%. Further, staff recommends that the Falcon Heights City Council set a budget hearing meeting for December 11th, 2019, at 7:00 pm in the City Council Chambers for the purpose of receiving public comment on the 2020 General Fund Budget and Levy.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

September 25, 2019

No. 19-33

CERTIFICATION OF THE PRELIMINARY TAX LEVY FOR 2020

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 2020 Preliminary Levy Certification on or before September 30, 2019; 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	\$1,909,536
Debt Service	\$227,988
TOTAL LEVY	\$2,137,524

Moved by:

Approved by: _____

Randy Gustafson
Mayor

VACANT
GUSTAFSON
HARRIS
LEEHY
MIAZGA

_____ In Favor
_____ Against

Attested by: _____

Sack Thongvanh
City Administrator

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**COUNTY, CITY AND SPECIAL TAXING DISTRICT LEVY CERTIFICATION
PROPOSED TAXES PAYABLE IN 2020**

R _____ CITY OF FALCON HEIGHTS

 (Governmental Agency)

LEVY PURPOSE	CERTIFIED PROPOSED LEVY
NET TAX CAPACITY BASED LEVIES	
1) General	\$1,909,536
2) Debt	227,988
3) Other (Please Specify)	
4)	
5)	
6)	
7)	
8)	
9)	
10) Total Net Tax Capacity Based Levies <div style="text-align: right;">(Total 1 through 9)</div>	\$2,137,524
MARKET VALUE BASED LEVIES	
11)	\$
12)	
13) Total Market Value Based Referendum Levies <div style="text-align: right;">(Total 11 & 12)</div>	\$
14) Total Certified Levy <div style="text-align: right;">(Total 10 & 13)</div>	\$ 2,137,524

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

 Title

 Date

 Phone Number of Contact Person

651-792-7612 Roland Olson

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TRUTH IN TAXATION PUBLIC HEARING DATES

FOR TAXES PAYABLE IN 2020

Taxing District: City of Falcon Heights

Contact Person: Mr. Roland Olson

Phone: (651) 792-7600

Listed below is the 2019 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: Dec 11, 2019

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 September 30, 2019.

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