

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue  
**AGENDA**  
December 8, 2021 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_\_ LEEHY\_\_\_  
MIAZGA \_\_\_ WEHYEE\_\_\_

STAFF PRESENT: THONGVANH\_\_\_

C. PRESENTATION

D. APPROVAL OF MINUTES:

E. PUBLIC HEARINGS:

1. 2022 Truth in Taxation and Budget Presentation

F. CONSENT AGENDA:

1. General Disbursements through: 12/03/21 \$202,049.99  
Payroll through: 11/30/21 \$38,571.21
2. Approval of City License(s)
3. Appointment of Prosecuting Attorney
4. Appointment of City Attorney
5. Appointment of City Engineer
6. Appointment of City Auditor
7. Designation of Official Newspaper
8. 2022 Cost of Living Adjustment (COLA)
9. Statutory Tort Limits Liability Coverage for the City in 2022
10. 2021 Year End Budget Amendments
11. Close Fund 312 to Fund 403 in 2021
12. General Fund Transfer(s)
13. Northeast Youth and Family Services Cooperative Service Agreement for 2022
14. Building Permit Software - IWORQ

G: POLICY ITEMS:

H. INFORMATION/ ANNOUNCEMENTS:

I. COMMUNITY FORUM:

*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*

J. ADJOURNMENT:

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Public Hearing E1
<b>Attachment</b>	Resolutions(s)
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	2022 Truth in Taxation Hearing to Adopt 2022 Tax Levy and Budget																														
<b>Description</b>	<p>Each year the City Council is required to adopt a budget and tax levy to fund City operations. This action must be completed before the end of the year, and the adopted levy is then provided to Ramsey County so they can produce property tax statements for each parcel in the County. On September 22nd, the City Council adopted a preliminary levy and established December 9th as the date at which the public would be given an opportunity to address the Council about the proposed budget and tax levy.</p> <p>Before the Council, are a proposed property tax levy of \$2,360,444 and a General Fund Budget of \$2,937,516. The Proposed Final Levy for 2022 is 4.9%.</p> <p>The levy and budget with a comparison to previous years is detailed below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th></th> <th>2020 Levy</th> <th>2021 Levy</th> <th>Proposed 2022 Levy</th> <th>% Increase (Decrease)/ 2021 to 2022</th> </tr> </thead> <tbody> <tr> <td>Ad Valorem</td> <td>\$1,909,536</td> <td>\$2,037,731</td> <td>\$2,166,934</td> <td>6.3%</td> </tr> <tr> <td>Debt Service</td> <td>\$227,988</td> <td>\$211,544</td> <td>\$193,510</td> <td>-8.5%</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$2,137,524</b></td> <td><b>\$2,249,275</b></td> <td><b>\$2,360,444</b></td> <td><b>4.9%</b></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th></th> <th>2020 General Fund Budget</th> <th>2021 General Fund Budget</th> <th>Proposed 2022 General Fund Budget</th> <th>% Increase 2021 to 2022</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$2,857,675</td> <td>\$2,890,221</td> <td>\$2,937,516</td> <td>1.7%</td> </tr> </tbody> </table> <p>The impact of this proposed levy on a median valued home, which in 2022 is assessed at \$299,570 (2% decrease over 2021), is estimated to result in an increase of \$47, in the City portion of the homeowner's taxes.</p> <p>A full presentation with more details will be presented at the City Council meeting and</p>		2020 Levy	2021 Levy	Proposed 2022 Levy	% Increase (Decrease)/ 2021 to 2022	Ad Valorem	\$1,909,536	\$2,037,731	\$2,166,934	6.3%	Debt Service	\$227,988	\$211,544	\$193,510	-8.5%	<b>Total</b>	<b>\$2,137,524</b>	<b>\$2,249,275</b>	<b>\$2,360,444</b>	<b>4.9%</b>		2020 General Fund Budget	2021 General Fund Budget	Proposed 2022 General Fund Budget	% Increase 2021 to 2022		\$2,857,675	\$2,890,221	\$2,937,516	1.7%
	2020 Levy	2021 Levy	Proposed 2022 Levy	% Increase (Decrease)/ 2021 to 2022																											
Ad Valorem	\$1,909,536	\$2,037,731	\$2,166,934	6.3%																											
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<b>Total</b>	<b>\$2,137,524</b>	<b>\$2,249,275</b>	<b>\$2,360,444</b>	<b>4.9%</b>																											
	2020 General Fund Budget	2021 General Fund Budget	Proposed 2022 General Fund Budget	% Increase 2021 to 2022																											
	\$2,857,675	\$2,890,221	\$2,937,516	1.7%																											

	will be available on the City’s website. In addition, attached to this report is the budget cover letter which goes into more detail about specific budget line items, factors influencing the proposed budget, and historical information.
<b>Budget Impact</b>	This budget preserves the core functions of the City’s current operations.
<b>Attachment</b>	<ul style="list-style-type: none"> <li>• Resolutions 21-47 Approving 2022 Tax Levy</li> <li>• Resolution 21-48 Approving 2022 City Budget</li> </ul> <p>Due to the size and cost of printing the 2022 Budget, the document is available on the City’s website (<a href="https://www.falconheights.org/home/showdocument?id=2820">https://www.falconheights.org/home/showdocument?id=2820</a>) and at City Hall.</p>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council hold a public hearing and receive comment. Once the hearing is closed, staff recommends that the City Council adopt attached resolutions regarding the 2022 Tax Levy and regarding the 2022 City of Falcon Heights Budget.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

December 8, 2021

No. 21-47

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**RESOLUTION ADOPTING THE 2022 TAX LEVY FOR THE CITY OF FALCON  
HEIGHTS, COUNTY OF RAMSEY, STATE OF MINNESOTA**

BE IT RESOLVED by the Mayor and City Council of the City of Falcon Heights, County of Ramsey, State of Minnesota, that the following sums of money be levied for the taxes payable 2022, upon the taxable property in the City of Falcon Heights, for the following purposes:

	<b>CERTIFIED LEVY</b>
<b>GENERAL FUND</b>	<b>\$2,166,934</b>
<b>DEBT SERVICE</b> (G.O. Fire Truck Bond, Series 2013B)	<b>\$193,510</b>
<b>TOTAL LEVY</b>	<b>\$2,360,444</b>

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to transmit a certified copy of this Resolution to the County Auditor and should extend the tax levy in the amount of \$2,360,444 to be collected for the year 2022.

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Moved by:

Approved by: \_\_\_\_\_  
Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor  
MIAZGA  
ANDREWS        \_\_\_    Against  
LEEY  
WEHYEE

Attested by: \_\_\_\_\_  
Sack Thongvanh  
City Administrator

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**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

December 8, 2021

No. 21-48

**RESOLUTION ADOPTING THE 2021 BUDGET**

BE IT RESOLVED by the City Council of the City of Falcon Heights that the General Fund Operating Budget for the year 2022 in the amount of \$2,937,516 and other Fund Budgets as listed are adopted.

Fund Name	Fund Number	Amount (\$)
Park Program Fund	201	38,990
Charitable Gambling		1,000
Community Garden	203	2,000
Water Fund	204	17,902
Recycling Fund	206	105,690
Community Development Fund	208	9,300
Street Light Utility	209	39,900
Community Inclusion	210	35,000
GO Improvement Street Series 2017A	316	139,000
GO Improvement Street Series 2021A	313	23,275
General Capital Improvements	401	7,300
Public Safety Capital	402	800
Parks Recreation/Public Facilities Capital	403	1,681,900
TIF District #1-3	414	289,800
Infrastructure Capital	419	9,300
2021 Street Project	426	65,800

Moved by:

Approved by: \_\_\_\_\_

Randall C. Gustafson  
Mayor

GUSTAFSON        \_\_\_    In Favor

MIAZGA

ANDREWS        \_\_\_    Against

LEEHY

WEHYEE

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 12/03/21 \$202,049.99 Payroll through: 11/30/21 \$38,571.21
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements and Payroll</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 02407 Dec 03 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
122	BP					
I-202112038005	BP		1,229.13			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	177.79
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	1,051.34
		=== VENDOR TOTALS ===	1,229.13			
01-03025	COLIN CALLAHAN					
I-202112038006	COLIN CALLAHAN		4,583.26			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Flex Payment		101 21711-000	DEPENDENT CARE FLEX PAYA	1,879.14
		Flex Payment		601 21711-000	DEPENDENT CARE FLEX PAYA	2,154.13
		Flex Payment		602 21711-000	DEPENDENT CARE FLEX PAYA	549.99
		=== VENDOR TOTALS ===	4,583.26			
01-05115	GOPHER STATE ONE CALL					
I-1110385	GOPHER STATE ONE CALL		40.50			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Locates		601 4601-88030-000	LOCATES	40.50
		=== VENDOR TOTALS ===	40.50			
01-05153	HOME DEPOT CRC/GECF					
I-202112038009	HOME DEPOT CRC/GECF		78.48			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Padlocks /Orange Marking Tape		101 4131-70110-000	SUPPLIES	78.48
		=== VENDOR TOTALS ===	78.48			
01-06002	NINENORTH					
I-2021-257	NINENORTH		501.42			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Cable Meeting Nov		101 4116-85050-000	CABLE TV	273.00
		Cable Casting Svcs		101 4116-85050-000	CABLE TV	57.75
		Webstreaming Svcs		101 4116-85050-000	CABLE TV	170.67
		=== VENDOR TOTALS ===	501.42			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0525		SUBURBAN ACE HARDWARE				
I-202112038010		SUBURBAN ACE HARDWARE	160.17			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Reissue for lost check #90429		101 4132-70120-000	SUPPLIES	54.88
		Positive pay return check #907		101 4132-70120-000	SUPPLIES	58.04
		Fasteners/Tape/Vinegar/Paint		101 4132-70120-000	SUPPLIES	47.25
		=== VENDOR TOTALS ===	160.17			
01-05374		TENNIS SANITATION LLC				
I-3104892		TENNIS SANITATION LLC	7,028.00			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Recycling Ramsey Cty SWMT&CEC		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		Recycling		206 4206-82030-000	RECYCLING CONTRACTS	6,961.50
		=== VENDOR TOTALS ===	7,028.00			
01-06628		SACK THONGVANH				
I-202112038007		SACK THONGVANH	200.00			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Nov to Dec Cell Reimburse		101 4131-85015-000	CELL PHONE	100.00
		Nov to Dec Cell Reimburse		601 4601-85015-000	CELL PHONE	100.00
		=== VENDOR TOTALS ===	200.00			
01-05737		VERIZON WIRELESS				
I-9893594582		VERIZON WIRELESS	103.35			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Cell Phones to Nov 23		101 4131-85015-000	CELL PHONE	103.35
		=== VENDOR TOTALS ===	103.35			
01-05870		XCEL ENERGY				
I-202112038008		XCEL ENERGY	86.86			
12/03/2021	APBNK	DUE: 12/03/2021 DISC: 12/03/2021		1099: N		
		Elect		101 4121-85020-000	ELECTRIC	24.56
		Elect		101 4141-85020-000	ELECTRIC/GAS	62.30
		=== VENDOR TOTALS ===	86.86			
		=== PACKET TOTALS ===	14,011.17			

PACKET: 02405 DEC 1 PAYABLE  
 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
095	AVR, INC					
I-245707		AVR, INC	698.00			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021 Sidewalk Repair		1099: N 419 4419-92005-000	SIDEWALK IMPROVEMENTS	698.00
=== VENDOR TOTALS ===			698.00			
01-00875	BHE COMMUNITY SOLAR, LLC					
I-11296353		BHE COMMUNITY SOLAR, LLC	1,176.74			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021 CH Solar Garden Elect Sept		1099: N 101 4131-85025-000	SOLAR ELECTRIC	1,176.74
=== VENDOR TOTALS ===			1,176.74			
01-03122	CITY OF ST PAUL					
I-IN47169		CITY OF ST PAUL	130.28			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021 Asphalt Mix		1099: N 101 4132-75000-000	BITUMINOUS PATCHING	130.28
=== VENDOR TOTALS ===			130.28			
01-05045	GRUBER'S POWER EQUIPMENT					
I-1585		GRUBER'S POWER EQUIPMENT	226.36			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021 Bobcat Parts		1099: N 101 4132-70120-000	SUPPLIES	226.36
=== VENDOR TOTALS ===			226.36			
01-05058	JOSH JORDAN					
I-202112018002		JOSH JORDAN	446.40			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021 Tae Kwon Do Instructor		1099: Y 201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	446.40
=== VENDOR TOTALS ===			446.40			
01-05582	MENARDS					
I-202112018001		MENARDS	40.72			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021 Storage Bags and Cups		1099: N 101 4112-70100-000	SUPPLIES	40.72
=== VENDOR TOTALS ===			40.72			

PACKET: 02405 DEC 1 PAYABLE  
 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
=====						
263		MID CITY SERVICES- INDUSTRIAL				
=====						
I-168261		MID CITY SERVICES- INDUSTRIAL	84.30			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021		1099: N		
		Floor Mats Svc		101 4131-87010-000	CITY HALL MAINTENANCE	84.30
=== VENDOR TOTALS ===			84.30			
=====						
01-05343		MN MULCH & SOIL				
=====						
I-W20387		MN MULCH & SOIL	13.50			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021		1099: N		
		Larpenteur Soil Disposal		419 4419-92056-000	LARPEN TEUR MEDIAN 2020	13.50
==== VENDOR TOTALS ===			13.50			
=====						
01-06030		OLSON,ROLAND				
=====						
I-202112018000		OLSON,ROLAND	45.52			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021		1099: N		
		Mileage Reimburse Nov		101 4113-86010-000	MILEAGE	45.52
=== VENDOR TOTALS ===			45.52			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
=====						
I-202112018003		ST PAUL REGIONAL WATER SERVIC	119.43			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021		1099: N		
		Community Park Water		101 4141-85040-000	WATER	32.61
		Community Park Sanitary Sewer		101 4141-85070-000	SEWER	11.83
		City Hall Water		101 4131-85040-000	WATER	58.51
		City Hall Sanitary Sewer		101 4131-85070-000	SEWER	16.48
=== VENDOR TOTALS ===			119.43			
=====						
01-05870		XCEL ENERGY				
=====						
I-202112018004		XCEL ENERGY	195.59			
12/01/2021	APBNK	DUE: 12/01/2021 DISC: 12/01/2021		1099: N		
		Elect		209 4209-85020-000	STREET LIGHTING POWER	10.02
		Elect		101 4141-85020-000	ELECTRIC/GAS	185.57
=== VENDOR TOTALS ===			195.59			
=== PACKET TOTALS ===			3,176.84			

PACKET: 02403 NOV 24 2ND PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-06301	SAMS CLUB MC/SYNCB				
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I-202111247999		ZOOM/SHOES/RECYCLING/ELECTION	943.41		
11/24/2021	APBNK	DUE: 11/24/2021 DISC: 11/24/2021		1099: N	
		PIONEER PRESS PAPER		101 4131-70110-000 SUPPLIES	16.00
		STEEL TOE SHOES		101 4132-77000-000 CLOTHING	182.69
		ZOOM VIRTUAL MEETING		101 4116-85040-000 VIRTUAL COMMUNICATIONS	220.11
		ELECTION JUDGE FOOD		101 4115-70100-000 SUPPLIES	370.70
		RECYCLE FIRE DEPT PARTITIONS		206 4206-89000-000 MISCELLANEOUS	153.91
		=== VENDOR TOTALS ===	943.41		
		=== PACKET TOTALS ===	943.41		

PACKET: 02401 NOV 24 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
=====						
01-03001	CAMPBELL KNUTSON					
I-288		OCT LEGALS	423.00			
11/24/2021	APBNK	DUE: 11/24/2021 DISC: 11/24/2021		1099: Y		
		OCT LEGALS		101 4114-80200-000	LEGAL FEES	423.00
		=== VENDOR TOTALS ===	423.00			
=====						
01-03122	CITY OF ST PAUL					
I-IN47401		ANIMAL BOARDING SVC JULY TO S	705.00			
11/24/2021	APBNK	DUE: 11/24/2021 DISC: 11/24/2021		1099: N		
		ANIMAL BOARDING SVC JULY TO S		101 4122-81000-000	POLICE SERVICES	705.00
		=== VENDOR TOTALS ===	705.00			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-3965527		COPIER CHRGS	33.19			
11/24/2021	APBNK	DUE: 11/24/2021 DISC: 11/24/2021		1099: N		
		COPIER CHRGS		101 4132-87000-000	REPAIR EQUIPMENT	33.19
		=== VENDOR TOTALS ===	33.19			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-45880122021		LIFE INS DEC	48.00			
11/24/2021	APBNK	DUE: 11/24/2021 DISC: 11/24/2021		1099: N		
		LIFE INS DEC		101 21709-000	OTHER PAYABLE	24.64
		LIFE INS DEC		204 21709-000	OTHER PAYABLE	1.60
		LIFE INS DEC		601 21709-000	OTHER PAYABLE	15.52
		LIFE INS DEC		602 21709-000	OTHER PAYABLE	6.24
		=== VENDOR TOTALS ===	48.00			
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-EMCOM 009656		CAD OCT	348.81			
11/24/2021	APBNK	DUE: 11/24/2021 DISC: 11/24/2021		1099: N		
		CAD OCT		101 4122-81200-000	911 DISPATCH FEES	348.81
I-EMCOM 009672		911 DISPATCH OCT	2,546.43			
11/24/2021	APBNK	DUE: 11/24/2021 DISC: 11/24/2021		1099: N		
		911 DISPATCH OCT		101 4122-81200-000	911 DISPATCH FEES	2,546.43
		=== VENDOR TOTALS ===	2,895.24			



PACKET: 02401 NOV 24 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05374	TENNIS SANITATION LLC				
I-3059852		134.45			
11/24/2021	APBNK		1099: N		
				101 4131-87010-000	CITY HALL MAINTENANCE 134.45
I-3078867		6,961.50			
11/24/2021	APBNK		1099: N		
				206 4206-82030-000	RECYCLING CONTRACTS 6,961.50
	=== VENDOR TOTALS ===	7,095.95			
=====					
01-06930	U.S. POSTMASTER				
I-202111247998		1,950.00			
11/24/2021	APBNK		1099: N		
				101 4112-70500-000	POSTAGE 1,950.00
	=== VENDOR TOTALS ===	1,950.00			
=====					
01-05737	VERIZON WIRELESS				
I-0891379935		103.75			
11/24/2021	APBNK		1099: N		
				101 4131-85015-000	CELL PHONE 103.75
	=== VENDOR TOTALS ===	103.75			
=====					
01-05870	XCEL ENERGY				
I-202111247997		74.41			
11/24/2021	APBNK		1099: N		
				101 4121-85020-000	ELECTRIC 12.09
				209 4209-85020-000	STREET LIGHTING POWER 0.46
				209 4209-85020-000	STREET LIGHTING POWER 0.08
				101 4141-85020-000	ELECTRIC/GAS 30.94
				101 4141-85020-000	ELECTRIC/GAS 30.84
	=== VENDOR TOTALS ===	74.41			
	=== PACKET TOTALS ===	13,328.54			

PACKET: 02398 nov 22 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03103	CANON FINANCIAL SERVICES					
I-27662201L		COPIER CHR	122.39			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		COPIER CHR		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			
=====						
01-03110	CENTURY LINK					
I-202111237995		LANDLINE	135.95			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		LANDLINE		101 4141-85011-000	TELEPHONE - LANDLINE	64.06
		LANDLINE		601 4601-85011-000	TELEPHONE - LANDLINE	71.89
		=== VENDOR TOTALS ===	135.95			
=====						
01-03122	CITY OF ST PAUL					
I-IN27469		ASPHALAT MIX	390.84			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		ASPHALAT MIX		101 4132-75000-000	BITUMINOUS PATCHING	390.84
		=== VENDOR TOTALS ===	390.84			
=====						
01-03302	D.R.S.					
I-IN17370		ANNUAL DRUG TESTING	150.00			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		ANNUAL DRUG TESTING		101 4132-89000-000	MISCELLANEOUS	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-1135217		health ind dec	8,962.44			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		health ind dec		101 4112-89000-000	MISCELLANEOUS	8,962.44
		=== VENDOR TOTALS ===	8,962.44			
=====						
01-0624	OCCUPATIONAL HEALTH CENTERS OF					
I-103465827		RANDOM DRUG TESTING	121.00			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		RANDOM DRUG TESTING		101 4132-89000-000	MISCELLANEOUS	121.00
		=== VENDOR TOTALS ===	121.00			

PACKET: 02398 nov 22 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06112	PIONEER PRESS					
I-10215712540		LEGALS	106.65			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		LEGALS		101 4112-89000-000	MISCELLANEOUS	106.65
		=== VENDOR TOTALS ===	106.65			
=====						
01-06185	RAMSEY COUNTY					
I-RISK 002130		INS	1,066.26			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		INS		101 4112-89000-000	MISCELLANEOUS	1,066.26
		=== VENDOR TOTALS ===	1,066.26			
=====						
01-05870	XCEL ENERGY					
I-202111237994		ELECT	2,320.40			
11/23/2021	APBNK	DUE: 11/23/2021 DISC: 11/23/2021		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	30.56
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,178.40
		ELECT		101 4141-85020-000	ELECTRIC/GAS	111.44
		=== VENDOR TOTALS ===	2,320.40			
		=== PACKET TOTALS ===	13,375.93			

PACKET: 02395 NOV 8 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
=====						
01-00897		BARTON SAND AND GRAVEL CO				
I-202111087992		BARTON SAND AND GRAVEL CO	200.00			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		LARPEN TEUR MEDIAN ROCK		601 4601-87099-000	MANHOLE COVER REPAIRS	200.00
		=== VENDOR TOTALS ===	200.00			
=====						
01-06290		CITY OF ROSEVILLE				
I-0230487		CITY OF ROSEVILLE	4,042.58			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		IT SUPPORT OPERATIONAL SERVICE		101 4116-85070-000	TECHNICAL SUPPORT	1,074.93
		IT STAFF SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	2,536.91
		IT EQUIPMENT		101 4116-85070-000	TECHNICAL SUPPORT	144.68
		SOFTWARE LICENSING		101 4116-70100-000	SUPPLIES	286.06
		=== VENDOR TOTALS ===	4,042.58			
=====						
01-03527		DELEGARD TOOL COMPANY				
I-22851		DELEGARD TOOL COMPANY	22.72			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		GLOVES		101 4131-70110-000	SUPPLIES	22.72
		=== VENDOR TOTALS ===	22.72			
=====						
01-05171		FRA DOR INC				
I-2110182		FRA DOR INC	25.00			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		BLACK DIRT FOR MEDIANS		419 4419-92056-000	LARPEN TEUR MEDIAN 2020	25.00
		=== VENDOR TOTALS ===	25.00			
=====						
01-05235		JAN-PRO CLEANING SYSTEMS				
I-105180		JAN-PRO CLEANING SYSTEMS	450.00			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		JANITORIAL SERVICE NOV		101 4131-87010-000	CITY HALL MAINTENANCE	450.00
		=== VENDOR TOTALS ===	450.00			

PACKET: 02395 NOV 8 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-04570	JOSEPH, KATRINA E.					
I-118		JOSEPH, KATRINA E.	2,500.00			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: Y		
		PROSECUTIONS OCT		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-05665	METROPOLITAN COUNCIL					
I-1117766		METROPOLITAN COUNCIL	48,196.27			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		WASTE WATER SERVICES		601 4601-85060-000	METRO SEWER CHARGES	48,196.27
		=== VENDOR TOTALS ===	48,196.27			
=====						
01-05869	MINNESOTA/WISCONSIN PLAYGROUND					
I-2021484		MINNESOTA/WISCONSIN PLAYGROUN	445.24			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		RECYCLED PLANK		403 4403-91000-000	MACHINERY & EQUIPMENT	445.24
		=== VENDOR TOTALS ===	445.24			
=====						
01-04875	MOBILE MINI, INC.					
I-1001735568		WARMING HOUSE RENTAL	1,187.00			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		WARMING HOUSE RENTAL		101 4141-87120-000	FACILITIES & GROUND MAIN	1,187.00
		=== VENDOR TOTALS ===	1,187.00			
=====						
01-06024	ON SITE SANITATION					
I-0001220449		ON SITE SANITATION	235.00			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		PORTABLE RESTROOM		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
		ADA COMPLIANT RESTROOM		601 4601-85080-000	PORTABLE TOILET PARKS	160.00
		=== VENDOR TOTALS ===	235.00			
=====						
01-06184	RAMSEY COUNTY - POLICE AND 911					
I-SHRFL-002022		RAMSEY COUNTY - POLICE AND 91	99,629.67			
11/08/2021	APBNK	DUE: 11/08/2021 DISC: 11/08/2021		1099: N		
		LAW ENFORCEMENT SERVICES NOV		101 4122-81000-000	POLICE SERVICES	99,629.67
		=== VENDOR TOTALS ===	99,629.67			

PACKET: 02395 NOV 8 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-06314				REHDER FORESTRY CONSULTING	
I-225				REHDER FORESTRY CONSULTING	280.62
11/08/2021	APBNK		1099: N	DUE: 11/08/2021 DISC: 11/08/2021	
				FORESTRY CONSULTING	
				101 4134-80330-000 FORESTRY CONSULTANT	280.62
		=== VENDOR TOTALS ===			280.62
		=== PACKET TOTALS ===			157,214.10

NAME	AMOUNT
SACK THONGVANH	4,011.94
VANDARA THAMMAVONGSA	1,605.57
ROLAND O OLSON	2,769.20
MATTHEW CHERNUGAL	930.82
TIMOTHY J PITTMAN	2,259.27
DAVE TRETSEVEN	1,813.02
COLIN B CALLAHAN	1,990.77

TOTAL PRINTED: 7 15,380.59

-10-2021 8:41 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
PAYROLL DATE: 11/10/2021

EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
LANDBERG, ALYSSA	R	11/10/2021	392.49	090916
MORETTO, PAUL A	R	11/10/2021	2,138.95	090917

11-10-2021 8:41 AM PAYROLL CHECK REGISTER  
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
PAYROLL DATE: 11/10/2021

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	2	2,531.44
DIRECT DEPOSIT REGULAR CHECKS:	7	15,380.59
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	9	17,912.03

\*\*\* NO ERRORS FOUND \*\*\*

\* END OF REPORT \*\*







## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Vandara Thammavongsa Assistant to the City Administrator

<b>Item</b>	Approval of City License(s)
<b>Description</b>	<p>The following individuals/entities have applied for a <u>Municipal Business License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Cox Insurance Associates</li> <li>2. John A. Knutson &amp; Co., PLLP</li> <li>3. Curves</li> <li>4. Merwin's Liquors</li> <li>5. Falcon Heights Gas &amp; Convenience Inc. (BP)</li> <li>6. New Fresh Wok</li> <li>7. Hamline Family Dental</li> <li>8. Phone Swap LLC</li> <li>9. Premier Health of Roseville/St. Paul</li> <li>10. American Family Mutual Ins. Co. S.I.</li> </ol> <p>The following individuals/entities have applied for a <u>Restaurant License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Dino's Mediterranean Fresh</li> <li>2. Jimmy John's</li> <li>3. New Fresh Wok</li> </ol> <p>The Following individuals/ entities have applied for a <u>On-sale Wine and 3.2% Malt Liquor License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Dino's Mediterranean Fresh</li> <li>2. New Fresh Wok</li> </ol> <p>The following individuals/entities have applied for a <u>Refuse Hauler License</u> for 2022. Staff have received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Aspen Waste Systems of Minnesota, Inc.</li> <li>2. Waste Management of Minnesota, Inc.</li> </ol>

(continued on following)

The following individuals/entities have applied for a Home Occupation License for 2022. Staff have received the necessary documents for licensure.

1. David L. Wasson - Graphic Design
2. Jennifer Milbacher - The Touch-Up Artist, Inc
3. Cynthia Cyd Wicker - Dance Studio

The following individuals/entities have applied for a Holiday Tree Sales License for 2022. Staff have received the necessary documents for licensure.

1. University of Minnesota Forestry Club

The following individuals/entities have applied for a Tree Contractors License for 2022. Staff have received the necessary documents for licensure.

1. Tree Trust
2. Precision Landscape and Tree
3. Three Trees Horticulture
4. Birch Tree Care

The following individuals/entities have applied for a Off-sale License for 2022. Staff have received the necessary documents for licensure.

1. Merwin's Liquors

The following individuals/entities have applied for a Cigarette License for 2022. Staff have received the necessary documents for licensure.

1. Merwin's Liquors
2. Falcon Heights Gas & Convenience Inc. (BP)

The following individuals/entities have applied for a General Contractor License for 2022. Staff have received the necessary documents for licensure.

1. Nexius Solutions, Inc

The following individuals/entities have applied for a Car Wash License for 2022. Staff have received the necessary documents for licensure.

1. Falcon Heights Gas & Convenience, Inc. (BP)

The following individuals/entities have applied for a Gasoline Operator License for 2022. Staff have received the necessary documents for licensure.

1. Falcon Heights Gas & Convenience, Inc. (BP)

The following individuals/entities have applied for a Retail Grocery License for 2022. Staff have received the necessary documents for licensure.

1. Falcon Heights Gas & Convenience, Inc. (BP)

(continued on following)

The following individuals/entities have applied for a Massage License for 2022. Staff have received the necessary documents for licensure.

1. Diane M. Marshman - DM Massage
2. Ferehcz Mihaly Vincze Turcean - Hair Designs Unlimited

The following individuals/entities have applied for a Multifamily Rental Dwelling License for 2022. Staff have received the necessary documents for licensure.

1. Larpenteur Manor, LLC - 1710 & 1720 & 1730 & 1740 Larpenteur Ave W
2. Birch Terrace Apartments/Gary Carlson - 1511 Larpenteur/1688 Arona
3. Jian An Liu, B&E, LLC - 1496 Larpenteur Ave
4. John Patrick McDonald - 1490 Larpenteur Ave

The following individuals/entities have applied for a Single Family Rental Dwelling License for 2022. Staff have received the necessary documents for licensure.

1. EvaJane Koeper - 1488 Crawford
2. Ramsey County Historical Society - 2129 Larpenteur Ave W
3. Bradley Phillip Peper - 1758 Maple Court
4. Rosalind Maria Elmquist - 1701 Albert St N & 1703 Albert St N
5. Alejandro Kovacs - 1805 Prior Ave N
6. Charles E. Spaulding - 1879 Arona St
7. 1483 Larpenteur Ave W #1, #2, & #3
8. Jeff P. Daley - 1843 Hamline Ave
9. Matthew Lange - 1495 Larpenteur Ave W #1, #2, & #3
10. Joseph Florczak - 1354 California Ave
11. Brian James Bigelbach - 1491 Larpenteur #1, #2, & #3, 1503 Larpenteur Ave & 1505 Larpenteur Ave
12. Adam Drew Heil - 1475 Larpenteur Ave W #1, #2, & #3

<b>Budget Impact</b>	Revenues accounted for in the 2022 Budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Designation of Prosecuting Attorney
<b>Description</b>	Each year the City of Falcon Heights designates a prosecuting attorney. This person works closely with the Ramsey County Sheriff's Office and City Staff in prosecuting all misdemeanor and felony level offenses as well as Ordinance Violations. For several years our prosecuting attorney has been Katrina Joseph. She also serves as the attorney for the City of Lauderdale.
<b>Budget Impact</b>	The monthly retainer will not change and has been included in the 2022 operating budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve Katrina Joseph and the law firm of Hughes and Costello as the City's prosecuting attorneys for 2022.

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F4
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of City Attorney
<b>Description</b>	Falcon Heights has used the law firm of Campbell Knutson, P.A. for Civil Attorney services for many years. Andrea McDowell-Poehler is the main contact, but the City uses various attorneys in the firm for our daily needs.
<b>Budget Impact</b>	Funds have been allocated in the 2022 Budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the law firm of Campbell Knutson, P.A. for civil legal services for 2022.

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F5
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of City Engineer
<b>Description</b>	For several years the City has contracted with the City of Roseville for engineering services. Staff is seeking to continue this relationship and appoint Roseville’s City Engineer, Jesse Freihammer, as the City Engineer for 2022.
<b>Budget Impact</b>	Funds have been allocated in the 2022 Budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends the approval of Jesse Freihammer and the City of Roseville Engineering Department as City of Falcon Heights’ Engineer for 2022.

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F6
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of City Auditor
<b>Description</b>	Each year the City is required to have an independent firm audit our financial records. For the past several years, we have used Kern-DeWenter-Viere as our auditors, and we have been very satisfied with their services.
<b>Budget Impact</b>	Funds have been allocated in the 2022 Budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends the approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2022.

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F7
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Designation of Official Newspaper
<b>Description</b>	<p>State statute requires that a city designate a legal newspaper of general circulation in the city. This newspaper is used when the city is required to publish legal notification regarding public hearings, elections and city financial matters. With the loss of the Roseville Review in October, the city designated the Pioneer Press as the official newspaper for 2021.</p> <p>After working with the Pioneer Press for a year and based on circulation of the paper in Falcon Heights, staff recommend that the city designate the Pioneer Press as the legal newspaper for 2022.</p>
<b>Budget Impact</b>	Funds have been allocated in the 2022 Budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Designate the Pioneer Press as the city's legal newspaper for 2022.

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F8
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	2022 Cost of Living Adjustments (COLA)
<b>Description</b>	As part of the 2022 Budget process, employee salaries are adjusted based on various factors, one of which is a cost-of-living adjustment (COLA). Incorporated into the approved 2022 budget is a three (3) percent increase for all full-time employees.
<b>Budget Impact</b>	The three percent COLA is incorporated into the approved 2022 Budget.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve a three percent cost of living adjustment for all full-time city employees for 2022 as reflected in the approved 2022 Budget.

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F9
<b>Attachment</b>	Tort Limit Liability Form
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Statutory Tort Limits Liability Coverage for City in 2022
<b>Description</b>	<p>Effective January 1, 2022, the statutory tort limits for the City of Falcon Heights under our insurance policy with the League of Minnesota Cities Insurance Trust will continue to be \$1,500,000. An individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which statutory tort limits apply would be limited to \$1,500,000.</p> <p>The League of Minnesota Cities Insurance Trust is requesting that cities determine if they wish to waive the statutory tort limits for 2022. Under certain circumstances the LMCIT, which represents the city in these claims, may negotiate above the legal liability limit if necessary because some claims like employment are exempt from the cap. The general council from the LMCIT states that cities make different choices depending upon their circumstances. However, they perceived that maintaining the limit was prudent in many cases. The city has had no claims for settlements for several years. Since 2000, the city council has voted <u>not to waive</u> the statutory tort limits.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Liability Coverage Waiver Form from the League of Minnesota Insurance Trust (LMCIT)</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the city council approve a motion <u>not to waive</u> the city's statutory tort limits for 2022 and authorize the City Administrator to execute all necessary documents.

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## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name:

---

*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_



**ITEM FOR DISCUSSION**

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F10
<b>Attachment</b>	N/A
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Budget Amendments for Year End																														
<b>Description</b>	<p>Sometimes at the end of the year, budget amendments need to be made to improve the financial statements for year end. These budget changes occurred during 2021 after the original budget had been prepared. Staff recommends the following:</p> <p>To reflect the revenue received from the sale of the fire trucks and fire equipment to be deposited into the Parks/Recreation/Pubic Works capital fund:</p> <table style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">dr</td> <td style="text-align: center;">cr</td> </tr> <tr> <td>Revenue: 403-36420-000</td> <td></td> <td style="text-align: right;">350,000</td> </tr> </table> <p>The TIF 1-3 Capital Fund (414) received more increments than what were originally estimated when the 2021 budget was formulated. These increments are difficult to estimate. With an increase in revenue there would also be an increase in the "Pay As You Go" expense payments to the developer.</p> <table style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">dr</td> <td style="text-align: center;">cr</td> </tr> <tr> <td>Revenue: 414-30113-000</td> <td></td> <td style="text-align: right;">50,000</td> </tr> <tr> <td>Expenses: 414-4414-93000-000</td> <td style="text-align: right;">50,000</td> <td></td> </tr> </table> <p>When the 2013A G.O. Improvement bond was paid off, there were additional bond fees paid above what was originally budgeted.</p> <table style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">dr</td> <td></td> </tr> <tr> <td>Expenses: 311-4311-94900-000</td> <td style="text-align: right;">2,000</td> <td></td> </tr> </table> <p>The Infrastructure Fund (419) also had additional expenses that were not budgeted since they occurred during 2021: Traffic control light at the Hoyt/Snelling intersection and Larpenteur Avenue median improvements:</p> <table style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">dr</td> <td></td> </tr> <tr> <td>Expenses: 419-4419-92015-000</td> <td style="text-align: right;">15,000</td> <td></td> </tr> <tr> <td>419-4419-92056-000</td> <td style="text-align: right;">15,000</td> <td></td> </tr> </table>		dr	cr	Revenue: 403-36420-000		350,000		dr	cr	Revenue: 414-30113-000		50,000	Expenses: 414-4414-93000-000	50,000			dr		Expenses: 311-4311-94900-000	2,000			dr		Expenses: 419-4419-92015-000	15,000		419-4419-92056-000	15,000	
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419-4419-92056-000	15,000																														
	Amend budget line items as explained above.																														

<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff asks for council approval to amend the budget line items as explained above.



**ITEM FOR DISCUSSION**

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F11
<b>Attachment</b>	N/A
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Close Fund 312 to Fund 403 in 2021												
<b>Description</b>	<p>This ladder fire truck has now been sold. Some of the proceeds (\$150,000) were deposited in Fund 312 to help pay off the debt since at that time the 2<sup>nd</sup> quarter tax proceeds had not been received by the city. This debt has now been paid and a balance exists of approximately \$120,000 in fund 312. Since the majority of the sale proceeds were deposited into the Parks/ Recreation/Public Works Capital fund for future capital needs, Staff recommends transferring the remaining balance into the same capital fund since the excess balance resulted from deposited sales proceeds. Staff recommends the following budget amendments along with the transfer of funds to close the fund.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">dr</td> <td style="text-align: center;">cr</td> </tr> <tr> <td>Revenue: 403-39200-000</td> <td></td> <td style="text-align: right;">120,000</td> </tr> <tr> <td>Expenses: 312-4312-97000-000</td> <td style="text-align: right;">120,000</td> <td></td> </tr> </table> <p>In addition, the budget line item for the principal payment of \$180,000 retiring this debt needs to be increased.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Expenses 312-4312-94000</td> <td style="text-align: right;">180,000</td> <td></td> </tr> </table>		dr	cr	Revenue: 403-39200-000		120,000	Expenses: 312-4312-97000-000	120,000		Expenses 312-4312-94000	180,000	
	dr	cr											
Revenue: 403-39200-000		120,000											
Expenses: 312-4312-97000-000	120,000												
Expenses 312-4312-94000	180,000												
<b>Budget Impact</b>	Close debt service fund.												
<b>Attachment(s)</b>	N/A												
<b>Action(s) Requested</b>	Request the council approve the budget amendments, transfer of funds, and the closing of fund 312 before the end of year.												

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F12
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	2021 General Fund Transfer(s)
<b>Description</b>	<p>The City of Falcon Heights had a favorable outcome for the 2020 year-end audit. Moving forward, any increase in unassigned fund balance that exceed 100% of coverage for revenues versus expenditures will be considered for transfers to needed funds or capital projects.</p> <p>The requested General Fund transfer of \$400,000 will be designated towards the Community Park Building Project.</p>
<b>Budget Impact</b>	The general fund will be credited (101-4141-97000-000) and the Parks/Recreation/Public Works Capital Fund will be debited (403-39200-000).
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Request Council approval for a transfer of funds from the General Fund to the Parks/Recreation/Public Works Capital fund to provide future funding for capital improvements

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F13
<b>Attachment</b>	2022 NYFS Cooperative Service Agreement and Contribution History
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	2022 NYFS Cooperative Service Agreement																								
<b>Description</b>	<p>For many years now, the City of Falcon Heights has been a partner with Northeast Youth and Family Services (NYFS). Some of the services they provide include senior chore services and diversion programs for youth in various law enforcement cases. Each year the City allocates money in the general fund to help pay for these services.</p> <p>Attached is the 2022 Agreement that NYFS is asking all of their partner cities to approve.</p>																								
<b>Budget Impact</b>	<p>2022 Contribution of \$11,286.74 which is accounted for in the 2022 Budget. This is a 3% percent increase from 2021.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>1.0%</td> <td>1.4%</td> <td>2.8%</td> <td>6.8%</td> <td>9.2%</td> <td>3%</td> </tr> <tr> <td>Increase</td> <td>Increase</td> <td>Increase</td> <td>Increase</td> <td>Increase</td> <td>Increase</td> </tr> <tr> <td>\$9,017</td> <td>\$9,143</td> <td>\$9,399</td> <td>\$10,038</td> <td>\$10,958</td> <td>\$11,286.74</td> </tr> </tbody> </table>	2017	2018	2019	2020	2021	2022	1.0%	1.4%	2.8%	6.8%	9.2%	3%	Increase	Increase	Increase	Increase	Increase	Increase	\$9,017	\$9,143	\$9,399	\$10,038	\$10,958	\$11,286.74
2017	2018	2019	2020	2021	2022																				
1.0%	1.4%	2.8%	6.8%	9.2%	3%																				
Increase	Increase	Increase	Increase	Increase	Increase																				
\$9,017	\$9,143	\$9,399	\$10,038	\$10,958	\$11,286.74																				
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• 2022 NYFS Cooperative Service Agreement</li> </ul>																								
<b>Action(s) Requested</b>	Staff recommends Council approval of the 2022 NYFS Agreement and authorization of the Mayor and City Administrator to sign all necessary documents.																								

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## **AGREEMENT**

### **1. PARTIES**

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

### **2. RECITALS**

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

### **3. TERMS AND CONDITIONS**

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

- a. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
  
- b. Services Provided. NYFS shall provide the Municipality and its residents with youth and family programs set forth in the Addendum attached hereto.
  
- c. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:
  - i. Report regarding proposed changes in services and programs to the Municipality; and
  - ii. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.
  
- d. Funding
  - i. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
  
  - ii. The Municipality shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation based on the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U) and municipal population estimates based on MN State Demographic Center. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.

- iii. Any new municipality joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
- iv. Amounts payable by the Municipality shall be paid to NYFS on or before January 30<sup>th</sup> of each year, or at a date mutually agreed upon by both parties, to cover the Municipality's share for that year.
- e. Board Representation. The Municipality shall have the right to NYFS Board Representation of City Council, staff or community members (as designated by the Municipality and approved by NYFS Board) on the Board of Directors as either a Board Member or Board Advisor.
- f. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the follows:
  - i. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.
  - ii. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.
  - iii. On or before November 30, of any year NYFS shall submit a written report to the Municipality including an Annual Report, the audited financial statement, and a program specific summary of services

provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.

- iv. Periodically advising the Municipality of services available through NYFS to the Municipality's residents;
- v. Establishing a sliding scale for services available through NYFS to the Municipality's residents and periodically advising the Municipality of such fees;
- vi. Providing other reasonable information requested by the Municipality;
- vii. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the Municipality as an additional insured and providing a copy of the insurance certificate evidencing such policy to the Municipality;
- viii. Provide the Municipality with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
- ix. NYFS shall defend and indemnify the Municipality from any and all claims or causes of actions brought against the Municipality of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
- x. Without the written approval of the Municipality, NYFS will not enter into any agreement with any other municipality which differs from the terms and conditions of this Agreement.



g. Term. The term of this agreement will be through December 31, 2022. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the Municipality if a successor agreement has not been executed prior to the end of the term.

h. (A) Distribution of Assets Upon Dissolution.

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

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

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

(B) Deviation from the Mission.

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

- iii. Consider the request and by a majority vote deny it.
- iv. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.

- v. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

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

**MUNICIPALITY**

**City of Falcon Heights**

By: \_\_\_\_\_

Elected Official

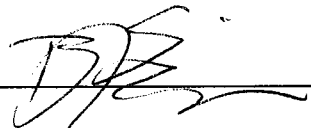
Its: \_\_\_\_\_

Clerk/Manager/Administrator

Dated: \_\_\_\_\_

**NYFS**

**Northeast Youth & Family Services**

By:  \_\_\_\_\_

President/CEO

Its: \_\_\_\_\_

Chair of the Board of Directors

Dated: \_\_\_\_\_

11/2021

Northeast Youth & Family Services  
Municipal Participation Figures  
Exhibit A - 2022

	2020 - 6.8% increase CPI-U	MN Demographer's Office Population Estimate 2018	2020 payment per capita	NYFS Board approved 2021 increase to \$2/person	% Increase 2021/2020	Municipal Budget 2021 Amount	NYFS Board approved 2022 3.0 CPI-U	% Increase 2022/2021	Community Advocate 2021 Amount	Community Advocate 2022 3.0 CPI-U
Lauderdale							\$4,678.26	100.00%	NA	
Falcon Heights	\$10,038.13	5,479	\$1.83	\$10,958.00	9.2%	\$10,958.00	\$11,286.74	3.00%	NA	
Little Canada	\$17,605.98	10,386	\$1.70	\$20,772.00	18.0%	\$19,188.99	\$21,395.16	11.50%	NA	
Mounds View	\$22,779.37	13,328	\$1.71	\$26,656.00	17.0%	\$26,656.00	\$27,455.68	3.00%	\$25,000.00	\$25,750.00
New Brighton	\$41,567.63	23,119	\$1.80	\$46,238.00	11.2%	\$46,238.00	\$47,625.14	3.00%	\$10,000.00	\$10,300.00
North Oaks	\$10,019.98	5,304	\$1.89	\$10,608.00	5.9%	\$10,608.00	\$10,926.24	3.00%	NA	
Roseville	\$60,707.26	36,272	\$1.67	\$72,544.00	19.5%	\$72,544.00	\$74,720.32	3.00%	\$20,000.00	\$20,600.00
St. Anthony	\$4,211.12	9,067	\$0.46	\$18,134.00	330.6%	\$11,211.12	\$18,678.02	66.60%	\$12,500.00	\$12,875.00
Shoreview	\$49,554.13	26,480	\$1.87	\$52,960.00	6.9%	\$52,960.00	\$54,548.80	3.00%	NA	
Birchwood	\$1,591.32	876	\$1.82	\$1,752.00	10.1%	\$1,752.00	\$1,804.56	3.00%	NA	
Hugo	\$6,408.00	15,247	\$0.42	\$30,494.00	375.9%	\$6,408.00	\$15,247.00	137.94%	NA	
Mahtomedi	\$14,015.36	8,040	\$1.74	\$16,080.00	14.7%	\$16,080.00	\$16,562.40	3.00%	NA	
Vadnais Heights	\$22,460.04	13,198	\$1.70	\$26,396.00	17.5%	\$26,396.00	\$27,187.88	3.00%	NA	
White Bear Lake	\$43,450.51	25,458	\$1.71	\$50,916.00	17.2%	\$50,916.00	\$52,443.48	3.00%	\$25,000.00	\$25,750.00
White Bear Township	\$21,908.95	11,095	\$1.97	\$22,190.00	1.3%	\$22,190.00	\$22,855.70	3.00%	NA	
Total	\$343,706.96	203,349.00	\$1.69	\$406,698.00	18.3%	\$374,106.11	\$407,415.38	8.90%	\$92,500.00	\$95,275.00

2021 increase shared over 2 years.

Hugo splits their contribution between NYFS and another MH Agency in Forest Lake.

**Northeast Youth & Family Services  
2022**

**Contracted Services**

**Mental Health Services:**

*Shoreview and White Bear Lake Mental Health Clinics* – licensed mental health staff provide therapy for the emotional health of children, teens and adults.

*School-Based Mental Health* – licensed mental health staff provide therapy for the emotional health of students within Roseville, Mounds View and White Bear Lake school districts.

**Community Services:**

*Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.

*Elder Services Program* – telephone reassurance calls, home visits, resource navigation, chore and homemaking services to help area older adults connect to local resources and services, reduce isolation, promote mental health and wellness and live independently.

**Non Contracted Services**

**Mental Health Services:**

*Northeast Educational & Therapeutic Services (NETS)* – provides therapy and academic support for youth in grades 6-12 with severe mental illnesses who can not function in traditional school environments.

**Community Services:**

*Community Advocate* – This program serves people who have been involved with local law enforcement but have needs that cannot be sufficiently addressed by law enforcement alone. This can include: mental health issues, family instability, medical care and other needs. Addressing these underlying issues reduces the need for law enforcement intervention in the future.

**City of Falcon Heights**  
**Report Period: January 1, 2021 to September 30, 2021**

The following is a brief report on Northeast Youth & Family Services' programs that directly affect the residents of your community. If you have any questions about this report, please call Tara Jebens-Singh, President & CEO, at (651) 379-3404.

<b>Annual City Contract for Service 2021</b>	<b>\$10,958</b>
<b>Total cost of all services through September 30</b>	<b>\$13,276</b>

(Please note that these numbers represent the actual cost of services provided, not what NYFS charges clients for these services. Because of your collaboration with NYFS, many of these services are offered free of charge or on a sliding-fee scale based on income.)

Services Provided	City Totals		
	# of Clients	Hours	Service Cost
<b>Contracted Services</b>			
Mental Health	3	41	\$ 5,125.00
Diversion Services	1	6	\$ 360.00 *
Senior Chore			
Seniors	1	31	\$ 762.50 **
<b>Total for Contracted Services</b>	<b>5</b>	<b>78</b>	<b>\$ 6,247.50</b>

<b>Non Contracted Services</b>			
Northeast Educational & Therapeutic Services	1	56	\$ 7,028.75
<b>Totals for Non-contracted Services</b>	<b>1</b>	<b>56</b>	<b>\$ 7,028.75</b>

<b>Totals for all Individual Services</b>	<b>6</b>	<b>134</b>	<b>\$ 13,276.25</b>
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\*There are no NYFS clients that have completed community service work through our Diversion program

\*\* 3 senior were provided 6 hours of seasonal special events valued at \$150 (0 volunteers)

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**ITEM FOR DISCUSSION**

<b>Meeting Date</b>	December 8, 2021
<b>Agenda Item</b>	Consent F14
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Building Permit Software - IWORQ
<b>Description</b>	<p>IWORQ is a software development company located in Utah and specialized in software designed to assist and enhance citizen and community engagement.</p> <p>IWORQ applications developed by IWORQ are a Software as a Service (SaaS) designed to increase efficiency in the building and community development process while minimizing the need to invest in new hardware. This is accomplished by operating the software in the cloud. By moving the permitting, code enforcement, and development process to IWORQ, and therefore to the cloud, the city will increase its accessibility through an “always available” online portal that supports in-office and remote applications.</p> <p>The IWORQ system will provide permit management, code enforcement management, and a Home Portal for staff and the public that will be an always-on system improved and enhanced accessibility. This will allow staff to more efficiently track contractors, inspections, property information, code violations and fees.</p> <p>The software also provides staff with reports to aid in analysis and progress of new and ongoing projects and enforcement cases. Additionally, custom letters and forms provided by IWORQ will increase the responsiveness of staff to ongoing issues.</p> <p>IWORQ also provides GIS capabilities that add a visual component to information retrieval and analysis.</p> <p>The proposed contract is for a one-year agreement to provide setup, training, and data storage.</p> <p>IWORQ is currently used by Minnesota cities including: the City of Shorewood, City of Austin, City of Staples, City of Madison Lakes, City of Lonsdale, Vermilion Township, and Fillmore County.</p>

<b>Budget Impact</b>	The cost for use of the software will be \$4,000 that include setup, training, and data storage.
<b>Attachment(s)</b>	<ul style="list-style-type: none"><li>• IWORQ Proposal</li></ul>
<b>Action(s) Requested</b>	Staff would recommend the one-year agreement with IWORQ and authorize the City Administrator to execute all necessary documents.



## IWORQ SERVICE AGREEMENT

### For iWorQ applications and services

Falcon Heights here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

#### **1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:**

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

#### **2. CUSTOMER RESPONSIBILITY:**

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image. Access to iWorQ cannot be used to record personal or confidential information such as driver license numbers, social security numbers, financial data, credit card information or upload any images or documents considered personal or confidential.

#### **3. TRAINING AND IMPLEMENTATION:**

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

#### **4. CUSTOMER DATA:**

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

#### **5. CUSTOMER SUPPORT:**

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

#### **6. BILLING:**

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

#### **7. TERMINATION:**

Either party may terminate this agreement, after the initial 1-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Upon termination (6. TERMINATION), iWorQ will discontinue all application(s) and or service(s) under this Agreement; iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than \$2,500; and all provisions of this Agreement will continue.

**8. ACCEPTABLE USE:**

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

**9. MICELLANEOUS PROVISIONS:**

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

**10. CUSTOMER IMPLEMENTATION INFORMATION:**

Primary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Secondary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**11. CUSTOMER BILLING INFORMATION:**

Billing Contact \_\_\_\_\_ Title \_\_\_\_\_

Billing Address: \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

PO# \_\_\_\_\_ (if required) Tax Exempt ID # \_\_\_\_\_

**12. ACCEPTANCE:**

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature \_\_\_\_\_

Effective Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Number \_\_\_\_\_

## **iWorQ Service(s) Agreement**

### **APPENDIX A**

## iWorQ Price Proposal

<b>Falcon Heights</b>	<b>Population- 5,491</b>
<b>2077 W Larpenteur, Falcon Heights, MN 55113</b>	<b>Prepared by: Ben Freeman and Steve Hulse</b>

### Annual Subscription Fees

<b>Application(s) and Service(s)</b>	<b>Package Price</b>	<b>Billing</b>
<b>Community Development (Department)</b> *Permit Management *Code Enforcement *Portal Home  Quarterly upload of parcel information to iWorQ's GIS Map Track contractors, inspections, property information Track code violations, fees, and activities Unlimited reports and ad-hoc reporting Unlimited access to iWorQ's template library including 3 custom letters & 3 custom forms for Portal Home Premium Data (25MB Uploads & 100GB Storage)	<del>\$4,200</del> \$4,000	Annual
<b>Subscription Fee Total (This amount will be invoiced each year)</b>	<b>\$4,000</b>	Annual

### One-Time Setup, GIS integration, and Data Conversion Fees

<b>Service(s)</b>	<b>Full Price Cost</b>	<b>Package Price</b>	<b>Billing</b>
Implementation and Setup cost year 1	<del>\$2,700</del>	<del>\$2,700</del> Included	Year One
Up to 5 hours of GIS integration and data conversion	<del>\$1,000</del>	Included	Year One
Data Conversion	<del>\$4,900</del>	Included	Year One
<b>One-Time Setup Total (This amount will be added year 1)</b>	<del>\$8,600</del>	<del>\$2,700</del> Included	Year One
<b>Grand Total Due Year 1</b>	<del>\$12,600</del>	\$4,000	Year One

## NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid until, **December 10th, 2021**
- III. This cost proposal cannot be disclosed or used to compete with other companies.