

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

AGENDA
December 13, 2017 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ___ HARRIS ___ BROWN THUNDER ___
FISCHER ___ GUSTAFSON ___
- STAFF PRESENT: THONGVANH___
- C. PRESENTATION
- D. APPROVAL OF MINUTES:
1. October 18, 2017 City Council Workshop Meeting Minutes
 2. November 1, 2017 City Council Workshop Meeting Minutes
 3. November 15, 2017 City Council Meeting Minutes
 4. December 6, 2017 City Council Workshop Meeting Minutes
- E. PUBLIC HEARINGS:
1. 2017 Truth in Taxation and Budget Presentation
- F. CONSENT AGENDA:
1. General Disbursements through: 12/07/17 \$176,761.00
Payroll through: 11/30/17 \$36,767.60
 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. Approve Payment #7 to Valley Paving, Inc. for the 2017 Pavement Management Project
 9. Approve the Change Order #6 for the 2017 Pavement Management Project
 10. City Administrator's Contract Modification
 11. Appointment of William M. Raven to the Falcon Heights Fire Department
 12. 2018 Cost of Living Adjustment (COLA)
 13. Transfer of Funds
 - a. Fund 601(Sanitary Sewer) to 401 (General Capital)
 - b. Fund 601(Sanitary Sewer) to 403 (Parks/Public Works Capital)
 14. Charitable/Lawful Gambling License for Falcon Heights Elementary PTA
 15. 2017 Year End Budget Amendments
- G: POLICY ITEMS:
1. Donation of LED Light Bulbs from James Wassenberg
 2. Media Room Equipment Replacement and Upgrade

H. INFORMATION/ANNOUNCEMENTS:

1. Weekly Police Reports – Can Now Be Found At:

http://www.falconheights.org/index.asp?SEC=75B3E8BB-785B-4048-B543-995BAE0716A5&Type=B_BASIC

I. COMMUNITY FORUM:

J. ADJOURNMENT:

Falcon Heights City Council Workshop
City Hall
2077 W Larpenteur Ave
6:30 P.M.

MINUTES

Wednesday, October 18, 2017

ROLL CALL: LINDSTROM HARRIS BROWN THUNDER
FISCHER GUSTAFSON

STAFF PRESENT: THONGVANH

Call to Order: 6:38 pm

1) Ramsey County Sheriff's Office- Law Enforcement Services

The City Attorney and the League of MN Cities have reviewed the police contract because of the liabilities. The plan is to have the contract on the next Council meeting agenda for approval.

In January the Ramsey County Sheriff's Office will host a Citizen's Academy, and the hope would be that Falcon Heights residents would participate to have more insight as to what law enforcement is like. They can host up to 25 people in a class.

This is a four year contract. The decision to terminate requires nine calendar months prior to the end of the year. The contract would still be in effect if there isn't an agreement as to who would be policing for the city.

In regards to data collection, they do not put narratives with their data. They make their data usable to review trends. They present reports to the city managers group quarterly. Sheriffs get a weekly update that contains a narrative, but it's not public because it would violate data privacy laws. They put out a weekly summary report that can be shared with cities, and they produce these reports for newspapers. Their reports run from Wednesday-Tuesday. More public data can be found online at communitycrimemap.com. Some calls of a sensitive nature cannot be found on there. There is an option to receive reports via email based on a selected location.

In regards to interactions with the public, there will be a monthly meeting with the City Administrator, and most of the communication will go through him. Some communication may even be daily or weekly.

Community engagement would be through events such as Night to Unite, regularly scheduled community engagement, and representatives attending public safety commission meetings. Typically there would be consistency in the schedule.

They will be hiring six deputies to patrol in Falcon Heights. They work a four on, four off schedule. For six hours during the day there will be overlap between two officers. They also hopes to have everyone

come through Falcon Heights to familiarize themselves. Training for new officers lasts a year. It would be unheard of to have a patrol deputy with less than a year of experience. They typically get to patrol after one to three years on the job.

What does Ramsey County offer to help work towards the recommendations?

- Some of the things that cannot be done is the ownership component of dealing with personnel.
- Things that can be done are attending Council meetings, Commission meetings, and events.

The recommendations that are addressed in the contract are ownership, regular communication, and data collection. It's important to have consistent expectations between the contract cities so that the deputies can be effective between policing cities.

If the situation would arise with a cause, a deputy can be moved to not police Falcon Heights. Seniority allows them to bid a shift but not an area. Risk management is taken very seriously, and there is also an indemnification clause.

An appropriate outlet for giving suggestions and feedback is through the City Administrator.

2) Xcel- Franchise Fee

Jake Sedlacek from Xcel is the manager of Community Relations and Economic Development. The anticipated annual revenue from gas and electric is \$129,000. This is paid out quarterly. If this was approved, the soonest it would be on a utility bill is in February. It is best to make sure the community is engaged and aware of the franchise fees when they come around.

The approval would require a public hearing posted in newspapers and hearing notices posted on Facebook, Twitter, newsletters, the website, and via a US mailer postcard. The ratio of the fees is based on usage. Communities nearby such as St. Paul and Maplewood are utilizing this franchise fee. Franchise fee agreements are on a twenty-year term. They request that fee changes don't change more than once a year. This fee is collected from individual premises. The ballpark range is 40% commercial and 60% residential.

The ordinance requires cities to plan their street projects well. When they relocate utilities out of the right away, it is initially at their cost. If they are asked to relocate again within five years, it would be the city's cost. The franchise agreement formalizes the relationship. There is a formal dispute language in the agreement if things go south. There is also language about restoration within the city and right of way work. Currently, there are over 300 agreements in place for franchise fees.

3) Vacant Home Ordinance

The purpose is to allow the city to address vacant homes. This provides staff a guideline and authority to go into homes and provide some type of requirement. This would create a registry for vacant homes to be identified in the city. The city receives a number of complaints about upkept homes and the appearance of homes in neighborhoods. This causes some concern because of the safety and condition of the home, specifically if there are utilities still turned on.

The wording still needs to be defined more in this ordinance, as it may not be getting at the point with some of the wording of lawfully residing in the dwelling. The cities of Crystal and St. Paul were used as models to the ordinance. Crystal's ordinance was used for the practicality of not having direct access to a legal department.

Having a vacant home registered would allow us to already have standards and not have to go through such a long legal process. With a vacant home being registered, there would be contact information and a line of communication with the proper person. This also allows the city access to inspect with cause for concern. There will also be an additional component, with given concern, that the Fire Marshal is involved to enforce fire code. For example, this would be the case with a home that does not have clear paths to exit due to hoarding.

Input from the Government Affairs Director at the Minnesota Realtors Association, Forest Cyr, is that there should be definition in the fee schedule of whether or not it's residential or commercial. There should be reasonable notice given if inspecting the premise. Other cities that are working on this type of ordinance are St. Paul and West St. Paul. Most communities set aside money to purchase problem properties.

Adjourn: 8:10 pm

Peter Lindstrom, Mayor

Dated this 18th day of October, 2017

Sack Thongvanh, City Administrator

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**Falcon Heights City Council Workshop
City Hall
2077 W Larpenteur Ave
6:30 P.M.**

MINUTES

Wednesday, November 1, 2017

ROLL CALL: LINDSTROM X HARRIS X BROWN THUNDER X
FISCHER X GUSTAFSON X

STAFF PRESENT: THONGVANH X

Call to order: 6:30 pm

1. MN Department of Natural Resources- Emerald Ash Borer Grant

The grant work started in 2012. To date, there is still a remaining balance of \$13,564.23 to be reimbursed. To receive the final reimbursement, the DNR requires that the planting, maintenance and removal ordinance be modified. There is also long-term issues to be resolved with the ordinance that would be ideal to address at the same time since it requires a public hearing. The ordinance has to dictate that there needs to be approval of certain decisions by the City Administrator or their designee. The tentative timeline is to get this on a Council Agenda in December, but there isn't a deadline in place for the reimbursement.

2. Media Room Equipment Assessment and Replacement

The outdated media room equipment has come to a point where there are no longer any replacements available for the version. The model's production started in the early 1980s. The total cost for entire replacement is about \$62,000. There will need to be an approved transfer out of the sanitary sewer fund for this in the amount of \$80,000-100,000. In other communities, they utilize their franchise fees for capital purchases for media and technology. In the past, franchise fees have gone towards reducing the levy for the general fund. It would be good to consider replacing the funds that are being drawn out of the capital funds for this purchase.

3. The Hendrickson Senior Housing Project

The developers are looking at closing on November 14 on the property. There will be a meeting between the City Administrator and staff next Friday, and they want to talk about timelines, standards, Planning Commission meetings, and public hearings. They will need to present their design to the Council for approval. There isn't a design standard specified in code, but many of the standards in the past have focused on green space and types of greenery. They are looking at building next spring.

4. Community Engagement Commission- Task Force Recommendations

Staff are in process of writing the grant proposal for the Bush Foundation multi-year grant. Council would like to see the grant prior to submission.

The Community Engagement Commission should move forward to put numbers and research to the task force recommendation immediate focuses. Specifically, the Science Museum hosts trainings on race to help people have these conversations. There is also a contact with Ellen Krueg on “Grey Area Thinking” that has offered up services for a two hour training for up to 100 people. On the website we will show what we have done and where we want to go.

Ramsey County Sheriff’s Office will try to have a representative at Community Engagement Commission meetings. There is a quarterly block club meeting on November 14th that will have been sent via email to the Neighborhood Liaisons and Council.

5. Proposed 2018 Levy and Budget
 - a. Capital

In the future, it would be beneficial to consider moving certain line item capital costs back into the general fund. For the general capital fund, there is an estimated \$104,000 fund balance. Part of this fund balance is for the fiber installation.

The Parks capital fund has items such as landscaping and signs which should be in the general fund. There is also a pending purchase when a dump truck is available from the county. This is a needed replacement in order to get the job done, especially in regards to snow plowing.

- b. Enterprise

Right now these fees are not being increased: lighting, storm, and sanitary sewer. Most of the time, franchise fees are dedicated to a fund, and most often that is towards infrastructure. The Capital Improvement Plan will be revisited with the Engineer to see what upcoming street projects are determined a need.

Adjourn: 8:21 pm

Peter Lindstrom, Mayor

Dated this 1st day of November, 2017

Sack Thongvanh, City Administrator

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

MINUTES
November 15, 2017 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 pm
- B. ROLL CALL: LINDSTROM X HARRIS X BROWN THUNDER X
FISCHER X GUSTAFSON X

STAFF PRESENT: THONGVANH X
- C. PRESENTATION
- D. APPROVAL OF MINUTES:
 - 1. October 25, 2017 City Council Meeting Minutes Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 11/07/17 \$157,736.81
Payroll through: 10/31/17 \$18,764.30
 - 2. Approval of City License(s)
 - 3. Sanitary Sewer Partial Fee Credit – The Good Acre
 - 4. 2018 Tort Limit Liability
 - 5. Reducing the 2018 Debt Levy on General Obligation Debt

Council Member Gustafson Moved, Approved 5-0

- G: POLICY ITEMS:
 - 1. Canvassing 2017 Election Results
The city is required to hold a meeting between November 13 through 17 to accept and approve election results for the year. The certified results are provided by the Ramsey Election Department.

Council Member Fischer Moved, Approved 5-0

- 2. 2017 PMP Assessment Appeals
 - a. 1596 Northrop Street
 - b. 1596 Vincent Street

On October 11, 2017 the Council held a public hearing to approve assessments for the project. During the hearing, the Council received two appeals for property assessments. The resolution reduces assessments for these two properties. On November 11, the City Administrator met with the property owners to negotiate the amount, as stated in the resolution.

Council Harris Member Moved, Approved 5-0

3. Comprehensive Planning Proposal from WSB

Cities are required to complete a comprehensive plan to the Met Council every ten years. These plans coordinate the city's goals on land use, development, public resources, environmental efforts, open space, park lands, transit, etc. Plans are due to the Met Council by December 31, 2018. The city has been in contact with WSB to contract these services. They will work with the city staff to update the comprehensive plan to include new requirements and updates to the city. Their proposal includes public participation and Met Council coordination. The proposal is for \$53,000. Staff would recommend approval for the City Administrator to spend up to \$80,000. The extra allowed amount is just in case there are any changes made; therefore, it would not require additional Council approval.

Council Member Harris is curious about the WSB proposal for housing and transit. These are components that do not have much relevance for Falcon Heights. The Planning Commission reviewed the first draft of the proposal, and components such as aviation will not apply to Falcon Heights. The Planning Commission will be looking at being a part of the public participation portion.

The city is required to provide some type of narrative for all components. Roseville is working on our storm sewer management plan. He will continue to have discussions with them about what each component requires. Most of the work will be the mapping that is included with the narrative.

One of the new components to the Comprehensive Plan is resiliency, which will be important for Falcon Heights.

Council Member Gustafson Moved, Approved 5-0

H. INFORMATION/ANNOUNCEMENTS:

1. Weekly Police Reports – Can Now Be Found At:

http://www.falconheights.org/index.asp?SEC=75B3E8BB-785B-4048-B543-995BAE0716A5&Type=B_BASIC

Council Member Fischer:

The Community Engagement Commission will be hosting a Human Rights Day event on Thursday, December 7 at 6:30pm. Dave Pinto from Ramsey County Attorney's Office and a navigator that works in direct services, will be speaking.

Council Member Harris:

No updates.

Council Member Brown Thunder:

No updates.

Council Member Gustafson:

- Parks and Recreation Commission will be meeting on Monday, December 4. Additionally, it is Give to the Max day on Friday, and the Como Block Nurse Program is seeking donations.
- The Ramsey County Sheriff's Office is holding their annual Citizens Academy. It is on Tuesday and Thursday evenings from January 9-January 25. It is from 6-9:30pm. Applications are available online at the county website or contact 651-266-7332. These are due in December.

City Administrator Thongvanh:

- There are two Open Houses to meet the Ramsey County Sheriffs. These will be on Wednesday, November 29 at City Hall from 6-8pm and Thursday, November 30 at Falcon Town Square Community Room from 6-8pm.
- He and the Mayor met with the University Grove Association. They discussed the parking situation for this winter due to the choice to delay the final lift of 1.5 inch of asphalt. Instead of no parking, the Grove Association voted to have more strict parking enforcement during snow emergencies (2 inches or more of snow). Strict enforcement will mean cars will be towed if they are parked during snow emergencies.

Mayor Lindstrom:

- He had the honor of presenting today before the Environmental Quality Board, a board made up of primarily State Commissioners. They wanted to know what the state could do to help cities around sustainability. He spoke about community solar, solar on the City Hall roof, and the community garden. We are the smallest Step Four Green Step City.
- The Environment Commission met on Monday, and they are moving forward with a partnership with Clean Energy Resource Teams. They have an initiative called Watson Drops, which is a bulk purchasing program for LED light bulbs. They are putting together a program that will accept the bulbs, donated by a Commissioner, and distribute them to primarily low-income households.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:29 pm

Peter Lindstrom, Mayor

Dated this 15th day of November, 2017

Sack Thongvanh, City Administrator

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**Falcon Heights City Council Workshop
City Hall
2077 W Larpenteur Ave
6:30 P.M.**

MINUTES

Wednesday, December 6, 2017

ROLL CALL: LINDSTROM X HARRIS X BROWN THUNDER X
FISCHER X GUSTAFSON X

STAFF PRESENT: THONGVANH X OLSON X

Call to order: 6:32 pm

All present

1. Parking Regulations- Falcon Woods Howell St N

Howell residents submitted a petition with 75% support for permitted parking and are requesting that Council waive the fee of the sign installation. The Council is considering multiple options: free permits and make all of Falcon Woods permit parking, have Howell come back with support of Summer and Prior in order to waive the fee, send out a notice saying that Council is reconsidering having permitted parking for everyone and making the permits free, send out a survey asking for feedback on making it permitted with free permits for residents. The Council will move forward with sending out a survey. Parking sign installation could not be done until the spring and the ground thaws.

2. Media Room Equipment Assessment and Replacement

Preliminary design estimate is \$61,593.22-\$70,000. Staff is looking into software for hearing assistance.

3. Proposed 2018 Levy and Budget- Capital

Some of the capital fund costs need to be moved over to the general fund. Public safety, for example, has regular hose/adapter replacements that should be in the general fund. Additionally, our contract renewal with Lauderdale is based off of market value to determine the cost increase. Many of the capital funds will be in the red by next year. The Council will need to make a determination next year about these funds and how to replenish them.

4. Xcel Franchise Fee Updates

The franchise agreement would be in lieu of Right of Way (ROW) permit fees, not in addition to those fees. The city would be giving up the ROW permit revenues. Additionally, part of the total revenue from the franchise fees will be money that the city is already paying in on their decorative

lighting. The City Attorney is making Council aware of what they're getting into with the franchise fee contract. It is unlikely that Xcel will negotiate any of these terms. If Council is okay with the terms, there will be a public hearing set for the first meeting in January.

5. City Code Chapter 54- Vegetation Updates

There are updates to the language to give authority to the City Administrator to make final decisions on treating, removing, and replacing trees. There are also updates to remove outdated language and update the language required by the DNR for the final reimbursement of the EAB grant. To move this forward, a public hearing will be brought before the Council.

6. Donation- LED Light Bulbs

This was brought to the Environment Commission by CERTs. These bulk-purchased bulbs have been offered as a donation by a Commission member to be distributed at city events by the city or at City Hall. This proposal includes a memorandum of understanding to state that the LED bulbs will be placed in a high usage area. The Environment Commission will specifically engage apartment managers to get them involved in the program to receive donations.

Adjourn: 8:20 pm

Peter Lindstrom, Mayor

Dated this 6th day of December, 2017

Sack Thongvanh, City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Public Hearing E1
Attachment	Resolutions(s)
Submitted By	Sack Thongvanh, City Administrator

Item	2017 Truth in Taxation Hearing to Adopt Tax Levy and 2018 Budget																																	
Description	<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 27th, the City Council adopted a preliminary levy and established December 13th 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 \$1,585,389 and a General Fund Budget of \$2,405,810. The levy and budget with a comparison to previous years is detailed below:</p> <table border="1" data-bbox="326 1203 1523 1507"> <thead> <tr> <th></th> <th>2016 Levy</th> <th>2017 Levy</th> <th>Proposed 2018 Levy</th> <th>% Increase (Decrease)/ 2017 to 2018</th> </tr> </thead> <tbody> <tr> <td>Ad Valorem</td> <td>\$1,046,183</td> <td>\$1,152,646</td> <td>\$1,487,059</td> <td>29.0%</td> </tr> <tr> <td>Debt Service</td> <td>\$127,264</td> <td>\$125,585</td> <td>\$98,330</td> <td>-21.7%</td> </tr> <tr> <td>Total</td> <td>\$1,173,447</td> <td>\$1,278,231</td> <td>\$1,585,389</td> <td>24.0%</td> </tr> </tbody> </table> <table border="1" data-bbox="326 1549 1523 1745"> <thead> <tr> <th></th> <th>2016 General Fund Budget</th> <th>2017 General Fund Budget</th> <th>Proposed 2018 General Fund Budget</th> <th>% Increase 2017 to 2018</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$1,923,292</td> <td>\$2,022,555</td> <td>2,405,810</td> <td>18.9%</td> </tr> </tbody> </table> <p>The impact of this proposed levy on a median valued home, which in 2018 is assessed at \$266,600 (5.1% increase over 2017), is estimated to result in an increase of \$177, in the City portion of the homeowner's taxes.</p>					2016 Levy	2017 Levy	Proposed 2018 Levy	% Increase (Decrease)/ 2017 to 2018	Ad Valorem	\$1,046,183	\$1,152,646	\$1,487,059	29.0%	Debt Service	\$127,264	\$125,585	\$98,330	-21.7%	Total	\$1,173,447	\$1,278,231	\$1,585,389	24.0%		2016 General Fund Budget	2017 General Fund Budget	Proposed 2018 General Fund Budget	% Increase 2017 to 2018		\$1,923,292	\$2,022,555	2,405,810	18.9%
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	\$1,923,292	\$2,022,555	2,405,810	18.9%																														

	<p>A full presentation with more details will be presented at the City Council meeting and 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.</p>
Budget Impact	<p>This budget preserves the core functions of the City’s current operations.</p>
Attachment(s)	<ul style="list-style-type: none"> · Resolutions 17-37 Approving 2018 Tax Levy · Resolution 17-38 Approving 2018 City Budget <p>Due to the size and cost of printing the 2018 Budget, the document is available on the City’s website and at City Hall.</p> <p>2018 Budget: http://www.falconheights.org/vertical/Sites/%7BA88B3088-FA03-4D5D-9D04-CCC9EF496399%7D/uploads/2018_Budget_compressed.pdf</p>
Action(s) Requested	<p>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 2018 Tax Levy and regarding the 2018 City of Falcon Heights Budget.</p>

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 13, 2017

No. 17-37

**RESOLUTION ADOPTING THE 2018 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 2018, upon the taxable property in the City of Falcon Heights, for the following purposes:

	CERTIFIED LEVY
GENERAL FUND	\$1,487,059
DEBT SERVICE (G.O. Fire Truck Bond, Series 2013B)	\$98,330
TOTAL LEVY	\$1,585,389

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 \$1,585,389 to be collected for the year 2018.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
GUSTAFSON _____
FISCHER _____

Attested by: _____

Sack Thongvanh
City Administrator

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 13, 2017

No. 17-38

RESOLUTION ADOPTING THE 2017 BUDGET

BE IT RESOLVED by the City Council of the City of Falcon Heights that the General Fund Operating Budget for the year 2018 in the amount of \$2,405,810 and other Fund Budgets as listed are adopted.

Park Program Fund (201)	\$46,447
Community Garden (203)	\$1,000
Water Fund (204)	\$14,087
Recycling Fund (206)	\$92,057
Community Development Fund (208)	\$74,790
Street Light Utility (209)	\$39,900
GO Improvement Cert. Series 2013A (311)	\$74,447
GO Equipment Cert. Series 2013B (312)	\$98,936
GO Improvement Street Series 2017A (316)	\$32,925
General Capital Improvements (401)	\$86,300
Public Safety Capital (402)	\$53,300
Parks Recreation/Public Facilities Capital (403)	\$151,300
TIF District #1-3 (414)	\$269,800
Infrastructure Capital (419)	\$108,300

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER
HARRIS _____ Against
GUSTAFSON
FISCHER

Attested by: _____
Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 12/07/17 \$176,761.00 Payroll through: 11/30/17 \$36,767.60
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	· General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0050		AMERIPRIDE SERVICES				
I-1003978858		LINEN CLEANING	47.63			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	47.63
		=== VENDOR TOTALS ===	47.63			
01-03001		CAMPBELL, KNUTSON				
I-201712076486		NOVEMBER LEGALS	2,270.30			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: Y		
		NOVEMBER LEGALS		101 4114-80200-000	LEGAL FEES	2,270.30
		=== VENDOR TOTALS ===	2,270.30			
01-05799		CHRISTIANSSEN, AMY				
I-201712076487		MASSAGE LICENSE REIMB	150.00			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		MASSAGE LICENSE REIMB		101 32140-000	MISC BUSINESS LICENSE	150.00
		=== VENDOR TOTALS ===	150.00			
01-03123		CINTAS CORPORATION #470				
I-470270122		SHOP TOWELS, CLEANING SUPPLIE	281.48			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		SHOP TOWELS, CLEANING SUPPLIES		101 4141-70100-000	SUPPLIES	281.48
		=== VENDOR TOTALS ===	281.48			
01-06290		CITY OF ROSEVILLE				
01712076488		ENGINEERING COSTS AND ST PROJ	43,942.98			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		GENERAL ENGINEERING		101 4133-80100-000	ENGINEERING SERVICES	325.83
		ST PROJECT ENGINEERING		427 4427-92098-000	2017 STREET PROJECT - GR	2,669.80
		2017 STREET PROJECT		427 4427-92098-000	2017 STREET PROJECT - GR	28,796.97
		2017 STREET PROJECT		602 4602-92600-000	GROVE STORM IMPROVEMENTS	8,946.72
		2017 STREET PROJECT		601 4601-92400-000	GROVE ST PROJECT	1,377.68
		2017 STREET PROJECT		427 4427-92098-000	2017 STREET PROJECT - GR	1,825.98
		=== VENDOR TOTALS ===	43,942.98			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000002	D.R.S.					
I-IN15515		PW RANDOM DRUG TESTING	150.00			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		PW RANDOM DRUG TESTING		101 4132-89000-000	MISCELLANEOUS	150.00
=== VENDOR TOTALS ===			150.00			
=====						
01-03539	DAKOTA ELECTRIC ASSOCIATION					
I-1780700061		DECEMBER SOLAR ELECTRIC	530.00			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		DECEMBER SOLAR ELECTRIC		101 4131-85025-000	SOLAR ELECTRIC	530.00
=== VENDOR TOTALS ===			530.00			
=====						
01-04000	EHLERS AND ASSOCIATES					
I-74348		TIF REPORTING	460.00			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		TIF REPORTING		414 4414-81900-000	OTHER PROFESSIONAL SERVI	460.00
=== VENDOR TOTALS ===			460.00			
=====						
01-05115	GOPHER STATE ONE CALL					
I-7110370		NOVEMBER LOCATES	35.10			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		NOVEMBER LOCATES		601 4601-88030-000	LOCATES	35.10
=== VENDOR TOTALS ===			35.10			
=====						
01-05252	MN DEPARTMENT OF TRANSPORTATIO					
00008661		TRAFFIC SIGNAL MAINTENANCE	130.17			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		TRAFFIC SIGNAL MAINTENANCE		209 4209-87120-000	REPAIR & MAINTENANCE	130.17
=== VENDOR TOTALS ===			130.17			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-201712076489		CELL PHONES	53.02			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		CELL HPHNES		101 4124-85015-000	CELL PHONE	53.02
=== VENDOR TOTALS ===			53.02			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05374		ON SITE SANITATION				
I-524428		COMM PARK TOILETS	75.00			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		COMM PARK TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
		=== VENDOR TOTALS ===	75.00			
01-05374		TENNIS SANITATION LLC				
I-1995664		NOVEMBER RECYCLING	5,769.00			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		NOVEMBER RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
I-1995665		NOVEMBER WASTE REMOVAL	66.50			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		NOVEMBER WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	66.50
		=== VENDOR TOTALS ===	5,835.50			
01-05798		TYCO INC DBA FISH WINDOW				
I-201712076490		BUSINESS LICENSE REFUND	50.00			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		BUSINESS LICENSE REFUND		101 32140-000	MISC BUSINESS LICENSE	50.00
		=== VENDOR TOTALS ===	50.00			
01-05737		VERIZON WIRELESS				
I-9797041535		CAD DISPATCH WIRELESS	70.02			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		CAD DISPATCH WIRELESS		101 4124-85015-000	CELL PHONE	70.02
		=== VENDOR TOTALS ===	70.02			
01-05870		XCEL ENERGY				
I-571157142		ST LIGHTING ELEC	10.39			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		ST LIGHTING ELEC		209 4209-85020-000	STREET LIGHTING POWER	10.39
I-571166158		ST LIGHTING ELEC	56.19			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		ST LIGHTING ELEC		209 4209-85020-000	STREET LIGHTING POWER	56.19
I-571175377		ST LIGHTING ELECT	43.37			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		ST LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	43.37

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01 70	XCEL ENERGY	(** CONTINUED **)					
I-571180225		ST LIGHTING ELEC		10.39			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		ST LIGHTING ELEC			209 4209-85020-000	STREET LIGHTING POWER	10.39
I-571184120		CITY HALL GAS		591.53			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		CITY HALL GAS			101 4131-85030-000	NATURAL GAS	591.53
I-571283084		ST LIGHTING ELEC		46.25			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		ST LIGHTING ELEC			209 4209-85020-000	STREET LIGHTING POWER	46.25
I-571330334		ST LIGHTING ELEC		48.99			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		ST LIGHTING ELEC			209 4209-85020-000	STREET LIGHTING POWER	48.99
I-571354971		ST LIGHTING ELEC		14.21			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		ST LIGHTING ELEC			209 4209-85020-000	STREET LIGHTING POWER	14.21
I-571407762		CURTISS FIELD ELEC		21.18			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		CURTISS FIELD ELEC			101 4141-85020-000	ELECTRIC/GAS	21.18
I-571430082		COMM PARK GAS AND ELEC		630.88			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		COMM PARK GAS			101 4141-85030-000	NATURAL GAS	183.76
		COMM PARK GAS			101 4131-85020-000	ELECTRIC	447.12
I-571514790		ST LIGHTING ELEC		67.52			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		ST LIGHTING ELEC			209 4209-85020-000	STREET LIGHTING POWER	67.52
I-571521931		COFFMAN ICE RINK LIGHTS		24.83			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		COFFMAN ICE RINK LIGHTS			101 4141-85020-000	ELECTRIC/GAS	11.02
		AUTO PROTECTIVE LIGHT			101 4141-85020-000	ELECTRIC/GAS	13.81
I-571528194		CITY HALL ELEC		639.07			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		CITY HALL ELEC			101 4131-85020-000	ELECTRIC	639.07
I-57156474		ST LIGHTING ELEC		42.90			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017			1099: N		
		ST LIGHTING ELEC			209 4209-85020-000	STREET LIGHTING POWER	42.90
=== VENDOR TOTALS ===				2,247.70			

PACKET: 01678 DECEMBER 7 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 39	ZACK'S INC					
I-32432		DUCT TAPE, BROOM, SQUEEGEE, E	252.78			
12/07/2017	APBNK	DUE: 12/07/2017 DISC: 12/07/2017		1099: N		
		DUCT TAPE, BROOM, SQUEEGEE, ET		101 4141-70100-000	SUPPLIES	252.78
		=== VENDOR TOTALS ===	252.78			
		=== PACKET TOTALS ===	56,581.68			

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-01-22	BP						
I-201712056485		FUEL	858.18				
12/05/2017	APBNK	DUE: 12/05/2017 DISC: 12/05/2017		1099: N			
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS		352.12
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS		506.06
		=== VENDOR TOTALS ===	858.18				
01-05718		GOODPOINT TECHNOLOGY, INC					
I-3755		2018 ICON PAVEMENT MGMT	1,000.00				
12/05/2017	APBNK	DUE: 12/05/2017 DISC: 12/05/2017		1099: N			
		2018 ICON PAVEMENT MGMT		419 4419-83010-000	PAVEMENT MANAGEMENT		1,000.00
		=== VENDOR TOTALS ===	1,000.00				
01-05235		JAN-PRO CLEANING SYSTEMS					
I-71328		NOV CLEANING SVCS	205.00				
12/05/2017	APBNK	DUE: 12/05/2017 DISC: 12/05/2017		1099: N			
		NOV CLEANING SVCS		101 4131-87010-000	CITY HALL MAINTENANCE		205.00
		=== VENDOR TOTALS ===	205.00				
01-05450		LEAGUE MN CITIES INS TRST					
I-11728		WC PYMT TIM PITTMAN	1,130.22				
12/05/2017	APBNK	DUE: 12/05/2017 DISC: 12/05/2017		1099: N			
		WC PYMT TIM PITTMAN		101 4132-88000-000	INSURANCE & BONDS		1,130.22
		=== VENDOR TOTALS ===	1,130.22				
		=== PACKET TOTALS ===	3,193.40				

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01 89	CASH					
I-201712016481		COFFEE FOR POLICE OPEN HOUSE,	200.31			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		COFFEE FOR POLICE OPEN HOUSE		101 4116-89010-000	SPECIAL EVENTS	118.55
		CERTIFIED MAIL		101 4112-70500-000	POSTAGE	6.59
		SNACKS FOR POLICE OPEN HOUSE		101 4116-89010-000	SPECIAL EVENTS	55.95
		SNACKS FOR POLICE OPEN HOUSE		101 4131-89000-000	MISCELLANEOUS	19.22
=== VENDOR TOTALS ===			200.31			

01-06290 CITY OF ROSEVILLE

I-201712016482		NOVEMBER TELEPHONE AND IT	2,436.34			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		NOVEMBER TELEPHONE		101 4116-85010-000	TELEPHONE	356.26
		NOVEMBER IT		101 4116-85070-000	TECHNICAL SUPPORT	2,080.08
=== VENDOR TOTALS ===			2,436.34			

01-07228 CITY OF ST ANTHONY

I-3598		DECEMBER POLICE SERVICES	56,049.16			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		DECEMBER POLICE SERVICES		101 4122-81000-000	POLICE SERVICES	56,049.16
=== VENDOR TOTALS ===			56,049.16			

01-05166 GRAINGER, W. W., INC.

I-9623914414		EYE WASH SALINE CONCENTRATE	80.36			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		EYE WASH SALINE CONCENTRATE		101 4132-70120-000	SUPPLIES	80.36
=== VENDOR TOTALS ===			80.36			

01-05243 HINRICHS,RICH

I-201712016483		FIRE OFFICER BOOK REIMBURSEME	95.51			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		FIRE OFFICER BOOK REIMBURSEMEN		101 4124-86020-000	TRAINING	95.51
=== VENDOR TOTALS ===			95.51			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM006537		NOVEMBER FLEET SUPPORT	81.12			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		NOVEMBER FLEET SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	81.12
		=== VENDOR TOTALS ===	81.12			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM006567		NOVEMBER 911 DISPATCH	2,609.24			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		NOVEMBER 911 DISPATCH		101 4122-81200-000	911 DISPATCH FEES	2,609.24
		=== VENDOR TOTALS ===	3,128.24			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-201712016484		COMM PARK AND CITY HALL WATER	548.49			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		COMM PARK WATER		101 4141-85040-000	WATER	266.21
		COMM PARK SS		101 4141-85070-000	SEWER	193.92
		CITY HALL WATER		101 4131-85040-000	WATER	66.40
		CITY HALL SS		101 4131-85070-000	SEWER	21.96
		=== VENDOR TOTALS ===	548.49			
=====						
01-06546	STAPLES					
047512889		OFFICE SUPPLIES	555.03			
01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		PAPER, TAPE, TONER, BINDER CLI		101 4112-70100-000	SUPPLIES	555.03
		=== VENDOR TOTALS ===	555.03			
=====						
01-05784	UPPER CUT TREE SERVICES					
I-3970		DEAD TREE REMOVAL AND TREE TR	781.00			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		DEAD TREE REMOVAL AND TREE TRI		419 4419-85000-000	TREE REMOVAL	781.00
		=== VENDOR TOTALS ===	781.00			

12/01/2017 9:50 AM
 PACKET: 01674 DEC 1 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	70	XCEL ENERGY				
I-570613631		CIVIL DEFENSE SIREN	8.25			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	8.25
I-570633328		AUTO PROTECTIVE LIGHT	28.32			
12/01/2017	APBNK	DUE: 12/01/2017 DISC: 12/01/2017		1099: N		
		AUTO PROTECTIVE LIGHT		101 4141-85020-000	ELECTRIC/GAS	28.32
		=== VENDOR TOTALS ===	36.57			
		=== PACKET TOTALS ===	63,992.13			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00		AMERIPRIDE SERVICES				
I-1003965783		LINEN CLEANING	47.63			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	47.63
=== VENDOR TOTALS ===			47.63			
=====						
01-01039		BUGGS PEST CONTROL				
I-28756		PEST CONTROL	85.00			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		PEST CONTROL		101 4131-87010-000	CITY HALL MAINTENANCE	85.00
=== VENDOR TOTALS ===			85.00			
=====						
01-03025		COLIN CALLAHAN				
I-201711286477		CELL PHONE REIMB	120.00			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		CELL PHONE REIMB		601 4601-85015-000	CELL PHONE	120.00
=== VENDOR TOTALS ===			120.00			
=====						
01-03123		CINTAS CORPORATION #470				
I-470263461		SHOP TOWELS, CLEANING SUPPLIE	164.80			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		SHOP TOWELS, CLEANING SUPPLIES		101 4141-70100-000	SUPPLIES	164.80
=== VENDOR TOTALS ===			164.80			
=====						
01-04027		EMERGENCY APPARATUS MAINT				
I-96685		753 PART INSTALLATIONS	120.87			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		753 PART INSTALLATIONS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	120.87
I-96686		757 PART INSTALLATIONS	643.79			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		757 PART INSTALLATIONS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	643.79
I-96687		752 PART INSTALLATIONS	484.91			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		752 PART INSTALLATIONS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	484.91
=== VENDOR TOTALS ===			1,249.57			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01	9	GFOA				
I-201711286478		GFOA ANNUAL CONFERENCE - ROLA	405.00			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		GFOA ANNUAL CONFERENCE - ROLAN		101 4113-86100-000	CONFERENCES/EDUCATION/AS	405.00
=== VENDOR TOTALS ===			405.00			
01-05153		HOME DEPOT CRC/GECF				
I-201711286475		SUPPLIES	46.90			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		BOWL BRUSH, MOP REFILLS		101 4141-70100-000	SUPPLIES	19.93
		HIGH FLOW REGULATOR		101 4124-70100-000	SUPPLIES	26.97
=== VENDOR TOTALS ===			46.90			
01-05564		MED-COMPASS				
I-32456		SCBA MED EXAM - SAWYERS	80.00			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		SCBA MED EXAM - SAWYERS		101 4124-86200-000	MEDICAL EXAMINATIONS	80.00
=== VENDOR TOTALS ===			80.00			
01-05555		MEDICS TRAINING				
I-10170		EMT/EMR TRAINING	550.00			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		EMT/EMR TRAINING		101 4124-86020-000	TRAINING	550.00
=== VENDOR TOTALS ===			550.00			
01	43	MN DEPT OF AGRICULTURE				
I-201711286480		2018 TREE CARE REGISTRY RENEW	25.00			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		2018 TREE CARE REGISTRY RENEWA		101 4134-70110-000	SUPPLIES	25.00
=== VENDOR TOTALS ===			25.00			
01-05843		MN NCPERS LIFE INSURANCE				
I-201711286479		DECEMBER LIFE INSURANCE	64.00			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		DECEMBER LIFE INSURANCE		101 21709-000	OTHER PAYABLE	36.64
		DECEMBER LIFE INSURANCE		201 21709-000	OTHER PAYABLE	4.00
		DECEMBER LIFE INSURANCE		204 21709-000	OTHER PAYABLE	1.60
		DECEMBER LIFE INSURANCE		601 21709-000	OTHER PAYABLE	15.52
		DECEMBER LIFE INSURANCE		602 21709-000	OTHER PAYABLE	6.24
=== VENDOR TOTALS ===			64.00			

PACKET: 01672 NOVEMBER 28 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
=====						
01-032	MORETTO, PAUL					
I-201711286476		MILEAGE AND VOICE RECORDER	50.69			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		MILEAGE REIMB		101 4117-86010-000	MILEAGE	7.95
		VOICE RECORDER		101 4112-70100-000	SUPPLIES	42.74
		=== VENDOR TOTALS ===	50.69			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-610189225173		CELL PHONE TIM P	130.35			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		CELL PHONE TIM P		101 4121-85015-000	CELL PHONE	24.77
		CELL PHONE TIM P		101 4131-85015-000	CELL PHONE	13.04
		CELL PHONE TIM P		101 4141-85015-000	CELL PHONE	13.04
		CELL PHONE TIM P		101 4132-85015-000	CELL PHONE	13.04
		CELL PHONE TIM P		601 4601-85015-000	CELL PHONE	48.23
		CELL PHONE TIM P		602 4602-85015-000	CELL PHONES	18.23
		=== VENDOR TOTALS ===	130.35			
=====						
01-06943	QUALITY RESOURCE GROUP INC					
I-14028541		FREIGHT FOR BLANK CHECKS	20.87			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		FREIGHT FOR BLANK CHECKS		101 4113-70100-000	SUPPLIES	20.87
		=== VENDOR TOTALS ===	20.87			
=====						
01-06581	TRI-STATE BOBCAT INC					
I-A37774		AIR FILTERS SKID LOADER	40.69			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		AIR FILTERS SKID LOADER		101 4132-70120-000	SUPPLIES	40.69
		=== VENDOR TOTALS ===	40.69			
=====						
01-07205	ZEP SALES & SERVICE					
I-900138057		TRASH BAGS	303.38			
11/28/2017	APBNK	DUE: 11/28/2017 DISC: 11/28/2017		1099: N		
		TRASH BAGS		101 4141-70100-000	SUPPLIES	303.38
		=== VENDOR TOTALS ===	303.38			
		=== PACKET TOTALS ===	3,383.88			

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03110	CENTURY LINK					
I-201711176471		LANDLINES - PARK	62.01			
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N		
		LANDLINES - PARK		101 4141-85011-000	TELEPHONE - LANDLINE	62.01
		=== VENDOR TOTALS ===	62.01			
=====						
01-03123	CINTAS CORPORATION #470					
I-470260175		BLACK MAT SERVICE	72.00			
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N		
		BLACK MAT SERVICE		101 4141-70100-000	SUPPLIES	72.00
		=== VENDOR TOTALS ===	72.00			
=====						
01-05795	CORNERSTONE UTILITY CONSTRUCTI					
I-2484		FIBER TO CITY HALL	28,950.00			
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N		
		FIBER TO CITY HALL		401 4401-91000-000	MACHINERY & EQUIPMENT	28,950.00
I-2485		FIBER TO CITY HALL	1,100.00			
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N		
		FIBER TO CITY HALL		401 4401-91000-000	MACHINERY & EQUIPMENT	1,100.00
		=== VENDOR TOTALS ===	30,050.00			
=====						
01-05171	FRA DOR INC					
I-1710355		BLACK DIRT FOR SIDEWALKS	20.00			
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N		
		BLACK DIRT FOR SIDEWALKS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	20.00
		=== VENDOR TOTALS ===	20.00			
=====						
01-05582	MENARDS					
I-201711176473		SHOVEL, LUMBER, METAL CUTTING	274.43			
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N		
		SCOOP SHOVEL		101 4141-70100-000	SUPPLIES	49.98
		LUMBER		101 4141-70100-000	SUPPLIES	141.65
		METAL CUTTING WHEELS AND LUMBE		101 4124-86020-000	TRAINING	82.80
		=== VENDOR TOTALS ===	274.43			

-----ID-----			GROSS	P.O. #			
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-05794	MINNESOTA	EQUIPMENT					
I-P51371		JOHN DEERE SNOW BLOWER PARTS	444.94				
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N			
		JOHN DEERE SNOW BLOWER PARTS		101 4132-70120-000	SUPPLIES		444.94
=== VENDOR TOTALS ===			444.94				
=====							
01-06030	OLSON,ROLAND						
I-201711176472		FLEX PAYMENT	206.10				
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N			
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY		171.06
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY		30.92
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY		4.12
=== VENDOR TOTALS ===			206.10				
=====							
01-07250	TRETSVEN, DAVE						
I-201711176470		CELL REIMB AUG-NOV	80.00				
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N			
		CELL REIMB AUG-NOV		101 4132-85015-000	CELL PHONE		80.00
=== VENDOR TOTALS ===			80.00				
=====							
01-05870	XCEL ENERGY						
I-569220443		CURTISS GAZEBO AND SNELLING/H	21.38				
11/17/2017	APBNK	DUE: 11/17/2017 DISC: 11/17/2017		1099: N			
		CURTISS FIELD GAZEBO		101 4141-85020-000	ELECTRIC/GAS		10.91
		SNELLING/HOYT SIGN AREA		209 4209-85020-000	STREET LIGHTING POWER		10.47
=== VENDOR TOTALS ===			21.38				
=== PACKET TOTALS ===			31,230.86				

PACKET: 01666 NOVEMBER 14 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

ID	DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====							
01-05110			CENTURY LINK				
I-201711146469	11/14/2017	APBNK	LIFT STATION AUTO DIALER	65.63	1099: N		
			DUE: 11/14/2017 DISC: 11/14/2017		601 4601-85011-000	TELEPHONE - LANDLINE	65.63
			LIFT STATION AUTO DIALER				
			=== VENDOR TOTALS ===	65.63			
=====							
01-05440			LOFFLER COMPANIES, INC				
I-21598489	11/14/2017	APBNK	NOVEMBER COPIER CHARGES	222.08	1099: N		
			DUE: 11/14/2017 DISC: 11/14/2017		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	222.08
			NOVEMBER COPIER CHARGES				
			=== VENDOR TOTALS ===	222.08			
=====							
01-05665			METROPOLITAN COUNCIL				
I-201711146468	11/14/2017	APBNK	SAC CHARGE 1826 AND 1836 PASC	4,920.30	1099: N		
			DUE: 11/14/2017 DISC: 11/14/2017		601 4601-85070-000	SAC CHARGES AND SS CHARG	4,920.30
			SAC CHARGE 1826 AND 1836 PASCA				
			=== VENDOR TOTALS ===	4,920.30			
=====							
01-05273			MN PUBLIC EMPLOYEES INSURANCE				
I-639599	11/14/2017	APBNK	DECEMBER HEALTH INSURACE	9,133.44	1099: N		
			DUE: 11/14/2017 DISC: 11/14/2017		101 4112-89000-000	MISCELLANEOUS	9,133.44
			DECEMBER HEALTH INSURACE				
			=== VENDOR TOTALS ===	9,133.44			
=====							
01-05111			SAMS CLUB MC/SYNCE				
I-201711146467	11/14/2017	APBNK	ELECTION, KITCHEN, PW SUPPLIE	616.84	1099: N		
			DUE: 11/14/2017 DISC: 11/14/2017		101 4131-70110-000	SUPPLIES	18.41
			KITCHEN SUPPLIES		101 4131-70110-000	SUPPLIES	166.17
			KITCHEN SUPPLIES		101 4141-70100-000	SUPPLIES	244.86
			JACKET, SPRAY LUBE, FUEL STABI		101 4115-70100-000	SUPPLIES	78.50
			FOOD FOR ELECTION JUDGES		101 4115-70100-000	SUPPLIES	59.05
			FOOD FOR ELECTION JUDGES		101 4115-70100-000	SUPPLIES	49.85
			=== VENDOR TOTALS ===	616.84			

PACKET: 01666 NOVEMBER 14 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
01-00081		TRI-STATE BOBCAT INC				
I-A37345		BRACKET FOR BOBCAT SNOW BLOWE	206.96			
11/14/2017	APBNK	DUE: 11/14/2017 DISC: 11/14/2017		1099: N		
		BRACKET FOR BOBCAT SNOW BLOWER		101 4132-70120-000	SUPPLIES	206.96
		=== VENDOR TOTALS ===	206.96			
		=== PACKET TOTALS ===	15,165.25			

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
01-030		AMERIPRIDE SERVICES				
I-1080424002		LINEN CLEANING	51.50			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	51.50
=== VENDOR TOTALS ===			51.50			
=====						
01-00270		ANCOM COMMUNICATIONS				
I-201711096465		RADIO REPAIR	202.00			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		RADIO REPAIR		101 4124-87092-000	REPAIR RADIOS	202.00
=== VENDOR TOTALS ===			202.00			
=====						
01-03123		CINTAS CORPORATION #470				
I-470256804		BLACK MAT SERVICE, SHOP TOWEL	281.48			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		BLACK MAT SERVICE, SHOP TOWELS		101 4141-70100-000	SUPPLIES	281.48
=== VENDOR TOTALS ===			281.48			
=====						
01-05653		FIRST DUE FIRE TRAINING				
I-10		LADDER BAILOUTS, SCBA CONFERE	300.00			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		LADDER BAILOUTS, SCBA CONFEREN		101 4124-86020-000	TRAINING	300.00
=== VENDOR TOTALS ===			300.00			
=====						
01-05564		MED-COMPASS				
I-369		SCBA MED EXAMS AND QUANTITATI	108.00			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		SCBA MED EXAMS AND QUANTITATIV		101 4124-86200-000	MEDICAL EXAMINATIONS	108.00
=== VENDOR TOTALS ===			108.00			
=====						
01-06024		ON SITE SANITATION				
I-511587		COMM PARK TOILETS	75.00			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		COMM PARK TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
=== VENDOR TOTALS ===			75.00			

PACKET: 01661 NOVEMBER 9 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----ID----- -----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01	J7	VERIZON WIRELESS				

I-9791977709		CAD DISPATCH WIRELESS	70.02			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		CAD DISPATCH WIRELESS		101 4124-85015-000	CELL PHONE	70.02
		=== VENDOR TOTALS ===	70.02			
=====						
01-05870		XCEL ENERGY				

I-568303890		STREET LIGHTING ELECTRIC	2,125.80			
11/09/2017	APBNK	DUE: 11/09/2017 DISC: 11/09/2017		1099: N		
		STREET LIGHTING ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	2,125.80
		=== VENDOR TOTALS ===	2,125.80			
		=== PACKET TOTALS ===	3,213.80			

EMP #	NAME	AMOUNT
0013	PETER C LINDSTROM	297.77
01-0016	PAMELA M HARRIS	277.05
01-0021	JOSE A FISCHER	262.05
01-0022	RANDALL C GUSTAFSON	262.05
01-1005	SACK THONGVANH	2,946.71
01-1017	TIMOTHY J SANDVIK	1,591.39
01-1019	KATHLEEN N O'CONNOR	1,334.76
01-1136	ROLAND O OLSON	2,004.33
01-2246	BRANDON C NELSON	195.27
01-2154	MAUREEN A ANDERSON	48.32
01-1018	PAUL A MORETTO	1,907.66
01-0086	RICHARD H HINRICHS	872.30
01-0095	MICHAEL J POESCHL	497.42
01-0097	PATRICK GAFFNEY	122.48
01-0105	ANTON M FEHRENBACH	341.96
01-0123	BRYAN R SULLIVAN	116.83
01-0124	MICHAEL D KRUSE	116.83
01-1030	TIMOTHY J PITTMAN	2,058.26
01-1033	DAVE TRETSVEN	1,509.60
01-1143	COLIN B CALLAHAN	1,477.62

TOTAL PRINTED: 20 18,240.66

11-26-2017 5:00 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 11/26/2017

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0000	BROWN THUNDER, JOSEPH C	R	11/26/2017	262.05	086598

11-26-2017 5:00 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 11/26/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	262.05
DIRECT DEPOSIT REGULAR CHECKS:	20	18,240.66
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	21	18,502.71

*** NO ERRORS FOUND ***

** END OF REPORT **

EMP #	NAME	AMOUNT
1005	SACK THONGVANH	2,946.71
01-1017	TIMOTHY J SANDVIK	1,579.48
01-1019	KATHLEEN N O'CONNOR	1,325.24
01-1136	ROLAND O OLSON	2,081.54
01-2246	BRANDON C NELSON	389.22
01-1018	PAUL A MORETTO	1,898.74
01-0085	DANIEL S JOHNSON-POWERS	166.89
01-0086	RICHARD H HINRICHS	341.23
01-0087	MICHAEL A MCKAY	66.21
01-0095	MICHAEL J POESCHL	402.35
01-0097	PATRICK GAFFNEY	162.09
01-0105	ANTON M FEHRENBACH	640.67
01-0106	SCOTT A TESCH	103.02
01-0123	BRYAN R SULLIVAN	100.00
01-0124	MICHAEL D KRUSE	48.13
01-0132	ANDREW K TEMME	60.11
01-0135	MORGAN B MCCANN	208.53
01-0136	SCHLIZ S SAWYERS	66.21
01-0138	GRANT W HEITMAN	54.25
01-1030	TIMOTHY J PITTMAN	2,058.26
01-1033	DAVE TRETSEVEN	1,509.60
01-1143	COLIN B CALLAHAN	1,469.06

TOTAL PRINTED: 22 17,677.54

11-09-2017 9:28 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 11/09/2017

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0000	ANDERSON, KEVIN	R	11/09/2017	66.21	086568
0	WICK, JEFFREY M	R	11/09/2017	113.96	086569
01	SULLIVAN, BRYAN R	R	11/09/2017	9.72	086570
0126	SMITH, BENJAMIN J	R	11/09/2017	54.25	086571
0134	MCCREADY, IAN H	R	11/09/2017	204.68	086572
0137	WATTENHOFER, DANIEL J	R	11/09/2017	72.32	086573
2172	ARCAND, MICHAEL W	R	11/09/2017	66.21	086574

11-09-2017 9:28 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 11/09/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	7	587.35
DIRECT DEPOSIT REGULAR CHECKS:	22	17,677.54
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	29	18,264.89

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Tim Sandvik, Deputy Clerk

Item	Approval of City Licenses
Description	<p>The following individuals have applied for a <u>Municipal Business License</u> for 2018. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Century 21 - Jay Blank Realty Inc 2. Premier Health of Roseville 3. John A Knutson & Co., PLLP 4. Cox Insurance Associates Inc. 5. Minnesota Association of Secondary School Principals 6. Spire Credit Union 7. Otto Law P.A. 8. H1 HH MN INC dba Honest 1 Auto Care Hamline Hoyt 9. James Kernik, DDS 10. Curves 11. TIES 12. The F.I.T. Lab, Co. 13. National Youth Leadership Council 14. DZ LLC dba Snap Fitness – Falcon Heights 15. Eighty Eight Notes School of Music 16. Merwin Liquors 17. Minnesota Eye Consultants, PA 18. The Good Acre 19. Bie Grand Enterprises Inc dba Hermes Floral 20. Northern Tier Retail LLC (Super America 4353) 21. Central Pediatrics, P.A. 22. Out on a Limb Dance Studio <p>The following individuals have applied for <u>Liquor Licensure</u> for 2018. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Stout's Pub 2. Dino's Gyros 3. Merwin Liquors 4. Usrocks LLC, dba Underground Music Café 5. New Fresh Wok, Inc

The following individuals have applied for a Restaurant License for 2018. Staff has received the necessary documents for licensure.

1. Piper D, LLC dba Toppers Pizza
2. STP JJ Team LLC dba Jimmy John's
3. Stout's Pub
4. Dino's Gyros
5. Usrocks LLC, dba Underground Music Café
6. New Fresh Wok, Inc

The following individuals have applied for a Cigarette License for 2018. Staff has received the necessary documents for licensure.

1. Merwin Liquors
2. Northern Tier Retail LLC (Super America 4353)

The following individuals have applied for a Refuse License for 2018. Staff has received the necessary documents for licensure.

1. Republic Services
2. Aspen Waste Systems Inc
3. Tennis Sanitation
4. Keith Krupenny & Son Disposal Service Inc.
5. Gene's Disposal
6. Curbside Waste, Inc
7. Advanced Disposal

The following individuals have applied for a Gas Station License for 2018. Staff has received the necessary documents for licensure.

1. Northern Tier Retail LLC (Super America 4353)

The following individuals have applied for a Retail Grocery License for 2018. Staff has received the necessary documents for licensure.

1. Northern Tier Retail LLC (Super America 4353)

The following individuals have applied for a Massage License for 2018. Staff has received the necessary documents for licensure.

1. Ferencz Mihaly Vincze-Turcean

The following individuals have applied for a Home Occupation License for 2018. Staff has received the necessary documents for licensure.

1. Pamela M. Harris PLLC
2. The Touch-Up Artist, Inc
3. Preston Sebastian Fitness

	<p>The following individuals have applied for a <u>Tree Sales License</u> for 2017. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. University of Minnesota Forestry Club
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2018 City License Applications.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F3
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Designation of Prosecuting Attorney
Description	Each year the City of Falcon Heights designates a prosecuting attorney. This person works closely with the St. Anthony Police Department 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.
Budget Impact	The monthly retainer will not change and has been included in the 2018 operating budget.
Attachment(s)	N/A
Action(s) Requested	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 2018.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F4
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of City Attorney
Description	Falcon Heights has used the law firm of Campbell Knutson, P.A. for Civil Attorney services for many years. Roger Knutson is the main contact, but the City uses various attorneys in the firm for our daily needs.
Budget Impact	Funds have been allocated in the 2018 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the law firm of Campbell Knutson, P.A. for civil legal services for 2018.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F5
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of City Engineer
Description	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 2018.
Budget Impact	Funds have been allocated in the 2018 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends the approval of Jesse Freihammer and the City of Roseville Engineering Department as City of Falcon Heights' Engineer for 2018.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F6
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of City Auditor
Description	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.
Budget Impact	Funds have been allocated in the 2018 Budget.
Attachment(s)	
Action(s) Requested	Staff recommends the approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2018.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F7
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Designation of Official Newspaper
Description	<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. There are two local papers that service Falcon Heights: the Park Bugle and the Roseville Review.</p> <p>Staff recommends that the City designate the Roseville Review as its legal newspaper in 2018 for the following reasons.</p> <ul style="list-style-type: none"> · The Roseville Review circulates to most households in Falcon Heights. · The Roseville Review is a weekly publication. A monthly publication such as The Park Bugle would not suit the City's needs, as the City Council meets twice a month and legal notices must be published on a more timely schedule.
Budget Impact	Funds have been allocated in the 2018 Budget for any costs associated with public notices.
Attachment(s)	N/A
Action(s) Requested	Designate the Roseville Review as the City's legal newspaper for 2018.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F8
Attachment	Payment #7
Submitted By	Jesse Freihammer, City Engineer

Item	Approve Payment #7 to Valley Paving, Inc. for the 2017 Pavement Management Project
Description	<p>On March 22, 2017, the City Council awarded the 2017 Pavement Management Project (PMP) to Valley Paving, Inc.</p> <p>Payment #7 is in the amount of \$40,947.35 and includes the following work:</p> <ul style="list-style-type: none"> · Patching · Valve and curb box replacement · Release of mobilization and traffic control <p>With this pay estimate, the total amount paid to date on this project is \$1,224,750.39 or 86.5% of the original contract price.</p>
Budget Impact	<p>Of the \$40,947.35 being paid to the contractor, \$1,377.68 will be reimbursed to the City by Saint Paul Regional Water Services for watermain related work.</p> <p>This project is being funded from the following sources:</p> <ul style="list-style-type: none"> · Special Assessments · Municipal State Aid (MSA) dollars · City funds (infrastructure, utility) · Saint Paul Regional Water Services
Attachment	Payment #7
Action(s) Requested	Approve Payment #7 to Valley Paving, Inc. for the 2017 Pavement Management Project.

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CITY OF ROSEVILLE

2660 Civic Center Dr
Roseville, MN 55113

Project SAP 124-050-011 [17-07] - 2017 Falcon Heights PMP

Pay Request No. 7

Contractor: Valley Paving Inc
8800 13th Ave E
Shakopee, MN 55379

Contract No. 17-07
Vendor No. N/A
For Period: 10/6/2017 - 12/6/2017
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$1,415,231.53
Contract Changes	\$74,930.53
Revised Contract	\$1,490,162.06

Funds Encumbered

Original	\$1,415,231.53
Additional	N/A
Total	\$1,415,231.53

Work Certified To Date

Base Bid Items	\$1,210,299.45
Backsheet	\$0.00
Change Order	\$57,611.53
Supplemental Agreement	\$21,299.96
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$1,289,210.94

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 124-050-011 [17-07]	\$43,102.48	\$1,289,210.94	\$64,460.55	\$1,183,803.04	\$40,947.35	\$1,224,750.39
			Percent Retained: 5.0000%		Percent Complete: 86.5148%	
Amount Paid This Pay Request					\$40,947.35	

This is to certify that the items of work shown in this certificate of Pay Request have been actually furnished for the work comprising the above mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Valley Paving Inc

Approved By

City Engineer

Contractor

City Administrator

Date

Date

Date

12/6/17

12/6/17

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	04/24/2017	04/30/2017	\$98,451.00	\$4,922.55	\$93,528.45
2	05/01/2017	05/31/2017	\$201,692.78	\$10,084.64	\$191,608.14
3	06/01/2017	06/30/2017	\$340,568.34	\$17,028.42	\$323,539.92
4	07/01/2017	07/31/2017	\$296,735.58	\$14,836.78	\$281,898.80
5	08/01/2017	08/31/2017	\$187,725.77	\$9,386.28	\$178,339.49
6	09/01/2017	10/05/2017	\$120,934.99	\$6,046.75	\$114,888.24
7	10/06/2017	12/06/2017	\$43,102.48	\$2,155.13	\$40,947.35
Totals:			\$1,289,210.94	\$64,460.55	\$1,224,750.39

SAP 124-050-011 [17-07] Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
001	137,923.52	6,896.18	125,008.68	6,018.66	131,027.34
002	219,708.65	10,985.43	204,290.99	4,432.23	208,723.22
003	52,272.92	2,613.65	35,200.67	14,458.60	49,659.27
004	61,341.34	3,067.07	57,376.52	897.75	58,274.27
005	37,010.68	1,850.53	34,279.02	881.13	35,160.15
006	115,567.83	5,778.39	107,680.85	2,108.60	109,789.44
007	159,354.51	7,967.73	142,440.06	8,946.72	151,386.78
008	471,200.45	23,560.02	446,262.75	1,377.68	447,640.43
009	34,831.03	1,741.55	31,263.50	1,825.98	33,089.48
Totals:	\$1,289,210.93	\$64,460.55	\$1,183,803.03	\$40,947.35	\$1,224,750.38

SAP 124-050-011 [17-07] Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
1	Municipal (MSAS > 5000) - Falcon Heights	26,688.37	622,236.54	620,146.54	482,844.25
2	Local	2,108.60	111,092.59	100,211.52	109,789.44
3	Local - Storm Sewer - Falcon Heights	8,946.72	202,876.32	148,503.44	151,386.78
4	Water Utility Fund	1,377.68	521,616.81	514,030.23	447,640.43
5	Sanitary Sewer - Falcon Heights	1,825.98	32,339.80	32,339.80	33,089.48

Totals: \$40,947.34 \$1,490,162.06 \$1,415,231.53 \$1,224,750.38

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
ALTERNATE 1									
84	2104.501	REMOVE SEWER PIPE (STORM)	LF	\$20.76	179	0	\$0.00	179	\$3,716.04
85	2501.515	"24" RC PIPE APRON"	EACH	\$3,337.81	1	0	\$0.00	1	\$3,337.81
86	2503.511	24" RC PIPE SEWER CLASS V (SPECIAL)	LF	\$139.08	179	0	\$0.00	153	\$21,279.24
87	2506.502	CONSTRUCT MANHOLE TYPE C	LF	\$562.53	7	0	\$0.00	7	\$3,937.71
88	2506.516	MANHOLE CASTING R-3067-V	EACH	\$882.15	1	0	\$0.00	1	\$882.15
89	2511.501	RANDOM RIPRAP CLASS III - GRANITE	CY	\$93.41	60	0	\$0.00	32	\$2,989.12
90	2571.502	"DECIDUOUS TREE 2.5" CAL B&B"	TREE	\$1,000.00	1	0	\$0.00	0	\$0.00
Totals For Section ALTERNATE 1:							\$0.00		\$36,142.07
ALTERNATE 2									
96	2501.515	"18" RC PIPE APRON"	EACH	\$415.15	1	0	\$0.00	0	\$0.00
Totals For Section ALTERNATE 2:							\$0.00		\$0.00
Base Bid									
1	2021.501	MOBILIZATION	LS	\$50,742.00	1	0.15	\$7,611.30	0.95	\$48,204.90
2	2101.502	CLEARING	TREE	\$1,027.50	3	3	\$3,082.50	18	\$18,495.00
3	2101.507	GRUBBING	TREE	\$1,027.50	3	3	\$3,082.50	18	\$18,495.00
4	2104.501	REMOVE SEWER PIPE (STORM)	LF	\$8.30	251	0	\$0.00	299	\$2,481.70
5	2104.501	REMOVE CURB AND GUTTER	LF	\$7.87	7430	0	\$0.00	6235	\$49,069.45
6	2104.505	REMOVE CONCRETE WALK	SY	\$9.45	966	0	\$0.00	1375	\$12,993.75
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$9.00	615	0	\$0.00	530	\$4,770.00
8	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	\$6.28	1980	0	\$0.00	2601	\$16,334.28
9	2104.509	REMOVE PIPE APRON	EACH	\$259.47	1	0	\$0.00	1	\$259.47
		REMOVE							

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
10	2104.509	MANHOLE OR CATCH BASIN	EACH	\$415.15	8	0	\$0.00	9	\$3,736.35
11	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$3.50	1690	0	\$0.00	1992	\$6,972.00
12	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	\$3.00	735	0	\$0.00	654	\$1,962.00
13	2104.523	SALVAGE CASTING	EACH	\$204.98	3	0	\$0.00	3	\$614.94
14	2105.501	COMMON EXCAVATION	CY	\$27.65	100	0	\$0.00	1479	\$40,894.35
15	2105.507	SUBGRADE EXCAVATION	CY	\$21.28	100	0	\$0.00	1004	\$21,365.12
16	2105.522	SELECT GRANULAR BORROW (LV)	CY	\$25.26	100	0	\$0.00	1003	\$25,335.78
17	2112.501	AGGREGATE GRADING AND COMPACTION	STA	\$161.12	74	0	\$0.00	52.75	\$8,499.08
18	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$114.61	50	0	\$0.00	34	\$3,896.74
19	2130.501	WATER	MGAL	\$25.00	20	0	\$0.00	32	\$800.00
20	2211.503	AGGREGATE BASE (CV) CLASS 5	CY	\$19.30	100	0	\$0.00	325	\$6,272.50
21	2215.501	FULL DEPTH RECLAMATION	SY	\$1.02	15750	0	\$0.00	15750	\$16,065.00
22	2231.501	BITUMINOUS PATCHING MIXTURE	TON	\$175.00	50	69.43	\$12,150.25	111.43	\$19,500.25
23	2331.603	SAW AND SEAL CONTROL JOINT IN BITUMINOUS PAVEMENT	LF	\$3.93	3690	0	\$0.00	0	\$0.00
24	2331.607	HAUL BITUMINOUS PAVEMENT RECLAMATION (LV)	CY	\$12.69	1910	0	\$0.00	2222	\$28,197.18
25	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$1.98	1260	0	\$0.00	194	\$384.12
26	2360.501	TYPE SPWEA240B WEARING	TON	\$68.01	490	0	\$0.00	486	\$33,052.86

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
		COURSE MIX PATHWAY							
27	2360.501	TYPE SPWEA330C WEARING COURSE MIX	TON	\$25.90	2500	0	\$0.00	1960	\$50,764.00
28	2360.501	TYPE SPWEA330C WEARING COURSE MIX (2018)	TON	\$89.00	1500	0	\$0.00	0	\$0.00
29	2451.609	GRANULAR BACKFILL	TON	\$10.14	7130	0	\$0.00	1167	\$11,833.38
30	2503.511	"12" RC PIPE SEWER CLASS V"	L F	\$38.40	33	0	\$0.00	40	\$1,536.00
31	2503.511	"18" RC PIPE SEWER CLASS V"	L F	\$47.74	54	0	\$0.00	181	\$8,640.94
32	2503.511	"24" RC PIPE SEWER CLASS V"	L F	\$76.80	191	0	\$0.00	176	\$13,516.80
33	2503.602	SANITARY SEWER SERVICE REPAIR	EACH	\$90.30	49	0	\$0.00	20	\$1,806.00
34	2503.602	CONNECT TO EXISTING STRUCTURE	EACH	\$596.78	5	0	\$0.00	3	\$1,790.34
35	2503.602	INSPECTION HOLE	EACH	\$882.20	12	0	\$0.00	1	\$882.20
36	2504.602	REPAIR SERVICE CURB STOP BOX	EACH	\$103.79	20	6	\$622.74	6	\$622.74
37	2504.602	ADJUST SERVICE CURB STOP BOX	EACH	\$51.89	6	1	\$51.89	1	\$51.89
38	2504.602	REPAIR VALVE BOX	EACH	\$238.71	7	0	\$0.00	5	\$1,193.55
39	2504.602	ADJUST VALVE BOX	EACH	\$387.78	24	2	\$775.56	23	\$8,918.94
40	2504.602	REPLACE VALVE BOX	EACH	\$624.80	2	0	\$0.00	4	\$2,499.20
41	2504.602	WATER UTILITY HOLE	EACH	\$2,387.12	5	0	\$0.00	4	\$9,548.48
42	2504.602	EXCAVATION FOR WATER MAIN OFFSET OR REPLACEMENT	EACH	\$2,594.70	2	0	\$0.00	2	\$5,189.40

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
43	2504.602	HYDRANT INSTALLATION	EACH	\$5,789.29	8	0	\$0.00	8	\$46,314.32
44	2504.602	"6" GATE VALVE AND BOX"	EACH	\$1,359.53	4	0	\$0.00	4	\$5,438.12
45	2504.602	"8" GATE VALVE AND BOX"	EACH	\$1,932.53	15	0	\$0.00	14	\$27,055.42
46	2504.603	6" DI WATER MAIN REPLACEMENT	L F	\$51.89	60	0	\$0.00	89	\$4,618.21
47	2504.603	8" DI WATER MAIN REPLACEMENT	L F	\$60.20	2840	0	\$0.00	2663	\$160,312.60
48	2504.603	WATER SYSTEM REMOVALS	L F	\$10.38	568	0	\$0.00	190	\$1,972.20
49	2504.603	1" CP WATER SERVICE REPLACEMENT	L F	\$46.70	89	0	\$0.00	80	\$3,736.00
50	2504.603	2" CP WATER SERVICE REPLACEMENT	L F	\$58.12	24	0	\$0.00	207	\$12,030.84
51	2504.603	2" CP WATER SERVICE REPLACEMENT - PIPE WORK ONLY	L F	\$64.35	195	0	\$0.00	0	\$0.00
52	2504.604	"2" INSULATION"	S Y	\$19.72	56	0	\$0.00	4	\$78.88
53	2504.604	"4" POLYSTYRENE INSULATION"	S Y	\$34.25	70	0	\$0.00	4	\$137.00
54	2504.608	DUCTILE AND GREY IRON FITTINGS	LB	\$2.08	1465	0	\$0.00	1780	\$3,702.40
55	2506.502	CONSTRUCT CATCH BASIN TYPE B	L F	\$451.48	17	0	\$0.00	14	\$6,320.72
56	2506.502	CONSTRUCT CATCH BASIN TYPE A	L F	\$365.33	3	0	\$0.00	0	\$0.00
57	2506.502	CONSTRUCT MANHOLE TYPE B OVER EXISTING PIPE	L F	\$532.43	5	0	\$0.00	0	\$0.00
58	2506.502	CONSTRUCT MANHOLE TYPE C	L F	\$518.94	10	0	\$0.00	10	\$5,189.40
59	2506.502	CONSTRUCT MANHOLE	L F	\$236.64	10	0	\$0.00	9	\$2,129.76

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
		TYPE B							
60	2506.516	MANHOLE CASTING R-1733	EACH	\$331.47	21	0	\$0.00	21	\$6,960.87
61	2506.516	MANHOLE CASTING R-3067-V	EACH	\$488.48	6	0	\$0.00	5	\$2,442.40
62	2506.521	FURNISH AND INSTALL CASTING ASSEMBLY FOR DRIVEWAY	EACH	\$127.94	6	0	\$0.00	0	\$0.00
63	2506.522	ADJUST CATCH BASIN FRAME AND RING	EACH	\$590.41	11	0	\$0.00	0	\$0.00
64	2506.522	ADJUST MANHOLE FRAME & RING	EACH	\$961.04	39	2	\$1,922.08	37	\$35,558.48
65	2506.603	REHABILITATE MANHOLE OR CATCH BASIN (INTERIOR)	EACH	\$181.63	9	0	\$0.00	0	\$0.00
66	2511.501	RANDOM RIPRAP CLASS III - GRANITE	C Y	\$98.60	60	0	\$0.00	0	\$0.00
67	2521.501	"4" CONCRETE WALK"	S F	\$4.62	9430	0	\$0.00	11546	\$53,342.52
68	2521.501	"6" CONCRETE WALK"	S F	\$7.96	2985	0	\$0.00	3285.75	\$26,154.57
69	2531.501	CONCRETE CURB AND GUTTER DESIGN B618	L F	\$22.07	4680	0	\$0.00	1654	\$36,503.78
70	2531.501	CONCRETE CURB AND GUTTER DESIGN B618 (MACHINE LAID)	L F	\$17.39	2750	0	\$0.00	3956	\$68,794.84
71	2531.507	"6" CONCRETE DRIVEWAY PAVEMENT"	S Y	\$50.25	615	0	\$0.00	636.4	\$31,979.10
72	2531.604	"8" CONCRETE VALLEY GUTTER"	S Y	\$74.83	90	0	\$0.00	71	\$5,312.93
73	2531.618	TRUNCATED RADIUS DOMES	S F	\$51.89	184	0	\$0.00	86	\$4,462.54
74	2531.618	TRUNCATED DOMES	S F	\$51.89	120	0	\$0.00	384	\$19,925.76

CITY OF ROSEVILLE
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 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
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SAP 124-050-011 [17-07] Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
75	2563.601	TRAFFIC CONTROL	LS	\$43,745.23	1	0.15	\$6,561.78	0.95	\$41,557.97
76	2573.502	SILT FENCE, TYPE HI	L F	\$3.09	200	0	\$0.00	20	\$61.80
77	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$85.76	32	0	\$0.00	37	\$3,173.12
78	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$2.61	1200	0	\$0.00	630	\$1,644.30
79	2573.550	EROSION CONTROL SUPERVISOR	LS	\$500.00	1	0	\$0.00	0.5	\$250.00
80	2574.525	BOULEVARD TOPSOIL BORROW	C Y	\$38.88	610	15.54	\$604.20	450.54	\$17,517.00
81	2575.505	SODDING TYPE SALT TOLERANT	S Y	\$6.03	7060	0	\$0.00	4682.2	\$28,233.67
82	2575.604	HYDROSEED	SY	\$2.31	500	1193.4	\$2,756.75	1373.1	\$3,171.86
83	2582.502	"4" SOLID LINE EPOXY"	L F	\$1.54	330	408	\$628.32	408	\$628.32
Totals For Section Base Bid:							\$39,849.87		\$1,174,157.38
Change Order 1									
97	2104.501	REMOVE FENCE	L F	\$12.00	56	0	\$0.00	56	\$672.00
98	2557.603	INSTALL FENCE	L F	\$20.00	56	0	\$0.00	53	\$1,060.00
Totals For Change Order 1:							\$0.00		\$1,732.00
Change Order 2									
101	2506.602	CONTRACTOR DOWN TIME DURING THE WATER SHUT DOWN PROCESS	L S	\$1,736.58	1	0	\$0.00	1	\$1,736.58
Totals For Change Order 2:							\$0.00		\$1,736.58
Change Order 3									
104	2571.502	"DECIDUOUS TREE 2" CAL B&B"	TREE	\$650.00	13	0	\$0.00	13	\$8,450.00
Totals For Change Order 3:							\$0.00		\$8,450.00
Change Order 4									
109	2211.501	INSTALL AGGREGATE BASE AS TEMPORARY	L S	\$458.22	1	0	\$0.00	1	\$458.22

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 2660 Civic Center Dr
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SAP 124-050-011 [17-07] Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
		PATCH AT CATCH BASINS							
107	2411.901	RETAINING WALLS	LS	\$284.94	1	0	\$0.00	1	\$284.94
111	2506.516	MANHOLE CASTING R-3290-A	EACH	\$485.00	1	0	\$0.00	1	\$485.00
108	2540.618	INSTALL 1" CLEAR ROCK AT CATCH BASINS	L S	\$2,417.27	1	0	\$0.00	1	\$2,417.27
105	2540.618	INSTALL DRIVEWAY PAVERS	L S	\$597.13	1	0	\$0.00	1	\$597.13
106	2575.604	INSTALL LANDSCAPING PEA ROCK	L S	\$807.76	1	0	\$0.00	1	\$807.76
110	2575.604	LANDSCAPING REPLACEMENT	L S	\$3,015.03	1	0	\$0.00	1	\$3,015.03
Totals For Change Order 4:							\$0.00		\$8,065.35
Change Order 5									
112	2506.602	REHABILITATE MANHOLE OR CATCH BASIN INTERIOR	L S	\$34,375.00	1	0	\$0.00	1	\$34,375.00
Totals For Change Order 5:							\$0.00		\$34,375.00
Change Order 6									
114	2104.507	REMOVE SEWER ROCK AND PLACE CLASS 5 AGGREGATE	L S	\$2,672.24	1	1	\$2,672.24	1	\$2,672.24
113	2506.602	INSTALL LOW PROFILE CASTING ON NEW CATCH BASIN	LS	\$580.36	1	1	\$580.36	1	\$580.36
Totals For Change Order 6:							\$3,252.60		\$3,252.60
Supplemental Agreement 1									
100	2101.511	CLEARING AND GRUBBING	LS	\$1,650.00	1	0	\$0.00	1	\$1,650.00
99	2506.502	CATCH BASIN MODIFICATION	EACH	\$880.00	4	0	\$0.00	4	\$3,520.00
Totals For Supplemental Agreement 1:							\$0.00		\$5,170.00
Supplemental Agreement 2									
102	2531.501	CONCRETE CURB AND GUTTER DESIGN B624	L F	\$33.33	300	0	\$0.00	462	\$15,398.46

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SAP 124-050-011 [17-07] Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
103	2575.513	SHREDDED HARDWOOD MULCH	CY	\$41.80	50	0	\$0.00	17.5	\$731.50
Totals For Supplemental Agreement 2:							\$0.00		\$16,129.96
Project Totals:							\$43,102.47		\$1,289,210.94

SAP 124-050-011 [17-07] Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	6/9/2017	In accordance with the terms of this contract, you are hereby authorized and instructed to perform the work as altered by the following provisions. WILL BE PAID WITH 100% LOCAL FUNDS WHEREAS: This Contract provides for, among other things, the removal of an existing fence; WHEREAS: This Contract provides for the reinstallation of the existing fence; WHEREAS: The Contractor has provided the City with unit prices to remove and reinstall the existing fence; WHEREAS: Costs incurred for this additional work shall be paid for with local funds only. NOW THEREFORE, IT IS HERBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by negotiated unit prices. 3. Contract time is unchanged. 4. This Change Order covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Change Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MndOT 1402.	\$1,792.00	\$1,732.00
SA1	Supplemental Agreement	6/15/2017	WILL BE PAID WITH 100% LOCAL FUNDS WHEREAS: This Contract provides for, among other things, modifications to new storm sewer catch basins and the clearing and grubbing of brush and small trees. WHEREAS: The Contractor has provided the City with unit prices to do this work. WHEREAS: Costs incurred for this additional work shall be paid for with local funds only. NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by contract unit prices. 3. Contract time is unchanged. 4. This Supplemental Agreement covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Supplemental Agreement. If the contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MndOT 1402.	\$5,170.00	\$5,170.00
			WILL BE PAID WITH 100% LOCAL FUNDS WHEREAS: This Contract provides for, among other things,		

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO2	Change Order	6/20/2017	compensation for Contractor down time during the water shutdown process by others. WHEREAS: The Contractor has provided the City with unit prices for this work. WHEREAS: Costs incurred for this additional work shall be paid for with local funds only. NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by unit prices. 3. Contract time is unchanged. 4. This Change Order covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Change Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MnDOT 1402.	\$1,736.58	\$1,736.58
SA2	Supplemental Agreement	8/14/2017	WHEREAS: This contract provides for, among other things, the addition of B624 Concrete Curb and Gutter. WHEREAS: This contract provides for, among other things, the addition of Shredded Hardwood Mulch. WHEREAS: The Contractor has provided the City with unit prices to do this work. NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by contract unit prices. 3. Contract time is unchanged. 4. This Supplemental Agreement covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Supplemental Agreement. If the contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MnDOT 1402.	\$12,089.00	\$16,129.96
CO3	Change Order	9/15/2017	In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions. WILL BE PAID WITH 100% LOCAL FUNDS. WHEREAS: This Contract provides for a renegotiated unit price for Deciduous tree, 2.0" caliber, balled and bur lapped. WHEREAS: Costs incurred for this work shall be paid for with local funds only. NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by renegotiated unit prices. 3. Contract time is unchanged. 4. This Change Order covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Change Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MnDOT 1402.	\$8,450.00	\$8,450.00
			WILL BE PAID FOR WITH 100% LOCAL FUNDS. WHEREAS: This Contract provides for, among other		

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO4	Change Order	9/19/2017	things, the installation of driveway pavers. WHEREAS: This Contract provides for the installation of landscaping pea rock at 2121 Folwell Ave. WHEREAS: This Contract provides for the placement of new retaining wall blocks along sidewalk edge at house #2099 Folwell Ave. WHEREAS: This Contract provides for the placement of fabric and 1 inch clear rock in front of 7 catch basins along Roselawn Ave. WHEREAS: This Contract provides for the placement of aggregate base material in the pathway as a temporary patch in the catch basin repair areas along Roselawn Ave. WHEREAS: This Contract provides for the additional landscaping work in between house #2121 and house # 2129 Folwell Ave. WHEREAS: This Contract provides for 1 new storm sewer casting, R-3290-A. NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by negotiated unit prices. 3. Contract time is unchanged. 4. This Change Order covers the known and anticipated costs and contract time adjustment, if any, attributable to the work covered by this Change Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MnDOT 1402.	\$8,065.35	\$8,065.35
CO5	Change Order	9/20/2017	WILL BE PAID WITH 100% LOCAL FUNDS WHEREAS: This Contract provides for, among other things, rehabilitation work on 7 existing catch basins along Roselawn Ave. between Cleveland Ave and Fairview Ave. WHEREAS: The Contract has provided the City with unit prices to rehabilitate the existing storm sewer catch basins. WHEREAS: Costs incurred for this additional work shall be paid for with local funds only. NOW THEREFORE, IT IS HEREBY, MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by negotiated unit prices. 3. Contract time is unchanged. 4. This Change Order covers the known and anticipated costs and contract time adjustment, if any, attributable to the work covered by this Change Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MnDOT 1402.	\$34,375.00	\$34,375.00
			WILL BE PAID WITH 100% LOCAL FUNDS WHEREAS: This Contract provides for the purchase and installation of a low profile catch basin casting. WHEREAS: This Contract provides for the removal of sewer drainage rock and the placement of Class 5 gravel for patching at the 7 catch basins on Roselawn Ave. WHEREAS: The Contractor has provided the City with unit prices to do this work. WHEREAS: Costs incurred for this additional work will be paid for with local funds only. NOW THEREFORE,		

CITY OF ROSEVILLE
 2660 Civic Center Dr
 Roseville, MN 55113
 Project No. SAP 124-050-011 [17-07]
 Pay Request No. 7

SAP 124-050-011 [17-07] Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO6	Change Order	11/28/2017	IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will complete this work. 2. Payment for this work listed above will be by negotiated unit prices. 3. Contract time is unchanged. 4. This Change Order covers the known and anticipated costs and contract time adjustment, if any, attributable to the work covered by this Change Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the contract amount or contract time in accordance with MnDOT 1402.	\$3,252.60	\$3,252.60
Contract Change Totals:				\$74,930.53	\$78,911.49

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F9
Attachment	Change Order #6
Submitted By	Jesse Freihammer, City Engineer

Item	Approve the Change Order #6 for the 2017 Pavement Management Project
Description	<p>During the 2017 Pavement Management Project construction various conditions changed or additional work was required in order to complete the project. When these things come up a Change Order is generated to summarize the work. Below is a brief description of the Change Order included in the 2017 Pavement Management Project.</p> <p>Change Order #6: Additional aggregate removal and catch basin work.</p> <p>The City approached the contractor about this work and drafted a Change Order to the project to have this work done.</p>
Budget Impact	All Change Orders are funded through each fund that corresponds with the work included in that Change Order. The total amount for Change Orders 6 is \$3,252.60 and will be charged to the Storm Sewer Fund.
Attachment	· Change Order #6
Action(s) Requested	Motion approving the Change Order #6 for the 2017 Pavement Management Project.

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

City/County of Falcon Heights

Change Order No. 6

FEDERAL PROJECT NO.	STATE PROJECT NO. SAP 124-050-011	LOCAL PROJECT NO. 17-07	CONTRACT NO. 17-07
CONTRACTOR NAME AND ADDRESS Valley Paving Inc 8800 13th Ave E Shakopee, MN 55379		LOCATION OF WORK	
		TOTAL CHANGE ORDER AMOUNT \$3,252.60	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

WILL BE PAID WITH 100% LOCAL FUNDS

WHEREAS: This Contract provides for the purchase and installation of a low profile catch basin casting.

WHEREAS: This Contract provides for the removal of sewer drainage rock and the placement of Class 5 gravel for patching at the 7 catch basins on Roselawn Ave.

WHEREAS: The Contractor has provided the City with unit prices to do this work.

WHEREAS: Costs incurred for this additional work will be paid for with local funds only.

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

1. The Contractor will complete this work.
2. Payment for this work listed above will be by negotiated unit prices.
3. Contract time is unchanged.
4. This Change Order covers the known and anticipated costs and contract time adjustment, if any, attributable to the work covered by this Change Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the contract amount or contract time in accordance with MnDOT 1402.

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
2104.507	REMOVE SEWER ROCK AND PLACE CLASS 5 AGGREGATE	LS	\$2,672.24	1	\$2,672.24
2506.602	INSTALL LOW PROFILE CASTING ON NEW CATCH BASIN	LS	\$580.36	1	\$580.36
Change Order No. 6 Total:					\$3,252.60

* Funding category is required for federal projects.

<p><u>CHANGE IN CONTRACT TIME (check one)</u> Due to this change the Contract Time:</p>	
<p>a. <input type="checkbox"/> Is Increased by _____ Working Days</p> <p><input type="checkbox"/> Is Decreased by _____ Working Days</p> <p><input type="checkbox"/> Is Increased by _____ Calendar Days</p> <p><input type="checkbox"/> Is Decreased by _____ Calendar Days</p>	<p>b. <input checked="" type="checkbox"/> Is Not Changed</p> <p>c. <input type="checkbox"/> May be revised if work affected the controlling operation</p>

Approved By Project Engineer: Jesse Freihammer Signed _____ Date: _____ Phone: (651) 792-7042	Approved By Contractor: Valley Paving Inc Signed _____ Date: _____ Phone: (952) 445-8615
---	--

Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

<p>The State of Minnesota is not a participant in this contract; signing by the District State Aid Engineer is for FUNDING PURPOSES ONLY. Reviewed for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.</p>		
This project is eligible for: _____ Federal Funding	_____ State Aid Funding	_____ Local funds
District State Aid Engineer: _____		Date: _____

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F10
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	City Administrator's Contract Modification
Description	<p>Sack Thongvanh, City Administrator was hired March 9th, 2015.</p> <p>Administrator Thongvanh is requesting that the current employment agreement be amended to allow him to carry over and use all accrued vacation at his discretion.</p> <p>Due to the size of staff and workload, taking time off has been limited and will mostly not change in the upcoming years because of changes in police services, implementation of Task Force recommendations on Policing and Inclusion, developing a Financial Plan, aging workforce, and the ongoing and increase demand on the City Administrator.</p>
Budget Impact	No direct impact on the 2018 Budget or Levy
Attachment(s)	<ul style="list-style-type: none"> · Addendum #2 to March 25, 2015 Employment Agreement
Action(s) Requested	This has been reviewed by Council Member Harris and I. We would recommend that the Falcon Heights City Council approve Addendum #2 for Sack Thongvanh effective December 13, 2017.

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ADDENDUM #2 TO THE MARCH 25TH EMPLOYMENT AGREEMENT

This contract is between Sack Thongvanh and the City of Falcon Heights, Minnesota. This addendum shall become effective as of December 13, 2017.

Amend 6. Vacation. Employee will be allowed to carry over all accrued vacation at his discretion.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

Employee
BY: _____
Sack Thongvanh

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F11
Attachment	Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of William Raven to the Falcon Heights Volunteer Fire Department
Description	<p>William Raven submitted an application to the Fire Department because of his interest in public safety. Fire Department personnel have reviewed his application and interviewed Mr. Raven. The Department would recommend the appointment of William Raven.</p> <p>Mr. Raven will have two years to complete the necessary training and education before he will be an official volunteer firefighter.</p> <p>Bio My name is Bill Raven, and I'm from a small town in Wisconsin called Barron. Growing up on a 40 head dairy farm meant there was no shortage of hard work to be done. Upon completion of high school, I attended ATS (Associated Training Services), a heavy equipment operating school in Sun Prairie, WI. At ATS I attained my class A CDL and certificates to operate various earth moving machines. I continued my education at Chippewa Valley Tech in Eau Claire, from which I received an Associates of Science Degree in Structural Engineering Technician.</p> <ul style="list-style-type: none"> · Moved to Lauderdale in 2016 · Married and wife attends Bethal University <p>I thought that it would be a great opportunity to give back to the community. The Falcon Heights Fire Dept seems to be a rewarding way for me to serve my neighbors. I am excited to be moving forward in becoming a member of the FHFDD.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 16-39 Appointing William Raven to the Falcon Heights Volunteer Fire Department
Action(s) Requested	Staff would recommend approval of resolution and appoint William Raven to the Falcon Heights Volunteer Fire Department.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 13, 2017

No. 17-39

**RESOLUTION APPOINTING WILLIAM M. RAVEN TO THE FALCON HEIGHTS
VOLUNTEER FIRE DEPARTMENT**

WHEREAS, the City of Falcon Heights has a Volunteer Fire Department and continues to advertise for people interested in serving the City of Falcon Heights ; and

WHEREAS, the City received an application from William M. Raven regarding his interest to serve on the Fire Department; and

WHEREAS, the Fire Department conducted an interview and would recommend that the Council appoint William M. Raven to the Falcon Heights Volunteer Fire Department.

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

1. William M. Raven will have two years from the approval of the resolution to complete the necessary training and education before he will be an official volunteer firefighter.
2. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
FISCHER _____
GUSTAFSON _____

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F12
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	2018 Cost of Living Adjustments (COLA)
Description	As part of the 2018 Budget process, employee salaries are adjusted based on various factors, one of which is a cost-of-living adjustment (COLA). Incorporated into the approved 2018 budget is a five percent increase for full time employees, including the City Administrator. The five percent increase will also apply to on-call and drill pay for the Fire Department.
Budget Impact	The five percent COLA is incorporated into the approved 2018 Budget.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve a five percent cost of living adjustment for all full time city employees for 2018 as reflected in the approved 2018 Budget.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F13
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Transfer of funds to fund the cable room improvements and budget amendments as needed. Also transfer of funds to fund the purchase of a used snow plowing truck for 2018 and budget amendments as needed.
Description	<p>The cable room equipment is very old and needs to be updated. The General Capital Improvement Fund (401) will be used to account for these improvements. Staff recommends a transfer of funds for \$100,000 to be transferred from the sanitary sewer fund to the general capital improvement fund to fund these improvements. The budget amendments are as follows:</p> <p>Sanitary Sewer Fund (601): 601-4601-97000 200,000</p> <p>General Capital Improvement fund (401): 401-000-39200 100,000 401-4401-91000 100,000 (cable room equipment expenditure) 401-4401-91000 50,000 (fiber cable expenditure)</p> <p>Parks/ Public Works Capital (403) 403-000-39200 100,000</p> <p>The existing snow plowing truck is due to be replaced. Ramsey County will be offering a used snow plow truck in 2018. Tim Pittman has recommended that the city purchase one of their used trucks since Ramsey County maintains excellent maintenance and repair of their snow plow trucks. A new snow plow truck would cost an estimate between \$400,000 to \$450,000, so an excellently maintained used truck from Ramsey County is a more conservative alternative. The current truck the city is using was purchased from Ramsey County and we have had very good luck with it. Staff recommends transferring \$100,000 from sanitary sewer fund (601) for funding for this truck. The budget amendments are as follows:</p>
Budget Impact	This amendment will affect the sanitary sewer fund balance because the expenditures for the fiber and media room was not previously budgeted. The actual impact of the fund will be \$250,000.

Attachment(s)	NA
Action(s) Requested	Staff recommends the approval of the transfer of funds of \$200,000 as explained above and recommends the accompanying budget amendments.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Consent F14
Attachment	City's Charitable Gambling Application
Submitted By	Tim Sandvik, Deputy Clerk

Item	Charitable/Lawful Gambling License for Falcon Heights Elementary PTA
Description	<p>For the past several years the Falcon Heights Elementary PTA has held a fundraising raffle a part of their annual carnival event. Because the total value of the prizes is expected to be over \$1,500, an exempt permit to conduct lawful gambling activity is required. The PTA is requesting that the City approve their application with no waiting period. They are making the request now for the carnival in February of 2018 so that they can begin printing and selling raffle tickets as soon as possible.</p> <p>If Council chooses to approve the charitable gambling application, the City would then need to sign the LG220 Application Form completed by the applicant and forward it to the Minnesota Gambling Control Board for review and final approval.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that Council approve the exemption charitable gambling application for Falcon Heights Elementary PTA to conduct lawful gambling activity at their annual carnival.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13 2017
Agenda Item	Consent F15
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	2017 Year End Budget Amendments
Description	<p>Sometimes, at the end of the year, budget amendments need to be made to improve the financial statements for year end. Staff recommends the following amendments.</p> <p>The Street Lighting fund (209) funded the costs of the upgrades to the 64 decorative city street lights with new LED light bulbs for efficiency and cost savings. Staff recommends increasing the budget line item 209-4209-87120 by \$8,000 additional to allow for those expenditures.</p> <p>In the 2013 G. O. Improvements Bond Fund (311) the arbitrage calculation requirement for the bond and yearly bond fees resulted in increased costs for the bond fee line item 311-4311-94900. Staff recommends amending the line item an additional \$3,000.</p> <p>In the 2017 budget, the Infrastructure fund (419) was used to plan the 2017 street improvement project. We obtained a bond for partial funding. The requirements of the bond was that a separate construction capital fund be set up. We set up the 2017 Street Improvement fund (427) for this requirement. Our auditors suggested that we reduce the street project budget line items in the Infrastructure Fund (419) since they were not needed because the costs are accounted for in the 2017 Street Improvement Fund (427). Staff recommends amending the budget line items in both the Infrastructure Fund (419) and the 2017 Street Improvement Fund (427) to more correctly reflect the budgeting for the street project. We have previously amended some of the budget line items already in the 2017 Street Improvement Fund. Budget amendments are as follows:</p> <p>Revenue: 419-33430 Mn State Aid: -190,000 419-33435 St Paul Regional Water: -403,000 419-36105 Special Assessments: -75,000 419-39310 Bond Proceeds: -800,000</p>

	<p>Expenses:</p> <p>419-4419-92098 2017 Street Project: -1,176,500</p> <p>419-4419-94900 Bond Fees -15,000</p> <p>427-4427-97000 Transfer \$300,000 The 2017 Street Improvement Fund (427) received the bond proceeds. In a council consent dated September 27, 2017 approval was granted to pay back the original \$300,000 loan from the bond proceeds to the Sanitary Sewer Fund (601). The budget amendment was erroneously forgotten. Staff recommends setting up the budget line item to reflect this transfer.</p>
Budget Impact	Amend budget line items as explained above.
Attachment(s)	NA
Action(s) Requested	Staff recommends amending the budget line items as recommended above



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Policy G1
Attachment	Resolution and Distribution Plan
Submitted By	Paul Moretto, Community Development Coordinator

Item	Donation of LED Light Bulbs from James Wassenberg
Description	<p>The City of Falcon Heights has a long standing history of promoting sustainable efforts throughout the community. Energy conservation is a method in which sustainability is achieved. LED light bulbs are highly efficient compared to incandescent and thus a good method of energy conservation.</p> <p>The proposed goals of the program are to increase energy efficiency through giving away free LED light bulbs to residents via the attached plan, which are to be donated to the city by James Wassenberg of 579 bulbs at a value of \$1 (one) dollar per bulb.</p> <p>The benefits of LED bulbs as a method of conservation are as follows:</p> <ol style="list-style-type: none"> 1. Labor savings. LED bulbs rated at 25,000 hour lifetime will last approximately 25 times longer than an incandescent rated at 1000 hours. This means less time and labor replacing light bulbs for city residents. 2. Energy savings. A single 9 watt LED bulb can replace a 60 watt incandescent bulb. If the bulb is used for 3 hours per day, the LED will save 55.8 kWh in one year or 1329 kWh over its projected 23.8 year lifetime 3. Money savings. Given electrical prices in Falcon Heights of \$0.13/kWh, the bulb above will save the resident \$7.25 per year or \$172.77 over the lifetime of the bulb. 4. Return on investment. Because such LEDs are available for \$1.00, the time to recoup the cost of the LED bulb is 50 days. Such LEDs yield over 100X the return on investment of residential solar projects. 5. Education. The process of providing residents with one or two free LEDs provides an opportunity to educate residents about the benefits of LEDs. This may lead to the resident replacing additional incandescents in their

	<p>residence at their own expense, thereby multiplying the energy efficiency effects of the initial giveaway program.</p> <p>6. Environmental credit. Such a program might qualify Falcon Heights for additional credits towards environmental, sustainability or other accreditation programs.</p> <p>Bulbs will be distributed at city events, City Hall, directly to apartment management and door to door by volunteers.</p> <p>An additional component to this program is energy conservation education. Each bulb will be accompanied with educational materials where residents can learn more about energy savings.</p> <p>A limit of two bulbs per household per transaction.</p>
Budget Impact	There will minimal impact that was not accounted for in the 2018 Budget to print out advertisement materials.
Attachment(s)	<ul style="list-style-type: none"> · LED Distribution Plan · Resolution 2017-40 Accepting the Donation of LED Light Bulbs from James Wessenberg
Action(s) Requested	Staff request approval of attached resolution and LED Distribution Plan.

City of Falcon Heights LED Light Bulbs and Faucet Aerators Distribution Plan

Goals: In order to improve energy efficiency in the City of Falcon Heights, MN, it has been proposed that the use of high efficiency LED light bulbs be encouraged in residences within the city. Further, it was proposed that use of LEDs could be promoted by giving away a number of LEDs to city residents. What follows is a plan to execute such a giveaway program.

Background: During the September meeting of the Falcon Heights Environmental Commission, Alexis Troschintetz from CERT spoke to the commission about a CERT program called Saving Watts and Drops, which is a way to help cities and organizations to carry out distribution of conservation equipment such as LED bulbs or water saving showerheads.

Benefits of LED Light Bulbs: A program to replace incandescent bulbs with LED bulbs has many advantages.

1. Labor savings. LED bulbs rated at 25,000 hour lifetime will last approximately 25 times longer than an incandescent rated at 1000 hours. This means less time and labor replacing light bulbs for city residents.
2. Energy savings. A single 9 watt LED bulb can replace a 60 watt incandescent bulb. If the bulb is used for 3 hours per day, the LED will save 55.8 kWh in one year or 1329 kWh over its projected 23.8 year lifetime
3. Money savings. Given electrical prices in Falcon Heights of \$0.13/kWh, the bulb above will save the resident \$7.25 per year or \$172.77 over the lifetime of the bulb.
4. Return on investment. Because such LEDs are available for \$1.00, the time to recoup the cost of the LED bulb is 50 days. Such LEDs yield over 100X the return on investment of residential solar projects.
5. Education. The process of providing residents with one or two free LEDs provides an opportunity to educate residents about the benefits of LEDs. This may lead to the resident replacing additional incandescents in their residence at their own expense, thereby multiplying the energy efficiency effects of the initial giveaway program.
6. Environmental credit. Such a program might qualify Falcon Heights for additional credits towards environmental, sustainability or other accreditation programs.

Materials:

- Bulbs will be A19 standard base 60 watt LED bulbs with either 15K or 25K hour lifetimes (GreenLite and Sunbeam respectively)

Benefits of Faucet Aerators: A program to replace faucet aerators has the potential to save you over 75% on water, sewer, and energy costs.

Materials:

- Niagara 1 GPM Max

Distribution options: One of the main challenges to such a program is how to get the LEDs and aerators in the hands of residents. Several methods might be used.

1. Door to door. Have volunteers map the city and visit each residence individually to offer the bulbs and educate residents. This method has the broadest reach and allows opportunity for direct education, but requires significant time investment for volunteers to go door to door. This method is the most laborious and will be implemented last.
2. City Hall availability. Provide a window of time (two business weeks) during which residents can come to city hall during normal business hours to receive up to two LEDs from the front desk. This requires some time from city staff to distribute the bulbs as well as advertising in the city newsletter, Facebook page and email list serve. It also requires time on the part of the resident to come to City Hall but does give opportunity for any Falcon Heights adult to receive the bulbs.
3. Distribution through apartment managers. Provide the bulbs to managers/owners of apartment buildings in Falcon Heights, either for installation, or for provision to the apartment residents. This is a rather easy way to reach a large number of residences, but requires interface with apartment managers/owners.
 - a. Initial contacts have been made as of 10/27 and a company which manages 182 units in Falcon Heights has expressed interest (Kleinman Realty Corporation) Also Fairfield apts and Sherman apartments have expressed interest.
 - b. A memorandum of understanding has been drafted to provide to the apartment managers/owners to define the desired terms of the giveaway. This document is non-binding and does not need to be signed. It also will help track where the bulbs went.
 - c. Informational sessions at apartment units held by commission members are also an option for distributing to apartment units. These sessions could be held in building meeting rooms or common areas.
4. Event distribution. A volunteer would distribute free LEDs from a table at an event organized for a different purpose, such as the yearly ice cream social, Human rights day, Winter fest, or an event at Falcon Heights Elementary such as family fun night. This approach has a narrower reach but would be very time efficient and would provide opportunity for resident education. Arrangements would have to be made with the school and/or school district or event sponsoring body.

Education: Several elements of resident education should be considered to accompany the LED bulb giveaway activities.

- Small Flyer. Each bulb should be accompanied by a small flyer (4X5) outlining the benefits of LED usage.
- Large flier. A larger flier (8.5X11) will be available at volunteer staffed community distribution events.
- Display. Tables staffed by volunteers or at the city desk would require a banner to advertise the give away.
- Pledge. In exchange for the free LED the volunteer will ask for the recipient to fill out a pledge form that will set a timeline for installation (by the coming weekend) and a pledge

to replace other home incandescents if they like the LEDs. This pledge will be saved as a way to track to whom the bulbs went and also displayed in a transparent container to encourage participation. Pledge sheet will contain a line asking for comments on the program.

- Script and FAQs. For volunteers manning booths, a list of talking points and FAQs will be prepared and made available.
- Websites. Websites where more information can be obtained will be listed on small and large fliers

Assessment and Extension:

- Should the program be instituted and be successful, it will be important to document the success qualitatively (through resident anecdotes) and quantitatively (number of bulbs distributed, by what means, to whom and when, with calculations of benefits). This would allow a summary to be provided for external communications and as credit for environmental certifications.
- Pledge sheets, Bulb and aerator check in-check out logs and Apartment Memoranda of understanding will be sources of data for where the bulbs went and resident comments on the program.
- If the program it would be desirable to contact other nearby municipalities to encourage them to enact a similar program. This document and supporting documents could act as guidance to make implementation easier for these municipalities.

Limitations:

Only two bulbs per household will provided in any single transaction. However, no system will be put in place to limit residents from obtaining bulbs on more than one occasion. (Ex: a community event and pickup at City Hall.) The important point is that the bulbs be put in use.

Qualifications:

Available to all residents and business owners of Falcon Heights. Excludes City Staff, Council members, Commission members, and their families.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 13, 2017

No. 17-40

**A RESOLUTION TO ACCEPT A DONATION LED LIGHT BULBS FROM
JAMES WASSENBERG**

WHEREAS, The City of Falcon Heights Environment Commission, in cooperation with Clean Energy Resource Teams (CERT), is creating a program to promote conservation and energy savings by providing donated energy saving LED light to Falcon Heights city residents free of charge; and

WHEREAS, the Environment Commission has created an equitable plan for distributing the LED light bulbs and water saving faucet aerators using online, mail and face-to-face advertising and distribution; and

WHEREAS, the Environment Commission's equitable plan targets apartments and houses within the city of Falcon Heights as a part of the equitable plan for distribution; and

WHEREAS, the Environment Commission's plan is intended to satisfy the requirements of Minnesota Statute 465.03 on Gifts To Municipalities; and

WHEREAS, the City Council finds it is in the public interest and consistent with adopted City policy for the City to demonstrate its commitment to promote conservation and energy savings.

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

1. The City shall accept the donated 579 LED light bulbs.
 2. The City shall accept the distribution plan as presented to them by the Environment Commission.
-

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
BROWN THUNDER
FISCHER

Attested by: _____

Sack Thongvanh
City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 13, 2017
Agenda Item	Policy G2
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Media Room Equipment Replacement and Upgrade
Description	<p>CTV North Suburbs is our local community media center that serves eight other cities; Arden Hills, Lauderdale, Little Canada, Mound View, New Brighton, Norths Oaks, Roseville and St. Anthony.</p> <p>CTV provides a number of services to the city related to our media needs. CTV has provided an equipment assessment and recommendations for our outdated setup and configuration.</p> <p>The City currently has equipment that range from 10 to over 20 years old that are either discontinued and/or not compatible with current or future technology. An item that is not included in the proposal, but will be added in hearing assist devices.</p>
Budget Impact	The budget impact will be \$60,000 to \$80,000.
Attachment(s)	<ul style="list-style-type: none"> · CTV Assessment and Cost Estimates
Action(s) Requested	Motion to authorize the City Administrator to spend up to \$80,000 for replacement and upgrades of equipment in the Media Room.

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Equipment Assessment October 2017

Video

Cameras – Unknown exact age as they were acquired used from another city. They are at least 8-9 years old most likely older. They are analog standard definition, not capable of creating 16x9 images. If repair is needed for them, parts are only found on the used market, unknown for how long.

Switcher – The unit being used as a production switcher is actually a monitor switcher. Its original use was intended to switch between video sources for monitoring and not for recording or broadcasting. The age on this unit is in the 15-20 year range. And as a side note, this model's production started in the early 1980s.

Monitors – 1) In the control room all the monitors are CRTs and are from the 80s to early 90s
2) The Smart Board in the council chambers is does have the capability to display high definition signals. It will accept VGA and HDMI from from devices. However, the model you have is a discontinued model and may be difficult to receive support if it fails.

Recording – Consists of three recording devices.

- 1) Two SVHS decks. A format no longer used.
- 2) One DVD recorder. It will accept HD signals, but it down converts and only records in standard definition.

Audio

Microphone Mixers - Mixing is done with three mixers that are ganged together. These were acquired used and were intended as a temporary fix. Made by a company that disappeared in the 90s. If any of them fail, there is very little change of getting the units repaired.

With just a few acceptations, all of the equipment in the room was acquired used. With the exception of the Smart Board, all of the equipment is analog standard definition. Given the age of all of the equipment I would consider the condition of the equipment to be in a fragile state.

HD Recommendation October 2017

Video

Cameras – While I'd still use the Panasonic AW-HE130 like Little Canada and Roseville have, in the interest of saving some money, the newer 4K capable Panasonic AW-UE70 is the one I'd recommend. The cameras are still in the same family, and thus use the same controller as RV and LC. Also, CTV has a controller to act as a spare. Similarly, we could place a "spare" CTV HE130 in place of a UE70 if the need arose.

Switcher – The switcher is a hardware-based system that includes a character generator, multiviewer (allows monitoring of multiple pictures on one screen) and touch-screen assist functions. This is the scaled down version of what CTV is using in our HD facilities

Monitors – The monitors are modern flat screens. In conjunction with the multiviewer from the switcher, there is only the need for one large monitor for most of the images need for production, as opposed to separate CRT's for each image. A computer with two monitors, on touch-screen, a test monitor pair, and cable channel monitor is also included.

Recording – Would still have multiple destinations for redundancy.

- 1) HD encoder will generate both the HD webstream and an HD recording recorded to a local hard drive.
- 2) With an adapter the existing DVD recorder will still be used as backup. Note: This recording will be standard definition.
- 3) CTV will also record the meeting for playback and further redundancy

Audio

Audio DSP – Microphone Mixer – The mic mixing system uses a unit that automatically mixes the active microphones and is designed for low noise and will work to eliminate any feedback in the room allowing for better sound reinforcement within the room and lobby, when needed.

Presentation

SmartBoard – At this point while not on the plan presented because it is HD capable it should be viable for a couple more years, short of an un-repairable failure. SmartBoard/Projector system, however installation of equipment allowing for connection to the production system is included.

Falcon Heights HD Upgrade - Preliminary Design Estimate				10/25/2017	Patrick Cook	
				\$61,593.22	Falcon Heights	
System Use	Description	Make	Model	Qty	Unit Cost	Extended
Master Sync Generator	Sync Pulse Generator	Ross	SPG-8260	1	\$2,200.00	\$2,200.00
Chassis for Cards	openGear Frame	Ross	OG3-FR-CN	1	\$1,465.00	\$1,465.00
Redundant PS for Above	Ross Redundant PS	Ross	PS-OG3	1	\$455.00	\$455.00
Mux program audio onto program video	openGear Mux Card	Blackmagic	Audio to SDI	1	\$475.00	\$475.00
HD DA (UDC)	HD DA (UDC)	Blackmagic	CONVOPENGUDC	1	\$475.00	\$475.00
SDI to Analog (Down) Converter	SDI to Analog (Down) Converter	Blackmagic	CONVOPENGASA	1	\$475.00	\$475.00
Black Burst Distribution	Analog Video Utility DA	Ross	UDA-8705A-R2	1	\$250.00	\$250.00
Production Switcher	Carbonite Black Solo (Chassis)	Ross	CBF-109	1	\$4,055.00	\$4,055.00
PS for Above	Ross 12V 9A PSU with 6 Pin Connector	Ross	PSU-12V9A-6PIN	1	\$530.00	\$530.00
Production Switcher Panel	Carbonite Black CB9 Panel	Ross	CB9 -PANEL	1	\$3,935.00	\$3,935.00
PS for Above	12V 4A PSU with 2 Pin Connector	Ross	PSU-12V4A-2PIN	1	\$285.00	\$285.00
Multiviewer Monitors	43"-Class Full HD LED TV	LG	43LJ5000	1	\$297.00	\$297.00
Monitor for cableTV boxes/DVD	24"-Class HD Smart LED TV	LG	24LH4830-PU	1	\$147.00	\$147.00
Monitor XPression	Widescreen LED Backlit IPS Monitor	Dell	U2415	1	\$249.00	\$249.00
Touch Screen Dashboard	22" Computer Touch Display	ELO	2201L	1	\$500.00	\$500.00
Dashboard/XPression Computer	Computer to run Dashboard and XPression	TBA	TBA	1	\$900.00	\$900.00
Procution Camera	Opt2 - HD Integrated PTZ Camera	Panasonic	AW-HE130	0	\$7,500.00	\$0.00
Opt2 Procution	HD Integrated PTZ Camera	Panasonic	AW-UE70KPJ	3	\$5,245.61	\$15,736.83
PTZ Controller	Controller	Panasonic	AW-RP120	1	\$2,500.00	\$2,500.00
Opt2 PTZ Controller	Compact Controller	Panasonic	AW-RP50	0	\$1,800.00	\$0.00
Presentation Area Input/Selector	Two-Input Wallplate Switcher for HDMI and VGA	Atlona	HDVS-200-TX-WP	1	\$650.00	\$650.00
Presentation Reciever	Ethernet-Enabled HDBaseT Scaler	Atlona	HDVS-200-RX	1	\$650.00	\$650.00
Converter for Non-SDI monitors	HDMI / SDI Bi-Directional Converter	Decimator	MD-LX	1	\$100.00	\$100.00
Scan Converter for Presentation Computer w/HDCP	BrightEye Mitto 3G with HDCP	Ensemble	BEM-4-H	1	\$1,382.50	\$1,382.50
FrameSync to allow for HD at CTV	Frame Sync (to be placed at CTV)	AJA	FS2	1	\$3,200.00	\$3,200.00
Opt2 Local/Backup Meeting Recorder	Video Streaming and Recording Appliance	Matrox	Monarch HDX	0	\$2,000.00	\$0.00
Local/Backup Meeting Recorder	Video Streaming and Recording Appliance	AJA	HELO	1	\$1,010.10	\$1,010.10
Local Recording Desitnation	Single Bay NAS Server	Synology	DS115j	1	\$250.00	\$250.00
Inexpensive Waveform/Vector	Waveform/Vectorscope/Picture Mon	Blackmagic	SmartScope Duo 4K	1	\$755.25	\$755.25
Network Switch w/PoE+	ProSAFE® 24-port 1000base-T Gigabit PoE Smart S	Netgear	GS728TP-100NAS	1	\$400.00	\$400.00
Audio DSP	Symetrix 80-0116 120V Prism 12x12 12 In, 12 Out DSP, 64x64 Dante	Symetrix	Prism 12x12	1	\$3,300.00	\$3,300.00
Dais Microphone	Goosneck Microphone	Shure	MX418D/S	10	\$300.00	\$3,000.00
Wireless Mic	Wireless Mic System	Shure	SLX124/85/SM58-G5	1	\$900.00	\$900.00
Room Amplifier	4 channel Amplifier	TBA	TBA	1	\$1,500.00	\$1,500.00
Speakers	Celing speakers	TBA	TBA	6	\$250.00	\$1,500.00
					Total	\$51,327.68
Supplies	Contingency			5.0%	\$51,327.68	\$2,566.38
Install and Integration	Estimated System Installation Cost	CTV		15.0%	\$51,327.68	\$7,699.15
					Grand Total	\$61,593.22

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