

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

AGENDA
June 27, 2007

- A. CALL TO ORDER: 7:00 PM

- B. ROLL CALL: GEHRZ ____ KUETTEL ____ HARRIS ____
 LINDSTROM ____ TALBOT ____
 MILLER ____ KREUSER ____

- C. PRESENTATIONS:
 - 1. Recognition of Emily Mendenhall for receipt of the Girl Scout Gold Award and William Plaisance for receipt of the Boy Scout Eagle Award
 - 2. Northwest Youth and Family Services annual update **TAB 1**

- D. APPROVAL OF MINUTES: June 13, 2007 **TAB 2**

- E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
 - 1. General Disbursements through 6/20/07: \$112,662.43
Payroll through 6/15/07: \$15,728.38 **TAB 3**
 - 2. 2007 licenses **TAB 4**
 - 3. Salary adjustment for Parks and Public Works Director Tim Pittman **TAB 5**
 - 4. Acceptance of \$5000 grant from Fireman's Fund Insurance Companies **TAB 6**

- G. POLICY AGENDA:
 - 1. Approval of Community Park lease renewal **TAB 7**
 - 2. Blue Cross/Blue Shield 'Communities on the Move' grant application **TAB 8**
 - 3. Adoption of City goals for 2008 **TAB 9**

- H. COMMUNITY FORUM:

- I. INFORMATION/ANNOUNCEMENTS:

- J. ADJOURNMENT:

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

**Regular Meeting of the Falcon Heights City Council
June 13, 2007**

Members present: Mayor Gehrz, Council members Lindstrom, Harris, Kuettel and Talbot, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser, and Parks and Public Works Director Pittman.

Mayor Gehrz called the meeting to order at 7:00 p.m.

Presentation:

1. The first presentation was given by the City's prosecuting attorney's office, Hughes & Costello. Martin Costello introduced Katrina Joseph and Tory Stewart from his office, and Costello began by explaining the three areas of focus: advising and drafting ordinances, criminal prosecution, and civil litigation. Stewart spoke about criminal prosecution. Joseph spoke next, by talking about civil injunctions. She explained that an injunction is a cease and desist order that is subject to fines and ultimately jail time but is used rarely. She next explained civil litigation, which stays with a single judge for the length of the case. Since it's the same judge, they see the case through to the end and have all the information from the very beginning. Joseph stated that the attorney's meet with staff, staff send letters and document their actions, and as a last resort the attorney's office gets involved.

Council member Talbot asked if a case can go to court without council approval. Joseph replied it could, but the council lends support.

Council member Lindstrom asked how the city could make Hughes & Costello's job easier. Joseph answered that staff is easy to work with, and the office has a great working relationship with SAPD.

Public Hearing:

1. The first public hearing presentation was given by Tim Pittman, Parks and Public Works Director, for the MS4 permit requirement. He outlined Falcon Heights' actions to remain in compliance with the MS4 regulations, and explained the permitting objectives are to keep pollution from getting into our water resources.

Council member Talbot asked about MS4 requirements for construction. Pittman replied they always want vegetation on dirt and silt fencing around erosion areas to combat runoff. Administrator Miller added cities aren't responsible for enforcement of that, it would be up to the watershed district to issue a stop work order.

Council member Lindstrom asked about the city's fleet maintenance and building maintenance, as outlined in the permit. Pittman replied by ensuring there are no leaks and nothing that would run into the storm sewer.

Mayor Gehrz opened the public hearing. She closed the public hearing.

2. The second public hearing was introduced by Administrator Miller regarding the city's new assessment manual. He explained the differences between the current policy and new manual, and stated the main difference is that new assessments would be charged on a percentage basis, rather than a set per-foot dollar amount.

Council member Kuettel stated that the city has studied the policy, and couldn't afford to subsidize assessments any longer.

Council member Harris stated that now was a good time to implement a new policy, since there aren't any major projects coming up in the near future. Residents won't be at risk for a higher assessment for some time.

Council member Lindstrom agreed. He said that each resident would be charged a percentage based on per linear foot, and that was a fair shake.

Council member Talbot asked about the senior deferment and changes regarding sidewalk repairs. Administrator Miller answered sidewalk repair remains city responsibility, and deferral is still based on need. The state allows cities to defer assessments with interest accrued. Interest accrues at 6.5% and must be paid out should the property change ownership.

Mayor Gehrz opened the public hearing. She closed the public hearing.

Council member Lindstrom rose the topic regarding deferments and stated that as the manual reads, a deferment can be granted to anyone who earns below 50% the median income. He proposed increasing it to 75%, with seniors in mind who may live on a fixed income. Even with a ten-year deferment, it may be a hardship for some.

Council member Talbot agreed it was a good idea to examine. Administrator Miller stated the median is based on metro wages and the number in each household.

The council discussed whether to increase the percentage to 75, with not only seniors but also young families in mind as well. Administrator Miller said from a financial standpoint, interest would accrue quickly at 6.5%, but the assessments and deferments would be approved at the same time.

Mayor Gehrz stated more information was needed in order to consider the increase. She asked if the council would table the item until more research could be done. Council member Harris stated other cities manuals could be checked, and Talbot wanted to know more about the median income.

Administrator Miller proposed the council approve the manual as-is, and staff would bring back the deferment portion later. Council member Talbot moved to approve the manual with section six brought back at a later date. The motion passed unanimously.

The minutes of the May 23, 2007 regular council meeting were approved as submitted.

Consent Agenda:

Administrator Miller pointed out one disbursement was on the credit card rather than the check roster, which amended the total disbursements to \$102,025.89. Council member Kuettel moved to approve the following three items on the consent agenda. The motion passed unanimously.

1. General Disbursements through 6/6/07: \$102,025.89
 Payroll through 5/30/07: \$15,993.04
2. 2007 Licenses
3. Resolution to change polling place location

Policy Agenda:

1. Changes to the Employment Contract for the City Administrator

Mayor Gehrz gave an overview to the council by stating Justin had been with the City for one-year, and in accordance with the city's practice, was up for review. Interviews conducted by the Mayor with city staff and the council produced excellent reviews of Justin's performance. Data from comparably-sized cities placed Justin at just over \$83,000, which is 90% of the average for that data set. She recommended increasing Justin's salary to \$83,300 effective June 19, 2007.

Council member Harris said she was in favor of the increase and asked what percentage that would be. Administrator Miller answered he made \$75,000 currently and so it was be an 11% increase.

Council member Talbot took issue with the city's compensation policy, asking why employees weren't paid at 100% of the average of comparably-sized cities. Mayor Gehrz replied the city doesn't operate it's own utilities, and so that was the reason.

Council member Talbot and Kuettel both congratulated Justin on one-year, and both were impressed with his contributions to the city.

Council member Lindstrom stated he would be in favor of more than just a 3% increase for employees in coming years, as has been the practice for COLA adjustments at the new year.

Council member Harris moved to approve the changes to the employment agreement for the City Administrator. The motion passed unanimously.

Administrator Miller thanked the council and staff for making his first year a good one.

Information/Announcements:

Council member Harris reported the Parks/Rec Commission will start holding their meetings in the various parks around the city in order to survey and inventory the resources.

Council member Lindstrom stated the Environment Commission met, and that he'd seen the garden was doing very well. He joked he also heard some people want to start a garden at the east side of town.

Council member Talbot said CTV15 finished the installation of the new cameras in the council chambers, which will produce better video and audio once the kinks are worked out of the system. He thanked Pat Cook and Maureen Anderson for the improvements.

Mayor Gehrz announced the council's goal setting workshop would be Jun 20 at 6 p.m. Public is welcome, or pass along your ideas to a council member. The Consolidated Dispatch Center opened Monday, with a grand opening and tours of the facility.

Assistant City Administrator/Deputy Clerk Kreuser reported new block party play kits are available for free use during the summer months. Balls, Frisbees, and a parachute are among the items included. Call City Hall to reserve.

Mayor Gehrz adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

ITEM: **Disbursements and payroll**

SUBMITTED BY: **Roland Olson, Finance Director**

REVIEWED BY: **Justin Miller, City Administrator**

EXPLANATION:

1. General Disbursements through 6/20/07: \$112,662.43
2. Payroll through 6/15/07: \$15,728.38

ATTACHMENTS:

General disbursements, credit card statement, and payroll

ACTION REQUESTED:

Approval

PACKET: 00105 Regular 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
=====						
01-01010	ABERNATHY, LISA					
I-200706190576		REIMB: PROGRAM SUPPLIES	61.35			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REIMB: PROGRAM SUPPLIES		201 4201-70100-000	SUPPLIES	61.35
=== VENDOR TOTALS ===			61.35			
=====						
01-00142	ACTION IMPRINTS					
I-30396		REC SPORTS PROGRAM T SHIRTS	1,157.75			
6/20/2007	APBNK	DUE: 6/20/2007 DISC: 6/20/2007				
		REC SPORTS PROG T SHIRTS		201 4201-70440-000	PRINT & PUBLISHING	1,157.75
=== VENDOR TOTALS ===			1,157.75			
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-83751		INK CARTRIDGES	69.19			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		INK CARTRIDGES		101 4112-70100-000	SUPPLIES	69.19
I-83781		PAPER & NOTE CARDS	68.86			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		PAPER & NOTE CARDS		101 4112-70100-000	SUPPLIES	68.86
I-83798		TONER CARTRIDGES	87.32			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		TONER CARTRIDGES		101 4112-70100-000	SUPPLIES	87.32
=== VENDOR TOTALS ===			225.37			
=====						
01-00227	AMERICAN PLANNING ASSOCIATION					
I-70603		APA MEMBERSHIP	268.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		APA MEMBERSHIP		101 4117-86100-000	CONFERENCES/EDUCATION/AS	220.00
		APA JOURNAL SUBSCRIPTION		101 4117-86100-000	CONFERENCES/EDUCATION/AS	48.00
=== VENDOR TOTALS ===			268.00			
=====						
01-00250	AMERIPRIDE LINEN&APPAREL					
I-M250093		LINEN CLEANING	31.88			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	31.88
=== VENDOR TOTALS ===			31.88			

PACKET: 00105 Regular 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
=====						
01-00295	AVR, INC					
I-84587		CONCRETE FOR HOIST	234.83			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		CONCRETE FOR HOIST		403 4403-91000-000	MACHINERY & EQUIPMENT	234.83
		=== VENDOR TOTALS ===	234.83			
=====						
01-03007	C&H DISTRIBUTORS, LLC					
I-10211992		30 SAFETY GLASSES/EAR PLUGS	126.03			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		30 SAFETY GLASSES/EAR PLUGS		101 4124-70100-000	SUPPLIES	126.03
		=== VENDOR TOTALS ===	126.03			
=====						
01-03001	CAMPBELL KNOTSON					
I-200706190554		MAY/07 LEGALS	311.60			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		MAY/07 LEGALS		101 4114-80200-000	LEGAL FEES	311.60
		=== VENDOR TOTALS ===	311.60			
=====						
01-05038	CARYN MOHR					
I-200706190573		REFUND; CLASS CANCELLED	33.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND; CLASS CANCELLED		201 34310-000	RECREATION FEES	33.00
		=== VENDOR TOTALS ===	33.00			
=====						
01-03108	CERTIFIED LABORATORIES					
I-273876		SCRUBS GRAFFITI WIPES	106.45			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		SCRUBS GRAFFITI WIPES		101 4141-70100-000	SUPPLIES	106.45
		=== VENDOR TOTALS ===	106.45			
=====						
01-03129	CHEN CHEN					
I-200706190562		REFUND: KIDS YOGA CANCELLED	23.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND: KIDS YOGA CANCELLED		201 34340-000	NON-RESIDENT FEE	23.00
		=== VENDOR TOTALS ===	23.00			

PACKET: 00105 Regular 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
=====						
01-03123	CINTAS CORPORATION #470					
I-470676833		RUG SVC 6/19/07	26.29			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		RUG SVC 6/19/07		101 4131-87010-000	CITY HALL MAINTENANCE	26.29
		=== VENDOR TOTALS ===	26.29			
=====						
01-03117	CITY OF LITTLE CANADA					
I-200706190548		JAN-MAY/07 INSPECTIONS/MILEAG	18,587.16			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		JAN-MAY/07 INSPECTIONS/MILEAGE		101 4117-81210-000	BUILDING INSPECTORS	18,587.16
		=== VENDOR TOTALS ===	18,587.16			
=====						
01-06290	CITY OF ROSEVILLE					
I-5926		ENGINEERING SVCS	3,890.75			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		1ST QTR ENGINEERING SVCS		101 4133-80100-000	ENGINEERING SERVICES	2,360.38
		ENGINEERING SVCS: ST MARY'S		412 4412-92030-000	ST MARY'S STREET UPGRADE	717.87
		ENGINEERING SVCS: POND CLEANUP		101 4133-80100-000	ENGINEERING SERVICES	812.50
		=== VENDOR TOTALS ===	3,890.75			
=====						
01-03121	CITY OF ST PAUL					
I-99566		MAY/07 FUEL	211.28			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		MAY/07 FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	211.28
		=== VENDOR TOTALS ===	211.28			
=====						
01-03021	CMI CONSTRUCTION MIDWEST					
I-387613		LEGACY LIQUID/PIGMENTED CURE	1,527.21			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		LEGACY LIQUID RELEASE		412 4412-92005-000	CLEVELAND IMPROVEMENTS	1,184.28
		WHITE PIGMENTED CURE		412 4412-92005-000	CLEVELAND IMPROVEMENTS	342.93
		=== VENDOR TOTALS ===	1,527.21			

PACKET: 00105 Regular 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
=====						
01-03537		DALMATION FIRE EQUIPMENT				
I-200706190579		AIR CYLINDERS & FREIGHT	935.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		AIR CYLINDERS & FREIGHT		402 4402-91000-000	MACHINERY & EQUIPMENT	935.00
		=== VENDOR TOTALS ===	935.00			
=====						
01-03300		DISCOUNT STEEL, INC				
I-1403880		STEEL FOR CHURCH SIGN	11.80			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		STEEL FOR CHURCH SIGN		101 4116-89010-000	SPECIAL EVENTS	11.80
		=== VENDOR TOTALS ===	11.80			
=====						
01-04027		EMERGENCY APPARATUS MAINT				
I-30959		752 WARNING LIGHT REPAIRS	99.90			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		752 WARNING LIGHT REPAIRS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	99.90
		=== VENDOR TOTALS ===	99.90			
=====						
01-07262		FASTSIGNS- ROSEVILLE				
I-204-24725		UPDATE REC BANNER	101.18			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		UPDATE REC BANNER		201 4201-89000-000	MISCELLANEOUS	101.18
		=== VENDOR TOTALS ===	101.18			
=====						
01-05087		GAYLE GEDSTAD				
I-200706190561		REFUND: BASEBALL CANCELLED	38.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND: BASEBALL CANCELLED		201 34340-000	NON-RESIDENT FEE	38.00
		=== VENDOR TOTALS ===	38.00			
=====						
01-05166		GRAINGER, W. W., INC.				
I-9386010061		FIELD PAINT	32.06			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		FIELD PAINT		101 4141-87120-000	REPAIRS & MAINTENANCE	32.06
I-9386010079		EAR PLUGS / LINERS	86.19			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		EAR PLUGS / LINERS		101 4131-70110-000	SUPPLIES	86.19

PACKET: 00105 Regular 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
=====						
01-05166	GRAINGER, W. W., INC.	(** CONTINUED **)				

I-9386256706		LINERS	45.16			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		LINERS		101 4141-87120-000	REPAIRS & MAINTENANCE	45.16

I-9386256714		FIELD PAINT	23.01			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		FIELD PAINT		101 4141-87120-000	REPAIRS & MAINTENANCE	23.01
		=== VENDOR TOTALS ===	186.42			
=====						
01-05137	HEALTHPARTNERS MEDICAL GP					

I-30002088		HEP B ADULT - VANN	60.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		HEP B ADULT - VANN		101 4124-86200-000	MEDICAL EXAMINATIONS	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-07276	HUGHES & COSTELLO					

I-200706190551		JUNE/07 PROSECUTIONS	2,583.67			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		JUNE/07 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,583.67
		=== VENDOR TOTALS ===	2,583.67			
=====						
01-05028	JANET SCHREINER					

I-200706190567		REFUND: MESSY ART CANCELLED	33.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND: MESSY ART CANCELLED		201 34310-000	RECREATION FEES	33.00
		=== VENDOR TOTALS ===	33.00			
=====						
01-06194	JENNIFER PETERSON					

I-200706190586		REFUND/ CLASS CANCELLED	72.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND/ CLASS CANCELLED		201 34310-000	RECREATION FEES	72.00
		=== VENDOR TOTALS ===	72.00			

PACKET: 00105 Regular 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
=====						
01-05037	JERRY OLSON					
I-200706190572		REFUND/ TENNIS CANCELLED	40.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND/ TENNIS CANCELLED		201 34340-000	NON-RESIDENT FEE	40.00
		=== VENDOR TOTALS ===	40.00			
=====						
01-05041	JESSICA DUNCAN					
I-200706190578		REFUND; CLASS CANCELLED	35.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND; CLASS CANCELLED		201 34340-000	NON-RESIDENT FEE	35.00
		=== VENDOR TOTALS ===	35.00			
=====						
01-05031	JOHN HOOPS					
I-200706190568		REFUND: CLASS CANCELLED	37.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND: CLASS CANCELLED		201 34340-000	NON-RESIDENT FEE	37.00
		=== VENDOR TOTALS ===	37.00			
=====						
01-05052	JOHNSON-POWERS,DAN					
I-200706190566		5FFII CLASSES - 20 HRS	500.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		5FFII CLASSES - 20 HRS		101 4124-86020-000	TRAINING	500.00
		=== VENDOR TOTALS ===	500.00			
=====						
01-03126	JUAN JUAN CAO					
I-200706190585		REFUND; SWITCHED CLASSES	5.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND; SWITCHED CLASSES		201 34310-000	RECREATION FEES	5.00
		=== VENDOR TOTALS ===	5.00			
=====						
01-05033	JUDITH DANIELS					
I-200706190569		REFUND; CLASS CANCELLED	30.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND; CLASS CANCELLED		201 34310-000	RECREATION FEES	30.00
		=== VENDOR TOTALS ===	30.00			

PACKET: 00105 Regular 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
=====						
01-05365	KATH FUEL OIL COMPANIES					
I-190475		OIL MASTER A/W 46-5	151.32			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		OIL MASTER A/W 46-5		101 4131-87010-000	CITY HALL MAINTENANCE	151.32
		=== VENDOR TOTALS ===	151.32			
=====						
01-05036	KJERSTI OLSON					
I-200706190571		REFUND; CLASS CANCELLED	30.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND; CLASS CANCELLED		201 34310-000	RECREATION FEES	30.00
		=== VENDOR TOTALS ===	30.00			
=====						
01-03354	KRISTIN JASCHOB					
I-200706190558		REFUND; CLASS CANCELLED	30.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND; CLASS CANCELLED		201 34310-000	RECREATION FEES	30.00
		=== VENDOR TOTALS ===	30.00			
=====						
01-05404	KURHAJETZ, CLEM					
I-200706190564		COOLER/GATORAID & CLEANING	63.47			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		COOLER/GATORAID		101 4124-70100-000	SUPPLIES	50.32
		CLEANING SUPPLIES		101 4124-82010-000	CLEANING & WASTE REMOVAL	13.15
		=== VENDOR TOTALS ===	63.47			
=====						
01-05039	LAURA BLINCOW					
I-200706190577		REFUND; CLASS CANCELLED	35.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND; CLASS CANCELLED		201 34310-000	RECREATION FEES	35.00
		=== VENDOR TOTALS ===	35.00			
=====						
01-05495	LAWSON PRODUCTS, INC					
I-5705308		2 DRIVE SOCKET SETS	102.29			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		2 DRIVE SOCKET SETS		101 4141-70100-000	SUPPLIES	102.29
		=== VENDOR TOTALS ===	102.29			

PACKET: 00105 Regular Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-07272	LILLIE SUBURBAN NEWSPAPER				
I-200706190565	LEGAL NOTICE/FINANCIAL SUMMAR	281.55			
6/19/2007	APBNK DUE: 6/19/2007 DISC: 6/19/2007				
	LEGAL NOTICE - NTC		101 4111-70410-000	LEGAL NOTICES	14.45
	SUMMARY FINANCIAL STATEMENTS		101 4111-70410-000	LEGAL NOTICES	233.22
	LEGAL NOTICE - MS4		101 4111-70410-000	LEGAL NOTICES	33.88
	=== VENDOR TOTALS ===	281.55			
=====					
01-05569	LINDERS GARDEN CENTER				
I-917253	PLANTERS ALONG LARPENTEUR	299.07			
6/19/2007	APBNK DUE: 6/19/2007 DISC: 6/19/2007				
	PLANTERS ALONG LARPENTEUR		101 4132-87010-000	BOULEVARD MAINTENANCE	299.07
	=== VENDOR TOTALS ===	299.07			
=====					
01-05790	TOM MALONE				
I-200706190581	MARITAL ARTS INSTRUCTOR FEE	178.40			
6/19/2007	APBNK DUE: 6/19/2007 DISC: 6/19/2007				
	MARITAL ARTS INSTRUCTOR FEE		201 4201-89000-000	MISCELLANEOUS	178.40
	=== VENDOR TOTALS ===	178.40			
=====					
01-05654	MARY GAASCH				
I-200706190563	REFUND: KIDS YOGA CANCELLED	30.00			
6/19/2007	APBNK DUE: 6/19/2007 DISC: 6/19/2007				
	REFUND: KIDS YOGA CANCELLED		201 34340-000	NON-RESIDENT FEE	30.00
	=== VENDOR TOTALS ===	30.00			
=====					
01-05582	MENARDS				
I-200706190550	STREET SIGNS / HOIST SUPPLIES	488.97			
6/19/2007	APBNK MANUAL CK# 071721 6/15/2007				
	CONCRETE FOR STREET SIGNS		101 4132-75100-000	STREET SIGNS	103.04
	CONCRETE FOR STREET SIGNS		101 4132-75100-000	STREET SIGNS	79.61
	STREET SIGN POLE INSTALLATION		101 4132-75100-000	STREET SIGNS	243.53
	HOIST		101 4131-87010-000	CITY HALL MAINTENANCE	62.79
	=== VENDOR TOTALS ===	488.97			

PACKET: 00105 Regular 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
=====						
01-05665	METROPOLITAN COUNCIL					
I-849400		JULY/07 S.S.	31,588.02			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		JULY/07 S.S.		601 4601-85060-000	METRO SEWER CHARGES	31,588.02
=== VENDOR TOTALS ===			31,588.02			
=====						
01-05695	MIDWEST TRENCHLESS TECHNOLOGIE					
I-67		COMMERCIAL JETTING & TV (HALF	27,588.60			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		COMMERCIAL JETTING & TV (HALF)		601 4601-92000-000	OTHER IMPROVEMENTS	27,588.60
=== VENDOR TOTALS ===			27,588.60			
=====						
01-04800	MN RECREATION PARK ADMIN					
I-5230		LEADERSHIP WORKSHOP	125.00			
6/20/2007	APBNK	DUE: 6/20/2007 DISC: 6/20/2007				
		LEADERSHIP WORKSHOP		201 4201-86100-000	CONFERENCES/EDUCATION	125.00
=== VENDOR TOTALS ===			125.00			
=====						
01-06030	OLSON,ROLAND					
I-200706190549		REIMB: GFOA CONF-AIR,FOOD	654.36			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REIMB: GFOA CONF-AIR,FOOD,ETC		101 4113-86100-000	CONFERENCES/EDUCATION/AS	654.36
=== VENDOR TOTALS ===			654.36			
=====						
01-06033	STEPHANIE OLSON					
I-200706190557		REFUND: TENNIS CANCELLED	38.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND: TENNIS CANCELLED		201 34340-000	NON-RESIDENT FEE	38.00
=== VENDOR TOTALS ===			38.00			
=====						
01-06024	ON SITE SANITATION					
I-267758		PORTABLE TOILET	63.90			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		PORTABLE TOILET		601 4601-89000-000	MISCELLANEOUS	63.90
=== VENDOR TOTALS ===			63.90			

PACKET: 00105 Regular 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
=====						
01-05115		ONE CALL CONCEPTS, INC				
I-7050372		MAY/07 LOCATES	154.35			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		MAY/07 LOCATES		601 4601-88030-000	ONE CALL CONCEPTS-LOCATE	154.35
		=== VENDOR TOTALS ===	154.35			
=====						
01-06065		OXYGEN SERVICE COMPANY				
I-3056935		AIR TANKS RENTAL	58.11			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		AIR TANKS RENTAL		101 4124-70100-000	SUPPLIES	58.11
		=== VENDOR TOTALS ===	58.11			
=====						
01-06115		TIMOTHY PITTMAN				
I-200706190556		3 PAIRS OF WORK PANTS	71.37			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		3 PAIRS OF WORK PANTS		101 4132-77000-000	CLOTHING	71.37
		=== VENDOR TOTALS ===	71.37			
=====						
01-06945		QWEST				
I-200706190552		JUNE/07 LANDLINE PARK BLDG	57.82			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		JUNE/07 LANDLINE PARK BLDG		101 4141-85011-000	TELEPHONE - LANDLINE	57.82
		=== VENDOR TOTALS ===	57.82			
=====						
01-06185		RAMSEY COUNTY				
I-482		RADIO SUBSCRIBER FEE	85.60			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		RADIO SUBSCRIBER FEE		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	85.60
I-RISK-1062		JUNE/07 INSURANCE	6,402.07			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		JUNE/07 INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,402.07
		=== VENDOR TOTALS ===	6,487.67			

PACKET: 00105 Regular 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
=====						
01-06150	RAMSEY COUNTY	LEAGUE OF LOCAL				
I-200706190575		RAMSEY COUNTY LEAGUE OF LOCAL	265.30			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		RAMSEY COUNTY LEAGUE OF LOCAL		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	265.30
=== VENDOR TOTALS ===			265.30			

=====						
01-06386	S & S TREE SPECIALISTS	IN				
I-12040		TREE REMOVAL	1,055.82			
6/20/2007	APBNK	DUE: 6/20/2007 DISC: 6/20/2007				
		TREE REMOVAL		419 4419-85000-000	TREE REMOVAL	1,055.82
I-12041		TREE REMOVAL	287.95			
6/20/2007	APBNK	DUE: 6/20/2007 DISC: 6/20/2007				
		TREE REMOVAL		419 4419-85000-000	TREE REMOVAL	287.95
I-12042		TREE REMOVAL	1,150.20			
6/20/2007	APBNK	DUE: 6/20/2007 DISC: 6/20/2007				
		TREE REMOVAL		419 4419-85000-000	TREE REMOVAL	1,150.20
=== VENDOR TOTALS ===			2,493.97			

=====						
01-06545	SANDRA TOBIAS-KOTYK					
I-200706190559		REFUND: EXTREME SOCCER	33.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND: EXTREME SOCCER		201 34310-000	RECREATION FEES	33.00
=== VENDOR TOTALS ===			33.00			

=====						
01-06271	PETER SAX					
I-200706190553		INSTRUCTOR FEE - GOLF	416.25			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		INSTRUCTOR FEE - GOLF		201 4201-89000-000	MISCELLANEOUS	416.25
=== VENDOR TOTALS ===			416.25			

=====						
01-06122	SCHOOL-TECH INC					
I-299965		BLOCK PARTY RENTALS	344.31			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		BLOCK PARTY RENTALS		210 4210-86105-000	OUTREACH/PUBLIC EDUCATIO	344.31
=== VENDOR TOTALS ===			344.31			

PACKET: 00105 Regular 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
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-200706190582		H2O & S.S.	74.21			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		H2O		101 4131-85040-000	WATER	11.23
		S.S.		101 4131-85070-000	SEWER	13.02
		H2O		101 4141-85040-000	WATER	23.92
		S.S.		101 4141-85070-000	SEWER	26.04
		=== VENDOR TOTALS ===	74.21			
=====						
01-07283		SUPPLEMENTAL SUPPLY COMPANY				
I-KBU290		ALUMINUM PIPE WRENCHES	237.47			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		ALUMINUM PIPE WRENCHES		601 4601-70100-000	SUPPLIES	237.47
		=== VENDOR TOTALS ===	237.47			
=====						
01-06548		TOLL - GAS & WELDING SUPPLY				
I-71418		WELDING GAS/ARGON & O2	58.58			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		WELDING GAS/ARGON & O2		101 4131-70110-000	SUPPLIES	58.58
		=== VENDOR TOTALS ===	58.58			
=====						
01-06581		TRI-STATE BOBCAT INC				
I-E08407		TRLR FOR BOBCAT/CLEVELAND PRO	58.25			
6/20/2007	APBNK	DUE: 6/20/2007 DISC: 6/20/2007				
		TRLR FOR BOBCAT/CLEVELAND PROJ		412 4412-92005-000	CLEVELAND IMPROVEMENTS	58.25
		=== VENDOR TOTALS ===	58.25			
=====						
01-03115		TRUGREEN-CHEMLAWN				
I-779366		FERTILIZER&WEED CONTROL-CURTI	191.70			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		FERTILIZER&WEED CONTROL-CURTIS		101 4141-87120-000	REPAIRS & MAINTENANCE	191.70
I-779371		FERTILIZER & WEED CONTROL	173.60			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		FERTILIZER & WEED CONTROL		101 4131-87010-000	CITY HALL MAINTENANCE	173.60
I-779372		FERTILIZER & WEED CONTROL-PAR	97.98			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		FERTILIZER & WEED CONTROL-PARK		101 4141-87120-000	REPAIRS & MAINTENANCE	97.98
		=== VENDOR TOTALS ===	463.28			

PACKET: 00105 Regular 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
=====						
01-00878	US BANCORP					
I-200706190555		SUPPLIES/MEETING EXP/CHAMBERS	3,408.48			
6/19/2007	APBNK	MANUAL CK# 071699 6/13/2007				
		FENCING/POSTS FOR COMM GARDEN		203 4203-70100-000	SUPPLIES	266.10
		PARKING-MASTER PLAN MEETING		101 4117-86100-000	CONFERENCES/EDUCATION/AS	8.00
		MCMA CONFERENCE EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	203.83
		STAPLES - LEAFLET RACK		101 4112-70100-000	SUPPLIES	268.36
		COUNCIL CHAMBERS - LABOR		101 4131-87010-000	CITY HALL MAINTENANCE	2,662.19
		=== VENDOR TOTALS ===	3,408.48			
=====						
01-05035	VIRGINIA BETHE					
I-200706190570		REFUND;CLASS CANCELLED	38.00			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		REFUND;CLASS CANCELLED		201 34340-000	NON-RESIDENT FEE	38.00
		=== VENDOR TOTALS ===	38.00			
=====						
01-07175	WILSON REQUET SPORTS USA					
I-8380907		TENNIS RACKETS & BALLS	138.33			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		TENNIS RACKETS & BALLS		201 4201-70100-000	SUPPLIES	138.33
		=== VENDOR TOTALS ===	138.33			
=====						
01-05870	XCEL ENERGY					
I-200706190547		ELECTRIC / GAS	2,199.03			
6/19/2007	APBNK	DUE: 6/19/2007 DISC: 6/19/2007				
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	130.46
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	8.80
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	1,963.89
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	37.55
		GAS		101 4141-85030-000	NATURAL GAS	26.81
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	31.52
		=== VENDOR TOTALS ===	2,199.03			
		=== PACKET TOTALS ===	110,395.65			

PACKET: 00105 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	110,395.65
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	110,395.65
--------------	------------

plus:
para pk 71720
\$2266.78

total: \$112,662.43

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2007	101-20200-000	ACCOUNTS PAYABLE	41,427.51-*				
		101-4111-70410-000	LEGAL NOTICES	281.55	1,000	593.77		
		101-4111-86140-000	COMMISSIONS/MEMBERSHIPS/	265.30	7,164	4,503.70		
		101-4112-70100-000	SUPPLIES	493.73	8,000	3,426.27		
		101-4112-86100-000	CONFERENCES/EDUCATION/AS	203.83	6,200	3,952.52		
		101-4112-89000-000	MISCELLANEOUS	6,402.07	1,000	5,605.54- Y		
		101-4113-86100-000	CONFERENCES/EDUCATION/AS	654.36	2,200	703.76		
		101-4114-80200-000	LEGAL FEES	311.60	16,000	12,979.95		
		101-4116-89010-000	SPECIAL EVENTS	11.80	3,200	2,297.71		
		101-4117-81210-000	BUILDING INSPECTORS	18,587.16	40,500	21,912.84		
		101-4117-86100-000	CONFERENCES/EDUCATION/AS	276.00	900	394.00		
		101-4123-80200-000	LEGAL FEES	2,583.67	32,000	15,355.53		
		101-4124-70100-000	SUPPLIES	234.46	5,000	1,766.55		
		101-4124-82010-000	CLEANING & WASTE REMOVAL	13.15	1,300	961.85		
		101-4124-82011-000	LINEN CLEANING	31.88	900	526.18		
		101-4124-86020-000	TRAINING	500.00	16,000	10,305.71		
		101-4124-86200-000	MEDICAL EXAMINATIONS	60.00	2,000	1,890.00		
		101-4124-86900-000	RADIO MESB/FLEET SUPPORT	85.60	1,056	628.00		
		101-4124-87029-000	REPAIR OTHER EQUIPMENT	99.90	12,000	3,459.91		
		101-4131-70110-000	SUPPLIES	144.77	5,000	544.05		
		101-4131-85040-000	WATER	11.23	2,500	2,286.20		
		101-4131-85070-000	SEWER	13.02	170	104.90		
		101-4131-87010-000	CITY HALL MAINTENANCE	3,076.19	6,500	930.95		
		101-4132-74000-000	MOTOR FUEL & LUBRICANTS	211.28	2,530	1,230.72		
		101-4132-75100-000	STREET SIGNS	426.18	1,100	673.82		
		101-4132-77000-000	CLOTHING	71.37	1,000	592.59		
		101-4132-85020-000	STREET LIGHTING	2,134.67	40,710	29,038.02		
		101-4132-87010-000	BOULEVARD MAINTENANCE	299.07	4,500	4,137.80		
		101-4133-80100-000	ENGINEERING SERVICES	3,172.88	9,000	4,612.81		
		101-4141-70100-000	SUPPLIES	208.74	3,100	2,136.91		
		101-4141-85011-000	TELEPHONE - LANDLINE	57.82	2,200	1,314.16		

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	6/14/2007	1,653.60	071700
1035	AUGER SR, JOSEPH J	R	6/14/2007	354.92	071701
0034	KURHAJETZ, CLEMENT	R	6/14/2007	141.99	071702
0066	HERNANDEZ, ALFRED	R	6/14/2007	92.58	071703
0074	ALLEN, MARK J	R	6/14/2007	19.86	071704
0087	MCKAY, MICHAEL A	R	6/14/2007	82.65	071705
0090	SCHIPPEL, ANDREW P	R	6/14/2007	24.70	071706
0095	POESCHL, MICHAEL J	R	6/14/2007	116.13	071707
0097	GAFFNEY, PATRICK	R	6/14/2007	107.35	071708
0098	REZNY, BRADLEY J	R	6/14/2007	19.86	071709
0101	HUFF, DALE E	R	6/14/2007	81.50	071710
0104	VANN, VINCENT A	R	6/14/2007	97.43	071711
0105	FEHRENBACH, ANTON M	R	6/14/2007	133.97	071712
0106	TESCH, SCOTT A	R	6/14/2007	146.83	071713
0112	LESKE, CHRIS M	R	6/14/2007	102.51	071714
0116	GOPLIN, ADAM R	R	6/14/2007	92.58	071715
0117	EISCHEN, RONALD B	R	6/14/2007	22.16	071716
0118	HARPEL, JOHN M	R	6/14/2007	71.80	071717
1030	PITTMAN, TIMOTHY J	R	6/14/2007	1,350.28	071718
1178	FISCHER, PETER M	R	6/14/2007	762.70	071719

***** DIRECT DEPOSIT LIST ***** PAY PERIOD ENDING 6/15/2007

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,147.33
01-1008	STACEY T KREUSER	1,279.43
01-1009	MELANIE M LEEHY	678.83
01-1141	MICHAEL C YARD	639.50
01-1038	DEBORAH K JONES	1,551.03
01-0040	KEVIN ANDERSON	14.18
01-0085	DANIEL S JOHNSON-POWERS	110.88
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSEVEN	1,209.95
01-1143	COLIN B CALLAHAN	1,159.87
01-1016	LISA A ABERNATHY	1,161.98

TOTAL PRINTED: 11 10,252.98

*** REGISTER TOTALS ***

REGULAR CHECKS:	20	5,475.40
DIRECT DEPOSIT REGULAR CHECKS:	11	10,252.98
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	31	15,728.38

ITEM: 2007 Licenses

SUBMITTED BY: Stacey Kreuser, Assistant City Administrator/Deputy Clerk

Explanation:

The following business has applied for a mechanical contractor's license. Staff has received the necessary documents for licensure.

- Air Conditioning Associates Inc.
- Four Seasons Air Specialists

ITEM: **Step Increase for Tim Pittman, Parks and Public Works Director**

SUBMITTED BY: **Justin Miller, City Administrator**

EXPLANATION:

Tim Pittman recently passed his six-month anniversary as the city's parks and public works director. His performance over his first six months has been exemplary, bringing many fresh ideas to the department and completing numerous projects in ways that were on time and under budget. Under our current policy, employees who work for the city for six months are eligible for a 5% step increase.

REQUESTED ACTION:

Due to his outstanding performance, staff is requesting that Tim Pittman's salary be increased by 5% effective June 18, 2007. This increase has already been factored into the 2007 budget, so no adjustment is needed.

ITEM: **Acceptance of \$5000 Grant from Fireman's Fund Insurance Companies**

SUBMITTED BY: **Clem Kurhajetz, Fire Chief**

EXPLANATION:

Recently the Falcon Heights Fire Department submitted a grant application to the Fireman's Fund Insurance Companies. We were recently notified that we were the recipient of \$5000 to go towards the purchase of new computer equipment, battery and gas powered saws, and gas detection equipment. This equipment will significantly improve our ability to provide public safety services, and using grant money will offset any impact to the general tax levy.

Representatives from the Fireman's Fund will be in town on July 19th to make a formal presentation. The presentation will be at 9:30 am in the fire department and all are welcome to attend.

REQUESTED ACTION:

Staff recommends that the Falcon Heights City Council accept a \$5000 grant from the Fireman's Fund Insurance Companies.

ITEM: **Community Park Lease Renewal**

SUBMITTED BY: **Justin Miller, City Administrator**

EXPLANATION:

The city's largest park, Community Park, is not actually owned by the city; rather we lease the land from the University of Minnesota. Our current 15-year lease is set to expire at the end of 2008, but one of the city council's goals for 2007 is to renew this lease as soon as possible. For several months, staff has been working with the University of Minnesota real estate office on drafting a new lease. After several discussions, staff is presenting a new 15-year lease to the city council for approval.

The main points of the lease remain the same as our current lease. The major difference is that instead of the new version being for a lump sum of 15 years, it is a series of 15 one-year leases. In effect, it is the same because under both leases, either party could terminate the lease for any reason with one year's notice. So while the current lease is technically a 15 year lease, practically it is a year-by-year lease. The annual leases automatically renew, so further council action will not be needed until the lease ends on December 31, 2024.

Other terms remain the same, such as the city owning improvements made to the park (new equipment, buildings, etc.), and the city retains maintenance responsibilities. The city attorney has reviewed the lease and his recommendations have been included into the revised version attached to this report.

The city has enjoyed a very positive relationship with the university in regards to leasing lands for our park needs. Grove Park is also on university land, and these arrangements have been beneficial to both parties. If the city were to purchase land the size of Community Park today, it would be in the millions of dollars. Instead, the only costs associated with the park are our maintenance and equipment needs, which are included in our annual budgets and capital improvement plans.

REQUESTED ACTION:

Staff recommends that the Falcon Heights City Council approve the attached lease with the University of Minnesota for Community Park.

UNIVERSITY OF MINNESOTA

LEASE

THIS LEASE (“Lease”) is entered into this ___ day of June 2007 (the “Effective Date”) by and between Regents of the University of Minnesota, a Minnesota constitutional corporation (“University”) and the City of Falcon Heights, Ramsey County, Minnesota, a municipal corporation (the “City”).

WHEREAS, University and City entered into an Agreement dated December 31, 1973 and an Amendment Extending Lease dated April 5, 1990 (together, the “Agreement”), wherein the City leased from University approximately 14.5 acres legally described on the attached Exhibit A (the “Property”) for playground and recreational purposes; and

WHEREAS, the Agreement will expire on December 31, 2008; and

WHEREAS, City desires to continue leasing the Property; and

WHEREAS, University agrees to execute a new one-year annually renewable Lease.

NOW, THEREFORE, the parties agree as follows:

1. **Term.** The term of the Lease shall be for one (1) year beginning on January 1, 2009, automatically renewing for up to fourteen (14) additional one (1) year terms ending on December 31, 2024 (the “Term”), unless terminated earlier as provided herein. This Lease may be terminated by either party for any reason on any December 31 during the Term upon not less than 365 days’ prior written notice to the other party.

2. **Rent.** As rent for the entire Term, the City shall pay to the University One Dollar (\$1.00) (“Rent”) on the Commencement Date.

3. **Use of Property.**

3.1 City shall occupy and use the Property solely for playground and recreational purposes, and for no other purpose without University’s prior written consent, which University may withhold in its sole discretion.

3.2 City shall comply with all applicable laws relating to its use of the Property, including but not limited to the City’s Ordinance Chapter 34 Parks and Recreation. In addition, the City shall comply with applicable University policies and procedures, including but not

limited to the University's Board of Regents' Policy regarding Possession and Carrying of Weapons, which is attached as Exhibit B, and the University's Smoke-Free Indoor Air Policy, which is attached as Exhibit C.

3.3 City shall procure, maintain in effect, and comply with all conditions of any and all permits, licenses, and similar authorizations required by any governmental authority having jurisdiction over the use thereof.

4. Improvements.

4.1 The City shall not install or build any new structures, buildings, or other improvements ("Improvements") on the Property without University's prior written consent, which may be withheld in University's sole discretion. All building permits for any Improvements shall be issued by University's Building Official's Office.

4.2 During the Term, all existing Improvements shall be owned by the City. On the expiration or earlier termination of this Lease, the Improvements shall be owed by the University. (Together the Improvements and the Property are referred to herein as the "Leased Premises".)

4.3 City shall keep the Leased Premises free of any and all mechanics', materialmens', and other liens arising out of any work, labor done, services performed, or materials furnished for City or claimed to have been furnished during the Term.

5. Maintenance. City shall neither commit nor suffer any waste to the Leased Premises and shall, at City's sole cost and expense, keep and maintain the Leased Premises in good order and repair and safe condition. The City, at its sole expense, shall make any and all additions to or alterations or repairs in and about the Leased Premises that may be required by any laws, ordinances, and regulations applicable to the Leased Premises. In no event shall City undertake or allow any activity to be conducted on the Leased Premises that constitutes a nuisance, is immoral or obscene, or is a threat to the welfare of the general public.

6. Damage or destruction. If the Leased Premises are damaged or destroyed from any cause(s) whatsoever, City shall promptly give written notice thereof to University. City shall promptly repair or restore the Leased Premises as nearly as possible to its condition immediately prior to such damage or destruction unless University and City mutually agree in writing that such repair and restoration is unnecessary. All plans and or specifications for such repair or restoration work shall be submitted to University for approval, which shall not be unreasonably withheld or denied. University shall have no liabilities, obligations, or responsibilities whatsoever with respect thereto or with respect to any plans or specifications submitted to University under this Lease. University's review of any plans or specifications is solely for University's own purposes, and University does not make any warranty concerning the appropriateness of any such plans or specifications for any other purpose. University's approval of any such plans and specifications shall not render University liable therefore, and City agrees to indemnify, defend, and hold harmless University from and against any and all claims arising out of or from the use of such plans and specifications.

7. Condemnation.

7.1 In the event of a total taking of the Leased Premises, this Lease shall terminate on the date of the taking. Any award or payment made in respect to the taking of the Property shall be paid to University. Any award attributable to Improvements shall be equitably allocated between University and City.

7.2 In the event of a partial taking, the Lease shall continue for the remainder of the Term for that portion of the Leased Premises not taken. Any award with respect to the taking of the Property shall be paid to University. Any award attributable to Improvements shall be equitably allocated between University and City.

8. Assignment and Subletting. City shall not assign or sublet the Leased Premises in whole or in part without University's prior written consent, which may be withheld or denied in University's sole discretion. Any assignment or sublease attempted to be made in violation of this Lease shall be void. The terms of the Lease shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

9. Surrender of Leased Premises. At the expiration or earlier termination of this Lease, City, at its sole expense, shall (a) remove all Improvements and personal property from the Leased Premises; (b) repair any damage to the Property; and (c) quietly yield and surrender the Property to University in the same good condition that existed when it took the Property, to be determined at University's sole discretion. Personal property not removed by Tenant shall be considered abandoned and University may without liability dispose of it as it deems expedient. At University's option, University may accept the Property in its improved condition rather than requiring the City to remove them.

10. Utilities, Services and Taxes. During the Term, City shall pay all costs associated with or resulting from its use of or otherwise attributable to the Leased Premises, including but not limited to real estate or personal property taxes or payments in lieu thereof and installments of special assessments.

11. Environmental Requirements. City shall not install, use, generate, store, or dispose of, in, or about the Leased Premises any hazardous substance, toxic chemical, petroleum product, pollutant or other material regulated by the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, or the Minnesota Environmental Response and Liability Act or any similar law or regulation relating to environmental protection or human health, including without limitation any material containing asbestos or PCBs (collectively, "Hazardous Materials") without University's written approval of each Hazardous Material.

12. Insurance.

12.1 During the Term, the City shall obtain and keep in force (a) either commercial general liability insurance or equivalent insurance through the League of Minnesota Cities Insurance Trust (LMCIT) with coverage for personal and bodily injury, property damage and public liability with limits of not less than \$1,000,000 each occurrence; (b) worker's

compensation insurance to at least statutory limits for any and all workers; and (c) property insurance covering all Improvements and personal property on or about the Property.

12.2 Each policy shall name the Regents of the University of Minnesota as an additional insured and shall be endorsed to provide University with at least thirty (30) days advance written notice of non-renewal, reduction in coverage, or cancellation. .

12.3 Upon request, the City shall provide certificates of insurance or certified copies of the policies to University.

13. Indemnification. The City shall defend, indemnify, and hold harmless the University from and against any and all injuries, damages or loss (including attorney's and other professional fees) arising from any act or omission of City under this Lease. The City's duty to indemnify and hold harmless is subject to the limitations, immunities and defenses in Minnesota Statutes Chapter 466, which are not waived and which are incorporated herein.

14. Default. Any breach of this Agreement which remains uncured for thirty (30) days following written notice from University to City (plus, with respect to breaches which cannot be cured within the thirty (30) days, such additional period as is reasonably required to cure such breach), shall be deemed a default entitling University to terminate this Lease or cure the default, charge such cost to the City and the City shall pay the same immediately upon demand.

15. Remedies Cumulative, Waiver of Rights. All remedies conferred on University shall be deemed cumulative and no one exclusive of the other, or of any other remedy conferred by law or equity. The failure of either party to insist on any one or more cases upon the strict performance of any of the covenants of this Lease or to exercise any option contained in this Lease shall not be construed as a waiver or relinquishment for the future of such covenant or option. No waiver by University of any provisions of this Lease shall be deemed to have been made unless expressed in writing and signed by University.

16. Notices. All notices, requests, and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally, or by facsimile or electronic mail (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail, first class, certified, postage prepaid, return receipt requested, to the other party at its address set forth below or to such other address as such party may designate by notice given pursuant to this section:

If to University:

Regents of the University of Minnesota
c/o Real Estate Office
Attn: Leasing Manager
Suite 424, Donhowe Building
319-15th Avenue SE
Minneapolis, MN 55455-0199
Facsimile No.: (612) 624-6345
E-mail: reo@umn.edu

If to the City:

City of Falcon Heights
Attn: City Administrator
2077 West Larpenteur Avenue
Falcon Heights, MN 55113
Facsimile No.: _____
E-mail: _____

16. Governing Law/Jurisdiction. The internal laws of the State of Minnesota shall govern the validity, construction, and enforceability of this Lease, without giving effect to its conflict of laws principles. All suits, actions, claims, and causes of action relating to the construction, validity, performance, and enforcement of this Lease shall be in Minnesota state court.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, University and City have executed this Lease.

Regents of the University of Minnesota

City of Falcon Heights

By: _____

By: _____

Name:

Name:

Title:

Title: Mayor

Date: _____

Date: _____

By: _____

Name:

Title: City Administrator

Date: _____

EXHIBIT A

The North 925 feet of that part of the SW 1/4 Section 16, Township 29, Range 23, lying West of the westerly line of Block 2, Falcon Woods, the westerly line of Block 5, Falcon Woods No. 2, and said westerly line extended in a southerly direction, according to the plats thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota, subject to the rights of the public over any portion thereof for highways, consisting of about 14.5 acres, more or less.

EXHIBIT B



UNIVERSITY OF MINNESOTA BOARD OF REGENTS POLICY

Page 1 of 3

Administrative
POSSESSION AND CARRYING OF WEAPONS
Adopted: July 11, 2003

POSSESSION AND CARRYING OF WEAPONS

SECTION I. POLICY STATEMENT

The Board of Regents (Board) is charged with the constitutional responsibility to adopt laws and policies for the governance of the University of Minnesota (University). In order to achieve the University's teaching, research, and public service missions, the Board considers it essential that all persons feel safe and be free from violence, threats, and intimidation when on University property or attending University functions and events. Accordingly, the Board hereby regulates the possession and carrying of weapons by members of the University community and by others when on University property.

SECTION II. DEFINITIONS

Subd. 1. University Property. *University property* means all real property, buildings, and facilities under the primary control of the University through ownership, lease, or other means. This includes all public or private locations, arenas, stadiums, and halls that the University has leased for University events, including, but not limited to, academic and administrative meetings, intercollegiate and intramural sporting events, and student, faculty, and staff activities. University property also includes all places of residence owned by the University in which students reside.

Subd. 2. Employee. *Employee* means any individual employed by the University, including a student employee, when acting within the course and scope of employment.

Subd. 3. Weapon. *Weapon* means a firearm or a dangerous weapon as defined by Minnesota law.

Subd. 4. Firearm. *Firearm* means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air.

Subd. 5. Student. *Student* means an individual taking one or more University courses or classes, credit or noncredit, or participating in any program administered in part or wholly by the University.

Subd. 6. Visitor. *Visitor* means any person who is on University property, except an employee or a student.



UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY

Page 2 of 3

Administrative
POSSESSION AND CARRYING OF WEAPONS
Adopted: July 11, 2003

SECTION III. POSSESSION OR CARRYING OF WEAPONS

No person, whether a student, employee, or visitor, shall possess or carry a weapon while on University property, except as authorized in Section IV of this policy.

SECTION IV. AUTHORIZED POSSESSION OR CARRYING OF WEAPONS

This policy authorizes the possession or carrying of weapons on University property under the following circumstances:

Subd. 1. Law Enforcement and Military Personnel. Licensed peace officers, security guards, other law enforcement agents, and military personnel may possess or carry weapons on University property when acting in the course of their official duties and when authorized by law to carry weapons.

Subd. 2. Military Training. Students, employees, and visitors participating in military training may possess or carry weapons on University property when acting in the course of their official duties or performing duly assigned tasks involving weapons.

Subd. 3. Presidential Approval. The president or delegate may in writing permit or revoke permission for the otherwise lawful possession or carrying of a weapon on University property. This may include possession or carrying of a weapon for an academic use, use of a firearm at a campus shooting range, otherwise lawful storage of a weapon on residential property not operated as a residence hall, or any other possession or carrying of a weapon on University property.

Subd. 4. Storage of a Firearm. Otherwise lawful storage of a firearm inside a personal motor vehicle is permitted on University property.

SECTION V. VIOLATIONS

Subd. 1. Students. Violation of this policy by a student is a violation of, and will be adjudicated in accordance with, Board of Regents Policy: *Student Conduct Code*.

Subd. 2. Employees. Violation of this policy by an employee constitutes misconduct subject to University discipline up to and including termination.



**UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY**

Page 3 of 3

Administrative
POSSESSION AND CARRYING OF WEAPONS
Adopted: July 11, 2003

Subd. 3. Visitors. Violation of this policy by a visitor shall result in a request to leave the University property, function, or event, as the case may be, and also may result in a written directive to remain off University property.

Subd. 4. Referral to Law Enforcement Agencies. The University may refer related suspected violations of law to appropriate law enforcement authorities and provide access to investigative and other data as permitted by law.

EXHIBIT C

UNIVERSITY OF MINNESOTA

Home : [Operational](#) : [Health and Safety](#) : [Policy 2.6.2](#)

Smoke-Free Indoor Air



FULL POLICY CONTENTS

[Policy Statement](#)
[Reason for Policy](#)
[Procedures](#)
[Forms/Instructions](#)
[Additional Contacts](#)

ADDITIONAL DETAILS

[Definitions](#)
[Responsibilities](#)
[Appendices](#)
[FAQ](#)
[Related Information](#)
[History](#)

Printed on: May 18, 2007. See the online policy for the most current version.

Effective: April 1998

Last Updated: October 2004

Responsible University Officer:

· Vice President for University Services

Policy Owner:

Director of Environmental Health and Safety

Policy Contact:

· [Craig Moody](#)

POLICY STATEMENT

[RETURN TO TOP](#)

Smoking is prohibited in all facilities and within 25 feet from building entrances at the University of Minnesota.

REASON FOR POLICY

[RETURN TO TOP](#)

Smoking is widely recognized as the single most important cause of preventable human disease, including lung cancer, heart disease, and emphysema. Also recognized is the fact that breathing second-hand smoke can cause the same health problems in non-smokers. University of Minnesota campus buildings have become smoke-free, as have many other universities in the nation, some by law but many by choice. University faculty, staff, and students should be provided with a smoke-free environment.

PROCEDURES

[RETURN TO TOP](#)

There are no procedures for this policy.

FORMS/INSTRUCTIONS

[RETURN TO TOP](#)

There are no forms for this policy.

ADDITIONAL CONTACTS

[RETURN TO TOP](#)

Subject	Contact	Phone	Fax/Email
Primary Contact	Craig Moody		moody002@umn.edu
Where Can I Smoke?	Your supervisor		
Smoking Cessation Information	Human Resources Employee Assistance Program	612-627-4247	

	Twin Cities Student: Boynton Appt. Line	612-625-3222
	Duluth Smoking Cessation Programs	218-726-7058
	Crookston: Student Health Service	218-281-8512
	Morris: Health Services	320-589-6070
Reporting Smoking Violations	Your supervisor	
Policy Questions	Environmental Health and Safety	612-626-6002

DEFINITIONS

[RETURN TO TOP](#)

Smoking

The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

Facility

Any enclosed area of a structure, or portion therefore, and which structure is owned and/or being occupied or operated by the University on the Twin Cities campus. This is intended to include University owned and operated vehicles, and outdoor group seating facilities. This definition includes all areas within the residence halls.

Outdoor group seating facilities

Any outdoor seating arrangement whereby people sit in close proximity (shoulder-to-shoulder to one another).

Residence Hall

Any structure designated by the University as a residence hall. The smoke-free indoor air policy shall apply to all areas within the residence halls except designated private resident rooms. Other University owned/operated private residences will be exempt from the policy.

RESPONSIBILITIES

[RETURN TO TOP](#)

All Members of the Twin Cities University of Minnesota Community Observe this smoking policy and monitor adherence to it at their level of involvement in the University community.

Deans, Administrators, and Supervisors

As leaders and role models, the deans, administrators, and supervisors are expected to influence and guide the University community as it implements this policy.

Department of Environmental Health and Safety

Review complaints, concerns or requests for clarification and advice regarding this policy.

Provost for Academic Affairs

Appoint the Smoking Policy Review Committee for the Twin Cities Campus. A Smoking Policy Review Committee for the Twin Cities campus shall be appointed for a two-year term beginning August 15, 1993.

APPENDICES

[RETURN TO TOP](#)

There are no appendices for this policy.

FREQUENTLY ASKED QUESTIONS

[RETURN TO TOP](#)

There are no frequently asked questions for this policy.

RELATED INFORMATION

[RETURN TO TOP](#)

Crookston Campus Smoking Policy:	UMC Campus Policy on Smoking
Duluth Campus Smoking policy:	http://www.d.umn.edu/umdhr/Policies/smoking.html
Morris Campus Smoking rules (from the Morris Residence Hall Policies):	http://www.mrs.umn.edu/services/reslife/sl_handbook/08_hall_policies.shtml

HISTORY

[RETURN TO TOP](#)

Amended: March 2002 - Eliminated smoking from all resident rooms and from within 25 feet of all building entrances. Smoking used to be allowed in designated resident rooms.

Effective:
April 1998

Supercedes: Twin Cities Campus Assembly's "Twin Cities Campus Smoke-Free Policy", June 1993 and Smoke Free Indoor Air Policy, August 1993.

To obtain a copy of a historical policy, e-mail the U Policy Librarian at process@tc.umn.edu or call 612-624-4372.

Printed on: May 18, 2007

Please go to the following URL for the most current version of the policy
<http://policy.umn.edu/groups/ppd/documents/Policy/smoke.cfm?view=all>

2006 Regents of the University of Minnesota

The University of Minnesota is an equal opportunity educator and employer.

Contact University Policy Office

[Privacy Statement](#)

ITEM: Submittal of Blue Cross/Blue Shield Communities on the Move Grant Application

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

In January 2006, Blue Cross Blue Shield of Minnesota launched a long-term health improvement program called Prevention Minnesota. This program is supported by the \$241 million lawsuit with the tobacco industry.

Prevention Minnesota is designed to address the root causes of the state's deadliest and costliest diseases – heart disease and cancers. Experience in Minnesota and around the country shows that community-based efforts to improve health can be extremely effective. Prevention Minnesota's community funding helps provide the resources and support necessary for successful community health initiatives in Minnesota.

Blue Cross/Blue Shield of Minnesota has recently issued a new RFP for Communities on the Move – Small Programs. They intend to fund 20 to 40 applicants that are working in their communities to increase the physical activity levels of sedentary and insufficiently active adult Minnesotans by enhancing access to and support for physical activity. They have encouraged local governments to apply for this grant cycle.

The city councils of Falcon Heights and Lauderdale discussed submitting a joint application at our June 6th workshop. The grant proposal includes the formation of a walking club made up of 40-50 Falcon Heights and Lauderdale residents. The goal of the group will be to make a hypothetical trip to Ft. Lauderdale, Florida (a play-on-words of Lauderdale, Minnesota). We will provide pedometers to each member, as well as pre-paid passes to the Warner Coliseum on the Minnesota State Fairgrounds. This will provide a climate-controlled atmosphere for walkers during the winter months. We will also provide incentive prizes such as walking weights, water bottles, and gift cards to those who meet pre-determined distance goals. A grand prize of an MP3 player will be awarded to the person completing the most miles. We will keep a log on our websites with a map showing the progress the walking team has made.

The total grant application is in the amount of \$4,850 (\$4,999 is the maximum award). While this is a joint application, the City of Falcon Heights will serve as the main point of contact and will administer the grant. No additional city money is anticipated to be used in this program.

REQUESTED ACTION:

Staff recommends that the Falcon Heights City Council approve the attached grant application to the Blue Cross/Blue Shield Communities on the Move program.

Appendix G Proposal Application Form

Please feel free to re-create this form on your word processor, within the space provided. 4 page maximum.

Please refer to the information in Section II of this RFP when filling out this form.

Communities on the Move — Small Programs RFP # 559

June 27, 2007

Date of application: _____

Cities of Falcon Heights and Lauderdale

Organization name: _____

Section One: Commitment to the Promotion of Physical Activity (25 points)

Briefly describe your organization and the level of experience you have working to increase physical activity levels among adults.

The cities of Falcon Heights and Lauderdale are fully developed, first-ring suburbs in Ramsey County. We are strategically located between the Minneapolis and St. Paul downtowns and enjoy many of the amenities of the urban cores while keeping the charm and autonomy of small cities. While we do not offer many park and recreation programs specifically for adults, our parks are often rented out by adult groups seeking to play soccer, ultimate frisbee, football, or other activities. The City of Falcon Heights has recently started a community garden which is encouraging active living by renting out twenty garden plots to area residents. Both cities are also part of an organization called Active Living Ramsey County which aims to increase physical activity among all residents through various programs. Lauderdale recently participated in the Ramsey County Walkable Community Workshop that assessed pedestrian access in the city, especially for adult walkers.

Briefly describe staff and/or volunteer qualifications for conducting the proposed project.

A Falcon Heights recreation supervisor, Lisa Abernathy, will be tasked with implementing this program. She has a degree from the University of Minnesota in Recreation Studies, several years of park and recreation experience with various metropolitan municipalities, and is very excited about working with residents of both cities in making this a successful project.

Describe any funding your organization currently receives to conduct similar work. Describe how any such funding would complement rather than duplicate the work funded by Blue Cross.

We currently do not receive any funding, besides using general tax dollars, to conduct work similar to this. This project will be entirely funded by the Communities on the Move grant program.

Section Two: Work Plan (60 points)

Walking/Jogging

What physical activity is the focus of your project? Be specific. _____

Check if this is a new project or an expansion of an existing project

If funding is requested to expand an existing project, briefly describe current programming and the proposed expansion.

N/A

How many participants do you anticipate? 40-50

If the total number of participants is less than 40, provide a convincing rationale for focusing on fewer participants.

N/A

How frequently will participants engage in this activity? (e.g., two times per week) 2-3 times per week

For what length of time? (e.g., 1 hour, 30 minutes) At least 30 minutes

Where will the activity take place? Throughout both cities (parks, trails, sidewalks, etc.) and State Fairgrounds

If applicable, what is your contingency plan for inclement weather?

We plan on providing pre-paid passes to the Warner Coliseum at the Minnesota State Fairgrounds for participants to use. The coliseum has a 1/5 mile walking track that is open to the public for activities such as walking, jogging, and ice skating. It is climate controlled and will be an ideal location in the case of inclement weather during winter months.

How will your project increase access to and social support for physical activity?

Through the establishment of the Falcon Heights/Lauderdale Walking Club, we hope to attract 40-50 residents who will encourage and challenge each other towards completing a shared destination goal. Increased access will be provided by the supply of pre-paid passes to the State Fairgrounds Warner Coliseum during winter months, a time when many avoid exercise due to the cold temperatures. Winter months are also a time of great opportunity due to the desire of many to exercise and lose weight as their new year's resolutions. By having a shared destination goal (Ft. Lauderdale, Florida – a play-on-words of Lauderdale, Minnesota), team members will encourage each other to participate and work towards incentive prizes. Pedometers will be given to each participant to track their progress, as will a map of the area with popular walking routes and distances.

Describe your target audience for this project (e.g., age of participants, geographic area, demographic data, current activity level, other relevant details).

Our target audience will be adult residents (ages 18-64) of Falcon Heights and Lauderdale who otherwise would not normally participate in an exercise program. Both cities are experiencing an increase in our immigrant population and we hope to reach out to their communities as well.

What are the biggest needs and barriers to increased physical activity for your target group and how does your project address these needs and barriers?

The biggest barriers for our target audience to become involved in a project such as this is simply being invited, getting started, and having a climate controlled place to exercise in winter months. By having a support network of other participants, we are hopeful that peer pressure will help overcome the hesitancy of those who need encouragement to get started. Providing a climate controlled exercise facility will eliminate an excuse for those looking to avoid contributing their fair share towards the exercise goal.

What strategies and methods will you use to recruit sedentary and insufficiently active participants?

We will actively advertise the program through city newsletters, press releases (we are served by five newspapers), email notices, government television advertisements, and announcements at public meetings. We also have an active group of neighborhood liaisons (sometimes called block captains) who can be used to distribute information throughout their neighborhoods.

What are your strategies for motivating and retaining program participants?

We plan on setting a destination goal of Ft. Lauderdale, Florida for the walking teams. At pre-determined intervals, participants will qualify for prizes such as walking weights, water bottles, gift cards, clothing, and a grand prize of an MP3 player to the person who completes the most miles. Periodic status get-togethers will be planned to convene the entire group and discuss progress. A link on our website will also be provided with constant updates about the group's progress to Ft. Lauderdale.

How will you pursue long-term sustainability of the project beyond the contract period?

It is anticipated that the group will create such a social networking bond that they will continue to meet and exercise when the contract period is over. While participants will be publicly recognized at key points during the contract period, it is likely that the group will continue to be used as a success story by each city when promoting active living programs. This ongoing recognition will help keep the group motivated even when the contract period ends. Lauderdale is nearing completion of tennis and basketball court renovations, and Falcon Heights has budgeted money to improve the walking paths at our parks. These renovations will make our parks more welcoming for those looking to exercise.

**RFP #559 - Communities on the Move SMALL Proposals
Budget Form**

Name of Organization: Cities of Falcon Heights and Lauderdale
Budget Period: January 1, 2008 - December 31, 2008

Budget Categories				Amount Requested	Other Funding		Total by Line Item	Total by Budget Category
					In-kind	Cash		
Salaries								
Name	Position	Base Salary	% Base Salary on Project					
Lisa Abernathy	Recreation Supervisor	\$ 40,000.00	3%	\$ 1,000.00	\$	\$	\$ 1,000.00	
Time will be spent on recording data, organizing meetings, and updating progress on website.				\$	\$	\$	\$	
Total Salaries				\$	\$	\$	\$	\$ 1,000.00
Fringe Benefits				\$	\$	\$	\$	\$
Contractual Services								
Name of Consultant				\$	\$	\$	\$	
				\$	\$	\$	\$	
				\$	\$	\$	\$	
Total Contractual Services								\$
Equipment and Software								
Name of equipment or software				\$	\$	\$	\$	
Pedometers				\$ 500.00	\$	\$	\$ 500.00	
Each member will be provided a pedometer to track their distances.				\$	\$	\$	\$	
Total Equipment								\$ 500.00
Other:								
Office expenses (supplies, telephone, photocopying, postage)				\$	\$	\$	\$	
Printing				\$	\$	\$	\$	
Space rental expenses				\$	\$	\$	\$	
Other (please be specific): Indoor walking passes 40 @ \$60 each				\$ 2,400.00	\$	\$	\$ 2,400.00	
Incentive Prizes (such as walking weights, gift cards, etc.)				\$ 950.00	\$	\$	\$ 950.00	
Total Office Supplies								\$ 3,350.00
Indirect Costs								
List costs included in indirect budget (rent, utilities, admin salaries)				\$	\$	\$	\$	
Total				\$ 4,850.00	\$	\$	\$ 4,850.00	\$ 4,850.00

****This form contains formulas, however, the applicant is responsible for ensuring the totals are accurate.

ITEM: Adoption of City goals for 2008

SUBMITTED BY: Justin Miller, City Administrator

REVEIWED BY: City Council

EXPLANATION:

At the June 20 City Council goal setting workshop, the council discussed and developed the City goals, strategies and action plan for 2008.

ATTACHMENTS:

- 2008 City Goals

ACTION REQUESTED:

- Adopt City goals for 2008

City of Falcon Heights

2008 Goals

Purpose: To sustain this community as a good place to live, work and visit.

Goal 1: To protect the public health and safety.

Strategy 1: Provide public safety services to citizens.

Action Items:

- Provide a responsive, visible, police service utilizing community oriented policing model
- Provide a responsive, well-trained fire service
- Practice the emergency management plan
- Participate in Metro-wide emergency management planning, activities and exercises
- Continue to offer training to prepare volunteers to assist with disaster response
- Maintain Community Emergency Response Teams (CERT) throughout the city
- Work with other cities, agencies and institutions in Ramsey County to develop a county-wide emergency management inventory and plan
- Continue to use St. Paul for ambulance service
- Participate in the North Suburban Haz Mat Team
- Explore options for a bicycle safety program and bicycle patrols
- Promote 55 Alive programs
- Conduct proactive neighborhood crime prevention meetings as needed
- Promote services provided by SAPD such as premise checks, vacation checks and carseat safety

Strategy 2: Participate in initiatives designed to prevent crime and the need for emergency responses.

Action Items:

- Promptly remove graffiti from public buildings and provide removal materials for city businesses
- Expand opportunities for using technology to improve crime watch notification
- Communicate regularly with residents about Homeland Security and the emergency management plan
- Support the work of the Neighborhood Commission and Neighborhood Liaisons
- Use traffic-calming tools including the speed monitoring trailer and warning signs
- Take steps to prevent hate crimes through the activities of the Human Rights Commission

Strategy 3: Participate in early intervention programs with juveniles.

Action Items:

- Support Northwest Youth and Family Services (NYFS)
- Continue referrals to NYFS through facilitating connections between NYFS and SAPD

Strategy 4: Protect the public health.

Action Item:

- Participate in Ramsey County public health emergency exercises
- Publicize mosquito control measures, including free tire pick-up by Metropolitan Mosquito Patrol, utilizing city council meetings, newsletters and flyers
- Continue education about preparing for pandemic flu in this community
- Explore opportunities to distribute free gun locks

Goal 2: To sustain and promote the assets of the city's unique neighborhoods and tax base including commercial, residential and open space uses for present and future generations.

Strategy 1: Maintain and enhance the neighborhood and community parks with updated facilities, recreation and community services.

Action Items:

- Maintain community landscaping and investigate additional options
- Maintain a sound maintenance program for public facilities
- Focus on the quality, appearance, and longevity of public improvements
- Research opportunities for enhancing recreational resources at Falcon Heights Elementary School
- Support and continue to promote an Adopt-A-Park program
- Implement the Parks and Recreation Master Plan

Strategy 2: Work with businesses and homeowners to maintain a functional and desirable business and residential environment.

Action Items:

- Continue to review and communicate city code requirements to business and commercial property owners
- Maintain the desirability of neighborhoods through education and code enforcement
- Use non-profit organizations such as NYFS
- Communicate community standards through photos and code information on the website
- Publicize Falcon Heights businesses including the Farmer's Market

Strategy 3: Maintain the City's infrastructure.

Action Items:

- Maintain and increase the pathways
- Complete development of a system for rating pathways throughout the City
- Maintain the sanitary sewers and storm sewers
- Continue with a boulevard tree program for replacement, maintenance and expansion
- Publicize the resources available through the Housing Resource Center
- Maintain streets and alleys in accordance with the Pavement Management Plan
- Pursue residential streetlighting study

Strategy 4: Protect and enhance the physical land use characteristics of the community.

Action Items:

- Regularly review and update zoning code as necessary
- Participate in planning discussions, and get the required planning expertise if needed to assure that University of Minnesota and State Fair land uses and future inter-government decisions do not negatively impact the City's neighborhoods
- Expand the use of the GIS system for land use planning and maintaining information on the city's land use and facilities
- Support environmental education programs and activities
- Complete and submit plan for 2008 Comprehensive Plan Update

Strategy 5: Pursue community and economic development opportunities and business retention activities.

Action Items:

- Be well informed with the necessary planning, engineering, financial and legal expertise when making land use decisions
- Offer local businesses opportunities to be included in new resident welcome packets and community activities

Strategy 6: Expand pedestrian and bicycle opportunities.

Action Items:

- Be an active partner in the *Active Living Ramsey County!* (ALRC) initiative
- Work with ALRC to conduct a GIS inventory of pathways and bicycle lanes
- Pursue collaborative funding for a bituminous pathway at FH Elementary playground.

Strategy 7: Promote the unique assets of Falcon Heights.

Action Items:

- Publicize the new Bell Museum of Natural History
- Distribute the “Fun Facts About Falcon Heights Flyer”

Goal 3: To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.

Strategy 1: Promote and participate in youth development.

Action Items:

- Continue the Junior Leaders program
- Include youth as commission members
- Include youth in city meetings, trainings and courses
- Informally interact with youth when the opportunity arises
- Speak about local government at schools or youth related functions
- Recognize youth achievement at City Council meetings, in the newsletter, and through the Neil Kwong Youth Citizenship Awards, and the North Suburban Gavel Association
- Promote awareness of the Cable Commission scholarships and internships
- Encourage student participation in City Council Meetings
- Participate in the Kids Voting Program at precincts one and two through the Roseville Rotary Club
- Conduct a council meeting with students
- Contact RAMS or RAHS to solicit youth commission members

Strategy 2: Host community/neighborhood events and activities.

Action Items:

- Sponsor Annual Ice Cream Social
- Sponsor Winterfest
- Encourage neighborhood gatherings
- Support the Neighborhood Block Parties and National Night Out activities
- Support the Fire Department/Public Safety Open House
- Encourage volunteers to be involved in community planning activities
- Hold an annual food drive in conjunction with Falcon Heights Elementary School and other community partners
- Review and explore existing and additional city sponsored events

Strategy 3: Explore, create and provide an array of recreation programming.

Action Item:

- Provide recreation programming for all age groups
- Provide referrals for alternate programming
- Manage recreation programming on a seasonal basis

- Provide space for and promote the Falconeers Senior program

Strategy 4: Encourage citizens to participate in city government.

Action Items:

- Promote resident participation
- Continue to web-stream televised council and planning commission meetings
- Promote, recruit, and publicize citizen participation in city commissions and task forces

Strategy 5: Build stronger community and neighborhood connections.

Action Items:

- Distribute the “Welcome to Falcon Heights” booklet
- Support and promote the Neighborhood Liaison Program
- Use conflict resolution resources for neighbors to use in resolving neighborhood conflicts
- Send out three newsletters per year
- Distribute monthly Falcon Flyer and post to city website
- Support and expand the city’s website
- Promote and support the AARP Tax Assistance Program
- Research “Aging-In-Place” in the City

Strategy 6: Maintain and promote our commitment to human rights and diversity.

Action Items:

- Promote diversity on our commissions
- Support the work of the Falcon Heights Human Rights Commission

Goal 4: To provide a responsive and effective city government.

Strategy 1: Communicate promptly and clearly with citizens, business owners and institutional representatives by anticipating information needs and quickly responding to questions.

Action Items:

- Provide a photo of new staff members and a description of jobs in the newsletter
- Publish a summary of the goals in the City’s newsletter and on the website
- Educate residents about the property tax
- Hold a Truth in Taxation Hearing annually

Strategy 2: Maintain collaborative relationships with other entities.

Action Items:

- Participate in the U of M Campus/Community Advisory Committee and on the Stadium Area Advisory Group

- Maintain regular communication with the University of Minnesota, the Metropolitan Council, Ramsey County, the Minnesota State Fair, the Capital Region Watershed District, the cities surrounding Falcon Heights, and the State of Minnesota
- Convey city goals to the City's representatives at the legislature, the Metropolitan Council and the County, as well as to neighboring communities
- Met Council representative presentation at future council meeting
- Participate in Northwest Youth and Family Service, North Suburban Communications Commission and CTV15, and the Ramsey County League of Local Governments
- Encourage Councilmembers and Staff to participate in service and professional organizations

Strategy 3: Effectively manage the City's consulting and personnel resources.

Action Items:

- Evaluate the performance and work assignments of City employees through annual performance reviews
- Provide employees with affordable resources they require to efficiently and effectively do their jobs, including a training plan and technology resources
- Provide adequate funds for personnel, equipment and contractors to maintain the City's infrastructure, facilities, public spaces and public improvements
- Evaluate and review consultants' performances and fees
- Retain highly skilled and high-functioning employees
- Provide salaries and benefits that are competitive with cities of a similar size, scale, and scope

Strategy 4: Effectively manage the city's financial resources.

Action Items:

- Update and provide a well-researched five year capital improvement program
- Review and adjust fees and policies as part of the annual budgeting process
- Research and pursue new revenue sources, including grants
- Pursue conduit bonding opportunities
- Review and evaluate the City's long term financial needs and the City's current and future financial resources to meet these needs
- Continue to research and pursue new opportunities for reducing expenses by using more contracts and joint powers agreements to share equipment, personnel, and technology with other levels of government
- Maintain a contingency fund to be prepared for unexpected, but necessary, expenditures
- Retain highly skilled and high functioning employees
- Continue to meet the standards for the GFOA Award for Excellence in Financial Reporting

Strategy 5: Develop and expand an e-mail capability to communicate with residents

Action Items:

- Solicit e-mail addresses through the Falcon Flyer and newsletter, at the front desk, on the City website, and at community events
- Solicit new resident e-mail addresses
- Provide critical information in a timely manner utilizing city's list serv

Strategy 6: Expand the capability to conduct any city-to-resident transaction online

Goal 5: Provide for a clean, healthy, sustainable environment.

Strategy 1: Undertake efforts to maximize recycling.

Action Items:

- Explore moving to a single-sort recycling system.
- Research an incentive program to encourage recycling.
- Investigate collecting recycling on a weekly basis.

Strategy 2: Consider environmental benefits in city purchasing.

Action Items:

- Consider environmentally-friendly options in city vehicles and public works
- Change to energy-efficient, compact light bulbs.

Strategy 3: Continue support of Community Garden.

Action Items:

- Investigate placement of dedicated water line to garden.
- Continue publicity in newsletter, on website, and in the Falcon Flyer.