

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

**AGENDA**  
**March 14, 2007**

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL:           GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ HARRIS \_\_\_\_  
                              LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                              MILLER \_\_\_\_ KREUSER \_\_\_\_
- C. PRESENTATIONS:  
1. St. Anthony Police Department Annual Report
- D. APPROVAL OF MINUTES: February 28, 2007 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:  
1. General Disbursements through 3/8/07: \$123,973.90  
   Payroll through 2/28/07: \$14,904.74 **TAB 2**  
2. 2007 Licenses **TAB 3**  
3. Approval of Bylaw Amendments to the Capitol City Regional  
   Firefighters Association **TAB 4**
- G. POLICY AGENDA:
- H. COMMUNITY FORUM:
- I. INFORMATION/ANNOUNCEMENTS:
- J. ADJOURN:

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  
February 28, 2007**

Members present: Mayor Gehrz, Council members Harris, Kuettel, Lindstrom, and Administrator Miller.

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

The minutes of the February 14, 2007 council meeting were approved as submitted.

**Public Hearings:**

**1. Hamline/Hoyt Sewer Assessments**

**a. Presentation from staff member Deb Bloom, City Engineer**

At the beginning of the project, St. Paul notified homeowners of the opportunity for a sanitary sewer repair. Five owners took this opportunity and signed waivers for the work to be done. Estimated assessments equaled \$12,290.20. This is based on a typical depth of five to six feet. The actual was \$29,044.24 because depth was twenty-six feet. We met with the engineer from St. Paul and agreed to split this additional cost. We are still moving forward with original estimate to the home owners.

Council Member Lindstrom asked how did this depth thing come about? Bloom answered that when St. Paul does their plan, they do not check the depth. It's not very usual, but should have been anticipated.

Mayor Gehrz asked that moving forward into the future with this depth issue, will it be entered in the GIS System so there is a clearer picture of what's in the ground? Bloom answered that when an as-built (as constructed drawing) is created this should be included. In the future, this will be done.

Council Member Kuettel asked if this will be in our records now for Hamline/Hoyt so that this is not a problem 30 years from now? Bloom answered that it would.

Council Member Harris asked if regardless of whether we knew it in advance, the cost would have been the same? Bloom answered that it would and to keep in mind that this is a St. Paul main. We have a contract with St. Paul to pay for this flow for our residents.

**b. Public Hearing**

Phil Behrens of 1403 W. Hoyt Avenue submitted a letter, then he shared his concerns as follows:

First, residents were not notified that they had this option. He only found out because the City of St. Paul or the contractor they hired found a rock down the sewer pipes. They assumed it was his and sent it to him in error. From there he learned of this option, and was told that he had to request a form. Therefore he

was not surprised that only five homes responded. He went ahead and did it because it is cheaper to pay what they were estimating than to pay approximately \$10,000 to deal with it in the winter. Communication was definitely the issue. St. Paul never gave a real estimate on the form, but just gave a verbal amount of \$1,300 for what he understood to be the first 33 feet, and \$26 per foot there after. Administrator Miller clarified that it was \$1,300 for the first 3 feet. All the same, he was told that he had 27 feet after their 26 feet. And then it was up to him to take it from his property line to his house. His issue is the communication, not understanding the whole process, and the depth. They knew it was that deep, so it's a lack of communication between St. Paul and their contractor. He probably would've had it done no matter the cost, but the 25 % cost difference in what they presented to him is the concern. Whatever the Council ends up doing he wants the Council to know his stance. And his neighbors are in the same situation. He spoke with Bob Graham who was told it would be no more than \$2,500. As you can see various homeowners were told different rates. No one else came forward so Mayor Gehrz closed the public hearing.

#### c. Discussion

At Mayor Gehrz' request, Bloom addressed concerns mentioned. Bloom states that St. Paul informed us that the homeowners were notified. We learned of the rock through one of our informational meetings. Regardless, the sewer was repaired with great benefit. And we are trying to keep the cost as close to what was communicated to the residents.

Council member Kuettel asked if by televising the sewer would shows the depth the Phil was talking about? Bloom answered that they should have known. Council member Kuettel asked if Greg Hoag was getting his information from St. Paul, to which Bloom responded yes. They gave us an estimate of \$1,300 for the first three feet and \$26 per additional foot, which is about \$2,500. Council Member Harris asked what staff thought had been communicated regarding this \$1,300 and \$26? Bloom was told those amounts had been communicated to the residents. Administrator Miller added that they did not receive a written estimate saying this, but a verbal one. Mayor Gehrz asked if they had known about the depth a year in advance would the residents have been quoted a much higher price, to which Bloom answered yes. Council Member Lindstrom stated that if he put himself in the homeowners shoes, and the cost was 25% more, he would be upset. He added that we learned a few lessons we learn from this. Council Member Kuettel stated that unfortunately it wasn't Falcon Heights doing the work, and that we usually go above and beyond to communicate with, and involve the residents. Council Member Harris asked if in spite of all this trouble, looking at the end product, is staff confident with the work that was done? Bloom stated that she is confident that it was done well.

#### d. Resolution

Mayor Gehrz stated that if we do adopt it with the said figures, then Mr. Behrens still has the opportunity to go another level challenge the amount of the assessment in court. Administrator Miller added that the procedure will be to file

in court within 30 days. The Court will look to see if the assessment matches the benefit received.

Mayor Gehrz noted that a change needs to be made in paragraph number four. We don't have a City Manager, but a City Administrator. Council Member Harris asked if paragraph number two was true that we received no objections? It needs to be changed to receiving one objection. Mayor Gehrz asked for a motion that Resolution No. 07-04 be adopted, and then we can talk about it. Council Member Harris moved to have the resolution adopted with the changes that have been made.

e. Council Discussion

Council Member Lindstrom stated that he was in favor of it with the lessons learned. Council Member Kuettel noted that she supported it seeing that the City was willing to pay the \$9,000 due to the mistaken information. The motion passed unanimously.

Council Member Kuettel moved the following three items for approval. The motion passed unanimously.

Consent Agenda:

1. General Disbursements through 2/22/07: \$78,639.02  
Payroll through 2/15/07: \$14,958.87
2. 2007 Licenses
3. Appointment of Diane Ross to Environment Commission

Policy Agenda:

Mayor Gehrz – If no one is opposed I would like to switch the order of the policy agenda. No objections were heard.

1. Policy G2 - Consider Sanitary Sewer Televising and Cleaning Proposals

Administrator Miller provided the background information: One of Tim's first duties on his first day was to deal with a clogged sanitary sewer. This peaked his interest in the quality of our system. He found that we do not have a comprehensive plan for the televising and cleaning of schedule our sanitary sewers. Based on our last issue we can see how important this is. Our liability insurance carrier League of Minnesota Cities advises cleaning every three years. Therefore we would like to propose a contract to televise and clean, then get on a three year program. Pittman solicited four bids, and Midwest Trenchless Technologies Inc. came in with the low bid of \$53,655. Staff recommends that the city council approve the bid along with a \$5,000 contingency in case of unforeseen problems.

Council member Kuettel stated that it's about time. She has been asking for a maintenance schedule since day one of her being on the Council more than ten years. She then asked if staff had any experience with the contractor. Pittman stated that they were recommended to him by a sales rep that he deals with. They have up to date equipment and will be submitting references. Council member Harris stated that those

references are important especially when their bid came in significantly lower than the others. Administrator Miller stated that if the council approves it tonight, we will not proceed without getting those references and checking them. If we learn of unfavorable reports we will bring this back to the Council, and look for a better option. Administrator Miller added that he is a bit concerned that when we start televising what we will find. If we do find some problems we'll have to come back and talk about those. Council member Harris asked if the \$53,000 is in our budget? Administrator Miller answered that it is not, but funds are available in the Sanitary Sewer Fund. Mayor Gehrz stated that is a good point, the public will wonder where the funding came from. The quarterly water bill has a charge for sanitary and storm sewer which is a fund to maintain them. Hopefully they won't find too much wrong. Council Member Lindstrom asked if we will be able to look at connections? Tim Pittman answered, yes we'll be able to look at the services that come in; the homeowners will be notified if they have problems, where their connection comes into the city. Then the homeowners can call a company to repair it, i.e. tree roots. The majority of the city has clay. We will know for sure who has clay and concrete. We will get a hardcopy and DVD or VHS, whichever we choose. Council member Kuettel moved to approve the 2007 Sanitary Sewer Televising and Cleaning Project to Midwest Trenchless Technologies, Inc. in the amount of \$53,655 plus a \$5,000 contingency pending the checking of their references. The motion passed unanimously.

2. Policy G1 - Consider adoption of Resolution requesting Comprehensive Transportation Funding in 2007

Mayor Gehrz stated that this request is primarily through the League of Minnesota Cities. They are asking all of the cities to consider this same resolution. We are considering this due to a stalemate of funding packages for transportation through to the Governor. Administrator Miller added that one way we receive transportation funding is by Municipal State Aide (MSA), via gas tax. We receive \$120,000 a year with \$80,000 going towards construction, and \$40,000 to maintenance. This has stayed pretty flat through the years; thereby buying us less and less projects for those amounts. Yesterday The League of Minnesota Cities held a press conference advocating an increase on the sales tax dedicated towards transit. That's just one item on the table right now.

Numerous cities have adopted this resolution or a modified form of it.

Mayor Gehrz stated that although this is a State issue it is also a local issue, especially as it involves the reconstruction and maintenance of the streets in Falcon Height without any additional money. Last time a gas tax increase passed was in 1988, by 2004 the costs have more than tripled. Cities have been asked to bear more of the cost load.

Deb Bloom commented that Administrator Miller is correct with the figures he gave. In about 20 years Falcon Heights is going to be faced with a mill and overlay. This is a redoing of streets that were down in 1999 as we just did in Roselawn. She estimates the cost is going to be about \$4,000,000. This will probably be about a five to six year project. If we have \$120,000 a year we won't have enough in the budget for the project. We keep getting less and less, because we are not growing. We still have the same needs, but more residents drive on them. Now, if we don't see a gas tax increase, there won't be enough to fund it, even with bonding. The County is looking at this, but there is a downfall. The State and County is looking for more City funding. For example to do

Hoyt, they could ask us for 25 percent. The Governor's bonding bill that went out was for new projects. There is a definite need. There is a need for transportation and transit. But we need to find new money.

Mayor Gehrz thanked Deb for being able to look out 20 years at our needs. Deb Bloom added that this is looking at dollars, not taking into consideration inflation, so very likely it will be more. Mayor Gehrz stated that this is very much a local issue as residents often have complaints about traffic needs and speed. And with sprawl more people will be using Snelling and Larpenteur. Improving transit and construction options affects the quality of life and viability for companies to move through our area. For example, businesses needing to get their trucks. Council Member Lindstrom stated that we are the only state sending money back to the federal government. We are lagging behind the other states.

Council Member Harris doesn't like the resolution because of the seven bullet points on how to get the money. Maybe we can resolve that there is a need without agreeing to this paragraph. It is presumptuous to agree to these funding sources without being experts on them.

Administrator Miller read the paragraph in question.

Council Member Harris stated this is a list of options that someone put in here, but they are probably not all of the options. Mayor Gehrz remarked that it's worded, "including but not limited to". Council Member Harris stated, if we pass it we are agreeing to these options. Mayor Gehrz shared that she belongs to the Regional Council of Mayors which has a representation of mayors from the seven county metro area. They supported a previous constitutional amendment that she did not participate in, because the Falcon Heights Council did not vote in favor of it. So whatever the Council decides to do tonight will guide her in how she and Administrator Miller represent the wishes of the City Council on this issue to other mayors and legislators. We didn't want to do that before this discussion. One option is to adopt general resolution cutting off that paragraph with specifics. If we adopt the resolution up to that point which is just the other "whereas" we are recognizing the need going into the future for a more stabilized form of transportation and transit funding instead of the uncertainty of that makes it difficult for projects to get done and also cities like ours providing for future needs without further burdening our local property tax base. This enables us to state that this is important to our community and resident without any specifics; we can leave that up to the Legislature and Governor to figure that out. Council Member Harris stated that the constitutional amendment that passed, she reluctantly voted for it because she felt that it was inappropriate to place it in the constitution. She did it because she thought it was going to fix this problem. The minute that it passed we started hearing about how transportation funding was in a disastrous position. Mayor Gehrz responded that it was stating it was necessary, but not as a fix. Others may feel differently. Council Member Lindstrom stated that he is in favor of it with the bullet points. He is familiar with how the League comes up with these things with an extensive team of people looking at it. After spending a little bit of time at the Capital, it is counter-productive to say to the Legislature, "here's a problem, but you all are the experts who know how to fix it." He thinks that we'd be better off to pass it as it stands, and do a better service to the Legislature. Council Member Kuettel stated that she agrees with Council Member Harris. She doesn't know if there is enough information to leave those bullets in. Mayor Gehrz responded that as the Mayor she

wants to accurately represent the Council in what we say we support. She thinks we should go forward with something that we can all endorse instead of a tie, where it won't pass. As far as how it actually happens, she thinks there are a lot of people working on this that know what's going on. Council Member Lindstrom had some suggested changes, but as those were in the bulleted section being removed they do not need to be mentioned.

Council Member Harris moved that Resolution Number 07-05 Requesting Comprehensive Road and Transit Funding in 2007 with the removal of the second to the last paragraph which has the bullets in it be approved. The motion passed unanimously. Administrator Miller stated that copies will be made of this and send to both of our legislators, the Governor's office, and the League of Minnesota Cities.

#### Information/ Announcements:

Council Member Kuettel shared that the Planning Commission met yesterday and held workshops to initiate new commissioners into variances.

Council Member Lindstrom wanted to thank resident Manly Olson who called me about a \$1,500 Fiskars Grant for Community Gardens. Administrator Miller submitted it, and we'll wait to see if we receive it.

Council Member Harris stated that a non-resident told me that they noticed they were in Falcon Heights because of the new signs. Also, she joined League of Minnesota Cities task force on demographics. There are thirty members from all over the state. They are meeting monthly. They have an interest area on aging which is an interest area of mine. So it is very interesting; she is happy to be a part of it.

Mayor Gehrz stated that we received a letter from the New Brighton Dept. of Public Safety addressed to Fire Chief Clem Kurhajetz. Basically it is saying thank you the Fire department for participation with their hazardous materials incident that they had at St. John's the Baptist Catholic School. A number of our firefighters trained to serve as the hazardous materials team assisted. It's nice because we pay for that extra training, and when we need help that team will serve our city.

Administrator Miller announced the Council Workshop next Wednesday, March 7. We will continue the assessment policy. Mayor Gehrz mentioned the RACE Exhibit being held right now at the Science Museum of Minnesota. The Human Rights Commission along with Falcon Heights Elementary has partnered to acquire reduced rate tickets for that event. The tickets are \$4.00 for adults, and \$3.00 for children. You can purchase them at City Hall or Falcon Heights Elementary with the caveat that you attend a Falcon Heights RACE Talking Circle. This is actually being held at the Science Museum, but we will hold our own. Human Rights Commissioner Colette Campbell Stuart, one of the trained facilitators will conduct ours on April 17. We want to remind residents to remove cars off the street with snow that came and is yet to come this next week. We had some equipment failure last week, but that has been repaired. So removal should take place faster this time. Finally we completed the Comprehensive Planning Steering Committee neighborhood meetings. Out of nine meetings we had 80 people showing up. We received very good feedback. We will put it in a presentable format to be presented to the steering committee in March, and the Council at a future date.



Mayor Gehrz announced that normally the second meeting in March we devote to a workshop with our Commissions. This year we will hold it on April 11 to devote plenty of time to the Commissions.

The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Melanie Leehy  
Office Assistant



**ITEM:**                   **Disbursements and Payroll**

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

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

**EXPLANATION:**

1. General Disbursements through 3/8/07: \$123,973.90
2. Payroll through 2/28/07: \$14,904.74

**ATTACHMENTS:**

General disbursements, credit card statement, and payroll

**ACTION REQUESTED:**

Approval



PACKET: 00077 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

# Council Report

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01-00142		ACTION IMPRINTS				
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I-30218		SWEATSHIRTS W/ EMBROIDERY	172.17			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		SWEATSHIRTS W/ EMBROIDERY		101 4132-77000-000	CLOTHING	172.17
		=== VENDOR TOTALS ===	172.17			
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01-00255		AMERICAN OFFICE PRODUCTS				
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I-81397		ADRESS LABELS	53.23			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		ADRESS LABELS		101 4112-70100-000	SUPPLIES	53.23
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I-81456		11X17 ORANGE PAPER	93.72			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		11X17 ORANGE PAPER		101 4112-70100-000	SUPPLIES	93.72
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I-81593		11X17 ORANGE PAPER	70.29			
3/07/2007	APBNK	DUE: 3/07/2007 DISC: 3/07/2007				
		11X17 ORANGE PAPER		101 4112-70100-000	SUPPLIES	70.29
		=== VENDOR TOTALS ===	217.24			
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01-00250		AMERIPRIDE LINEN&APPAREL				
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I-M151763		LINEN CLEANING	30.81			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	30.81
		=== VENDOR TOTALS ===	30.81			
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01-00283		ANDERSON, KEVIN				
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I-200703070402		HAZMAT FIRE TNG-KEVIN ANDERSO	276.62			
3/07/2007	APBNK	DUE: 3/07/2007 DISC: 3/07/2007				
		HAZMAT FIRE TNG-KEVIN ANDERSON		101 4124-86020-000	TRAINING	276.62
		=== VENDOR TOTALS ===	276.62			
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01-00892		BEARCOM				
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I-925062		INSTALL 800 MGHZ RADIOS	2,998.16			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		INSTALL 800 MGHZ RADIOS		101 20200-000	ACCOUNTS PAYABLE	2,998.16
		=== VENDOR TOTALS ===	2,998.16			

PACKET: 00077 Regular Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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01-00975	BOYER TRUCKS INC					
I-200703060396		PARTS FOR TRUCK	24.61			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		PARTS FOR TRUCK		101 4132-87000-000	REPAIR EQUIPMENT	24.61
=== VENDOR TOTALS ===			24.61			
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01-03123	CINTAS CORPORATION #470					
I-470610150		RUG SVC 2/12/07	25.65			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		RUG SVC 2/12/07		101 4131-87010-000	CITY HALL MAINTENANCE	25.65
I-470613828		RUG SVC 2/19/07	25.65			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		RUG SVC 2/19/07		101 4131-87010-000	CITY HALL MAINTENANCE	25.65
I-470617612		RUG SVC 2/26/07	25.65			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		RUG SVC 2/26/07		101 4131-87010-000	CITY HALL MAINTENANCE	25.65
I-470621351		RUG SVC 3/5/07	25.65			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		RUG SVC 3/5/07		101 4131-87010-000	CITY HALL MAINTENANCE	25.65
=== VENDOR TOTALS ===			102.60			
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01-03181	CITY OF NEW BRIGHTON					
I-FEB 23, 2006		HAZMAT TEAM PROG EXP	855.17			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		HAZMAT TEAM PROG EXP		101 4124-70100-000	SUPPLIES	855.17
=== VENDOR TOTALS ===			855.17			
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01-03121	CITY OF ST PAUL					
I-98306		FUEL JAN/07	134.70			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		FUEL JAN/07		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	134.70
=== VENDOR TOTALS ===			134.70			

PACKET: 00077 Regular Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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01-05090	DEEP ROCK WATER COMPANY					
I-6027749		H2O & COOLER RENT	26.93			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		H2O & COOLER RENT		101 4131-85040-000	WATER	26.93
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I-6027750		H2O & COOLER RENT	26.93			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		H2O & COOLER RENT		101 4124-89000-000	MISCELLANEOUS	26.93
=== VENDOR TOTALS ===			53.86			
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01-04027	EMERGENCY APPARATUS MAINT					
I-29213		752 REPAIR DOME LIGHT	410.54			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		752 REPAIR DOME LIGHT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	410.54
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I-29338		757 REPAIR TANK FILL STEM	1,003.63			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		757 REPAIR TANK FILL STEM		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,003.63
=== VENDOR TOTALS ===			1,414.17			
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01-05117	GREATER METROPOLITAN					
I-200703060400		07 HOUSING RESOURCE CTR	5,000.00			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		07 HOUSING RESOURCE CTR		101 4111-86500-000	COOPERATIVE SERVICE	5,000.00
=== VENDOR TOTALS ===			5,000.00			
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01-05248	HENN TECH COLLEGE					
I-126213		HAZMAT REFRESHER-ANDERSON	300.00			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		HAZMAT REFRESHER-ANDERSON		101 4124-86020-000	TRAINING	300.00
=== VENDOR TOTALS ===			300.00			
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01-05154	HEWLETT PACKARD					
I-41831999		HP - LCD MONITOR	292.88			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		HP - LCD MONITOR		401 4401-90100-000	FURNITURE & EQUIPMENT	292.88
=== VENDOR TOTALS ===			292.88			

PACKET: 00077 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----  
POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #  
DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION  
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01-05153 HOME DEPOT CRC/GECF

I-3107455 WOOD/GLUE/FINISH NAILS 11.77  
3/06/2007 APBNK DUE: 3/06/2007 DISC: 3/06/2007  
WOOD/GLUE/FINISH NAILS 101 4141-70100-000 SUPPLIES 11.77  
=== VENDOR TOTALS === 11.77

01-07276 HUGHES & COSTELLO

I-200703060395 MARCH/06 PROSECUTIONS 2,922.13  
3/05/2007 APBNK DUE: 3/05/2007 DISC: 3/05/2007  
MARCH/06 PROSECUTIONS 101 4123-80200-000 LEGAL FEES 2,922.13  
=== VENDOR TOTALS === 2,922.13

01-05190 HYDRAULIC SPECIALTY CO

I-25626 PART: MOTOR DH50 1 KEY A-2 101.58  
3/06/2007 APBNK DUE: 3/06/2007 DISC: 3/06/2007  
PART: MOTOR DH50 1 KEY A-2 101 4132-87000-000 REPAIR EQUIPMENT 101.58  
=== VENDOR TOTALS === 101.58

01-05052 JOHNSON-POWERS,DAN

I-200703060393 CERT FIRE TRAINING 24.00  
3/05/2007 APBNK DUE: 3/05/2007 DISC: 3/05/2007  
CERT FIRE TRAINING 211 4211-80330-000 POLICE AND FIRE INSTRUCT 24.00  
=== VENDOR TOTALS === 24.00

01-05054 DEBORAH JONES

I-200703060398 REIMB: MILEAGE AND NOTARY STM 43.40  
3/06/2007 APBNK DUE: 3/06/2007 DISC: 3/06/2007  
REIMB: MILEAGE/PARKING EXP 101 4117-86010-000 MILEAGE 12.00  
REIMB: NOTARY STAMP 101 4112-70100-000 SUPPLIES 31.40  
=== VENDOR TOTALS === 43.40

01-03255 KEEPRS, INC./CY'S UNIFORMS

I-65168 UNIFORM: FIRE FIGHTER 98.47  
3/05/2007 APBNK DUE: 3/05/2007 DISC: 3/05/2007  
UNIFORM: FIRE FIGHTER 101 4124-77000-000 CLOTHING 98.47  
=== VENDOR TOTALS === 98.47



PACKET: 00077 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
=====						
01-05500		LEAGUE OF MINNESOTA HUMAN RIGH				
I-200703060392		2007 MEMBERSHIP	55.00			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		2007 MEMBERSHIP		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	55.00
=== VENDOR TOTALS ===			55.00			

=====						
01-05450		LEAGUE MN CITIES INS TRST				
I-24498		07 INSURANCE - CITY PROPERTY	38,211.00			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		07 FIRE VEHICLES-LIAB&PHYSICAL		101 4124-88000-000	INSURANCE & BONDS	9,965.00
		07 OTHER VEHICLES-LIAB&PHYS		101 4132-88000-000	INSURANCE & BONDS	754.00
		07 GENERAL LIABILITY		101 4112-88000-000	INSURANCE & BONDS	13,757.00
		07 FIRE BLDG/CONTENTS		101 4124-88000-000	INSURANCE & BONDS	1,212.00
		07 CITY HALL BLDG/CONTENTS		101 4131-88000-000	INSURANCE & BONDS	1,212.00
		07 PARKS BLDG/CONTENTS		101 4141-88000-000	INSURANCE & BONDS	5,698.00
		07 PAVILLION		101 4131-88000-000	INSURANCE & BONDS	587.00
		07 GROVE PLAYGROUND EQUIP		101 4141-88000-000	INSURANCE & BONDS	394.00
		07 STREET LIGHTS		101 4132-88000-000	INSURANCE & BONDS	2,063.00
		07 GAZEBO - CURTISS FIELD		101 4141-88000-000	INSURANCE & BONDS	272.00
		07 MOBILE PROPERTY		101 4131-88000-000	INSURANCE & BONDS	1,476.00
		07 EMPLOYEE HONESTY BOND		101 4112-88000-000	INSURANCE & BONDS	361.00
		07 COMM PARK PLAYGROUND EQUIP		101 4141-88000-000	INSURANCE & BONDS	325.00
		07 CURTISS FIELD PLAYGROUND		101 4141-88000-000	INSURANCE & BONDS	135.00
=====						
I-24499		07 EXCESS LIABILITY	3,880.00			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		07 EXCESS LIABILITY		101 4112-88000-000	INSURANCE & BONDS	3,880.00
=====						
I-24500		07 OPEN MEETING LAW	413.00			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		07 OPEN MEETING LAW		101 4111-88000-000	INSURANCE & BONDS	413.00
=== VENDOR TOTALS ===			42,504.00			

=====						
01-07272		LILLIE SUBURBAN NEWSPAPER				
I-200703060394		SANITARY SEWER ASSMT NOTICE	69.36			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		SANITARY SEWER ASSMT NOTICE		101 4111-70410-000	LEGAL NOTICES	69.36
=== VENDOR TOTALS ===			69.36			

PACKET: 00077 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
=====						
01-05440	LOFFLER COMPANIES, INC					
I-44459A		BLACK TONER FOR COPIER	20.81			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		BLACK TONER FOR COPIER		101 4112-70100-000	SUPPLIES	20.81
=== VENDOR TOTALS ===			20.81			
=====						
01-05570	MAINTENANCE ENGINEERING LTD					
I-2461390		LED EXIT KIT/70W BULBS	465.28			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		LED EXIT KIT/70W BULBS		101 4132-87120-000	STREET LIGHT MAINTENANCE	465.28
=== VENDOR TOTALS ===			465.28			
=====						
01-05628	MID-MINNESOTA WIRE					
I-700143-2		HANGERS FOR STORAGE RACKS	289.68			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		HANGERS FOR STORAGE RACKS		402 4402-91000-000	MACHINERY & EQUIPMENT	289.68
=== VENDOR TOTALS ===			289.68			
=====						
01-05821	MUSKA ELECTRIC					
I-74678		TROUBLESHOOT METER SOCKET	94.30			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		TROUBLESHOOT METER SOCKET		101 4141-87120-000	REPAIRS & MAINTENANCE	94.30
=== VENDOR TOTALS ===			94.30			
=====						
01-05982	NEP CORPORATION					
I-061276		WELD SUPPLY - B-PAD/FIBER DIS	75.30			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		WELD SUPPLY - B-PAD/FIBER DIS		101 4131-70110-000	SUPPLIES	75.30
=== VENDOR TOTALS ===			75.30			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-044		CELL PHONE FEB/07	239.79			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		CELL PHONE FEB/07		101 4121-85015-000	CELL PHONE	69.54
		CELL PHONE FEB/07		101 4131-85015-000	CELL PHONE	11.96
		CELL PHONE FEB/07		101 4141-85015-000	CELL PHONE	31.18
		CELL PHONE FEB/07		101 4132-85015-000	CELL PHONE	7.20
		CELL PHONE FEB/07		601 4601-85015-000	CELL PHONE	59.95
		CELL PHONE FEB/07		602 4602-85015-000	CELL PHONES	59.96
=== VENDOR TOTALS ===			239.79			

PACKET: 00077 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
=====							
01-06024		ON SITE SANITATION					
-----							
I-258964		PORTABLE TOILET-ICE RINK SCHO	42.22				
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007					
		PORTABLE TOILET-ICE RINK SCHO		601 4601-70100-000	SUPPLIES		42.22
=== VENDOR TOTALS ===			42.22				

=====							
01-06053		OREILLY AUTO PARTS					
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I-555405		AUTO PARTS-OIL/FILTERS/LIFTS	528.21				
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007					
		MOTOR OIL, FILTER, OIL STICKER		101 4132-74000-000	MOTOR FUEL & LUBRICANTS		72.18
		FILTER		601 4601-70100-000	SUPPLIES		7.08
		LIFT/STANDS		101 4132-70120-000	SUPPLIES		192.59
		AIR FILTERS (F-350 & F-250)		101 4132-70120-000	SUPPLIES		45.09
		OIL FILTER / FUEL FILTER		101 4141-70100-000	SUPPLIES		13.45
		MINI LAMPS		101 4132-70120-000	SUPPLIES		10.27
		ANTI-FREEZE		101 4132-70120-000	SUPPLIES		38.48
		TRACTOR LT		101 4141-87120-000	REPAIRS & MAINTENANCE		23.97
		PROMO KIT		101 4141-70100-000	SUPPLIES		16.04
		OIL FILTER/MOTOR OIL/ TESTER		101 4131-70110-000	SUPPLIES		39.56
		OIL FILTER - JACOBSEN		101 4132-70120-000	SUPPLIES		11.86
		SHOP CREEPER		101 4131-70110-000	SUPPLIES		32.09
		BRAKE CLEANER/CARB CLEANER		101 4131-70110-000	SUPPLIES		25.55
=== VENDOR TOTALS ===			528.21				

=====							
01-06115		TIMOTHY PITTMAN					
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I-200703060399		MILEAGE FEB/07	113.98				
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007					
		MILEAGE FEB/07		101 4141-74000-000	MOTOR FUEL & LUBRICANTS		83.91
		MILEAGE FEB/07		601 4601-74000-000	MOTOR FUEL & LUBRICANTS		30.07
=== VENDOR TOTALS ===			113.98				

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01-06945		QWEST					
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I-200703060401		LANDLINE FEB-MAR/07	111.03				
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007					
		LANDLINE FEB-MAR/07		101 4141-85011-000	TELEPHONE - LANDLINE		111.03
=== VENDOR TOTALS ===			111.03				

PACKET: 00077 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
=====						
01-06184		RAMSEY COUNTY - 911 DISPATCH				
I-375		911 DISPATCH SVC - FEB/07	958.67			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		911 DISPATCH SVC - FEB/07		101 4121-86700-000	EMERGENCY DISPATCH SVCS-	179.75
		911 DISPATCH SVC - FEB/07		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	778.92
		=== VENDOR TOTALS ===	958.67			

=====						
01-06386		S & S TREE SPECIALISTS IN				
I-8348		PRUNE TREES - NE QUADRANT	10,700.00			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		PRUNE TREES - NE QUADRANT		419 4419-92000-000	OTHER IMPROVEMENTS	10,700.00
		=== VENDOR TOTALS ===	10,700.00			

=====						
01-06415		SCHARBER & SONS				
I-372134		JD PARTS-SNOWBLOWER ASSEMBLY	254.32			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		JD PARTS-SNOWBLOWER ASSEMBLY		101 4132-87000-000	REPAIR EQUIPMENT	254.32
		=== VENDOR TOTALS ===	254.32			

=====						
01-07228		CITY OF ST ANTHONY				
I-1744		MARCH/07 POLICE SVCS	43,291.66			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		MARCH/07 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	43,291.66
		=== VENDOR TOTALS ===	43,291.66			

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01-06535		SUPERAMERICA				
I-100159		45 GALLONS - DEISEL	105.62			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		45 GALLONS - DEISEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	105.62
		=== VENDOR TOTALS ===	105.62			

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01-00898		US BANK TRUST NATL ASSOC				
I-1857392		BOND FEES FUND 316	862.50			
3/06/2007	APBNK	DUE: 3/06/2007 DISC: 3/06/2007				
		BOND FEES 96 TIF BOND		316 4316-94900-000	BOND FEES	431.25
		BOND FEES 99 ST BOND		317 4317-94900-000	BOND FEES	431.25
		=== VENDOR TOTALS ===	862.50			

PACKET: 00077 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
=====						
01-07901		WASTE MANAGEMENT-BLAINE				
-----						
I-3403667		MARCH/07 RECYCLING COMMERCIAL	596.40			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		MARCH/07 RECYCLING COMMERCIAL		206 4206-82030-000	RECYCLING CONTRACTS	596.40
-----						
I-3408210		MARCH/07 RECYCLING RESIDENTIAL	1,996.40			
3/07/2007	APBNK	DUE: 3/07/2007 DISC: 3/07/2007				
		MARCH/07 RECYCLING RESIDENTIAL		206 4206-82030-000	RECYCLING CONTRACTS	1,996.40
=== VENDOR TOTALS ===			2,592.80			
=====						
01-05870		XCEL ENERGY				
-----						
I-200703060391		ELECTRIC/GAS FEB/07	3,360.79			
3/05/2007	APBNK	DUE: 3/05/2007 DISC: 3/05/2007				
		FIRE & CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	7.21
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	27.21
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	8.50
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	16.36
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	33.90
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	35.14
		GAS		101 4131-85030-000	NATURAL GAS	1,385.20
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	23.95
		ELECTRIC - COMM PARK		101 4141-85020-000	ELECTRIC/GAS	311.25
		GAS - COMM PARK		101 4141-85030-000	NATURAL GAS	536.10
		ELECTRIC		601 4601-85020-000	ELECTRIC	27.33
		ELECTRIC - CITY HALL		101 4131-85020-000	ELECTRIC	948.64
=== VENDOR TOTALS ===			3,360.79			
=== PACKET TOTALS ===			121,809.66			

PERA Manual CK 71305 \$ 2,164.24

03/07/2007

Packet Total \$ 123,973.90

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0012	KUETTEL, LAURA A	R	2/26/2007	277.05	071246
0014	TALBOT JR, RICHARD P	R	2/26/2007	7.05	071247
1136	OLSON, ROLAND O	R	2/26/2007	1,408.20	071248
1035	AUGER SR, JOSEPH J	R	2/26/2007	253.02	071249
0034	KURHAJETZ, CLEMENT	R	2/26/2007	342.60	071250
0040	ANDERSON, KEVIN	R	2/26/2007	10.03	071251
0074	ALLEN, MARK J	R	2/26/2007	184.70	071252
0095	POESCHL, MICHAEL J	R	2/26/2007	92.35	071253
0097	GAFFNEY, PATRICK	R	2/26/2007	92.35	071254
0098	REZNY, BRADLEY J	R	2/26/2007	91.35	071255
1030	PITTMAN, TIMOTHY J	R	2/26/2007	1,350.28	071256
1033	TRETSVEN, DAVE	R	2/26/2007	1,209.95	071257
2006	WICKHEM, DAMON J	R	2/26/2007	195.95	071258
2068	PIDANY, WILLIAM	R	2/26/2007	59.10	071259
2015	COYNE, KEVIN M	R	2/26/2007	257.92	071260
2046	ROTHMAN, ANDREA L	R	2/26/2007	91.35	071261
2130	MURPHY, MEGHAN K	R	2/26/2007	195.32	071262
2134	PITLIK, MATTHEW C	R	2/26/2007	138.52	071263

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\* PAY PERIOD ENDING 2/28/2007

EMP #	NAME	AMOUNT
01-0006	SUSAN GEHRZ	5.57
01-0013	PETER C LINDSTROM	277.05
01-0016	PAMELA M HARRIS	277.05
01-1002	JUSTIN J MILLER	2,147.33
01-1008	STACEY T KREUSER	1,219.73
01-1009	MELANIE M LEEHY	452.05
01-1141	MICHAEL C YARD	360.92
01-1038	DEBORAH K JONES	1,412.47
01-1030	TIMOTHY J PITTMAN	300.00
01-1143	COLIN B CALLAHAN	1,033.50
01-1016	LISA A ABERNATHY	1,161.98

TOTAL PRINTED: 11 8,647.65

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

REGULAR CHECKS:	18	6,257.09
DIRECT DEPOSIT REGULAR CHECKS:	11	8,647.65
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	29	14,904.74

**ITEM:**                   **2007 Licenses**

**SUBMITTED BY:** **Melanie Leehy, Office Assistant**

**EXPLANATION:**

The following business has completed applications for 2007 home occupation license renewals:

- Mercer-Taylor Law, LLC





**ITEM:**                   **Amendments to Capitol City Regional Firefighters Association Bylaws**

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

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

**EXPLANATION:**

The City of Falcon Heights is a member of the Capitol City Regional Firefighters Association. The stated purpose of this group is “to help maintain a united and cooperative communication among firefighters, their respective departments and communities.” Periodically, the association amends their bylaws, which requires approval by the member communities.

At their February 7<sup>th</sup> meeting, the Mutual Aid Association, a separate but similar association, was consolidated into the Capitol City Regional Firefighters Association. Our involvement in mutual aid responses, as well as our ability to receive mutual aid, remains the same. The only difference at this time is the name change.

**REQUESTED ACTION:**

Staff recommends that the Falcon Heights City Council approve the attached “Bylaws of the Capitol City Regional Firefighters Association” as amended on February 2, 2007.



# CAPITOL CITY REGIONAL FIREFIGHTER'S ASSOCIATION

February 22<sup>nd</sup>, 2007

To: Capitol City Regional Firefighter's Association Members

From: Tony Bronk – Secretary, Capitol City Region

Re: Bylaws, Mutual Aid Agreement

Dear Members,

Enclosed in this packet you will find a copy of the newly revised bylaws of the Capitol City Regional Firefighter's Association as adopted on February 7<sup>th</sup>, 2007. The Mutual Aid Association was consolidated into the Capitol City Regional Firefighter's Association at this meeting. With that taking place and the fact that the old mutual aid agreements expired on January 1<sup>st</sup> of 2007.

I have enclosed a new copy of the agreement that will need to be signed by your city's appropriate personnel. The agreement is entirely the same as the agreement that was on file prior to the consolidation of the Mutual Aid Association. The only change done to the agreement was the name at the top of the pages.

I have also attached a copy of page 3 of this agreement for the purpose of obtaining the signatures needed to execute the agreement. I ask that once you have the signatures needed, you promptly mail that sheet back to me no later than May 9<sup>th</sup>, 2007.

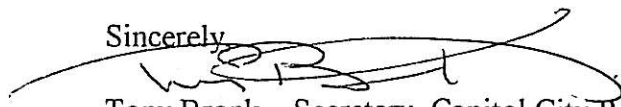
The effective dates of the agreement and the dates of the adopted fee schedule are not changed, simply being, after legal review and departments review, this was the language adopted at said time, and hence has been in place ever since.

As a reminder all dates and locations of the Regional meeting are posted on [www.msfd.org](http://www.msfd.org) or [www.msfa.org](http://www.msfa.org) I ask that you and your department attend these meeting to have a clear vision of what is taking place in the fire service in the State of Minnesota.

In Closing I remind everyone that the delegates for the Secretary and VP position of the MSFDA will be at our May 9<sup>th</sup> meeting in Stillwater to take any of your questions prior to the June Conference.

If you have any questions regarding the Association or the information I have enclosed in this packet, please contact me. [tony.bronk@mn.ngb.army.mil](mailto:tony.bronk@mn.ngb.army.mil) or 651-208-9309

Sincerely,



Tony Bronk – Secretary, Capitol City Regional Firefighter's Association

BYLAWS OF THE  
**Capitol City Regional Firefighters' Association**  
As Amended 02/07/2007

**ARTICLE 1 – NAME**

1A. This Association shall be known as the  
"Capitol City Regional Firefighters' Association."

**ARTICLE 2 – PURPOSE**

2A. The purpose of the Association shall be to help maintain a united and cooperative communication among firefighters, their respective departments and communities. In addition to providing organization for mutual aid to other member departments as defined in paragraph 1 of Capital City Reciprocal Fire Service Agreement.

**ARTICLE 3 – MEMBERSHIP**

3A. The Association shall be composed of member fire departments from within the counties of Anoka, Dakota, Ramsey, and Washington; and such other fire departments as the Association may elect to include. Member departments must meet the requirement in Minnesota State Statute 69.011, Subdivision IV A-G entitled "Qualifications for State Aid".

3B. Applications for membership shall be submitted on department letterhead, to the Secretary, requesting membership in the Association.

3C. Applications for membership shall be voted on at a regular or special meeting. Approval shall require an affirmative vote by a simple majority of the members present.

3D. Any active or retired member of a fire department in good standing with this Association shall be eligible to become an officer or delegate and attend meetings.

3E. Each of the member departments of the Association shall be entitled to not more than one vote. Any member department can request a roll call vote prior to, or immediately after, a voice vote.

**5F.** The Vice shall be paid an annual amount of \$100 per year. The President and Treasurer shall be paid a meeting expense of \$50.00. The Secretary shall be paid a meeting expense amount of \$100.00. Said amounts can be changed by the members at any regular meeting by a majority vote.

**5G.** The board of the Association shall be empowered to make payments on bills, expenses, and purchases under \$500.00 for the Association without membership approval.

**5H.** The Association will also purchase an appropriate bond for treasurer in addition to Officers & Directors Liability coverage for the officers of the Association.

## **ARTICLE 6 – MEETINGS**

**6A.** Regular meetings shall be held at 7:30 PM on the second Wednesday of January, March, May, and September, and at the call of the President. Meetings shall be hosted by member departments in alphabetical order. The annual meeting shall be the January meeting.

**6B.** Special meetings may be called when ten or more member departments in good standing make a request in writing to the Secretary of the Association.

**6C.** A simple majority of member departments shall constitute a quorum.

**6D.** Order of Business

1. President - Call meeting to order
2. Roll Call
3. Introduction of Speakers or Visitors
4. Reading of Minutes of the last meeting and approval of same
5. Treasurer's Report
6. Bills and Communications
7. Reports of Committees/Regional Representatives
8. Mutual Aid
9. Unfinished Business
10. New Business (Election of Officers - Annual Meeting)
11. Reminder of next place of meeting
12. Announcements (Activities of Member Departments)
13. Adjournment

**6E.** Meetings shall be conducted under Roberts Rules of Order.

## ARTICLE 9 - AMENDMENTS

9A. The bylaws of the Capitol City Regional Firefighters' Association may be amended as follows: Amendments must be submitted in writing at any regular or special meeting, and at the next meeting shall be voted on. A two-thirds majority vote of member departments shall be necessary to adopt each amendment.

### Revision History:

September 10, 1996

September 10, 2003 – Constitution deleted and incorporated into bylaws,  
Regrouping of Articles in bylaws

February 7<sup>th</sup>, 2007 – Revised bylaws to reflect the combining of the Capitol City  
Regional Mutual aid and the Capitol City Region

# CAPITOL CITY REGIONAL FIREFIGHTER'S ASSOCIATION FIRE SERVICE AGREEMENT

## RECIPROCAL FIRE SERVICE AGREEMENT

This agreement is made pursuant to Minnesota Statutes 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

1. "Party" means a political subdivision.
2. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means Fire/Rescue and/or emergency medical services personnel and equipment.

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### **1. Request for assistance.**

Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.

### **2. Response to request.**

Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.

### **3. Recall of Assistance.**

The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

### **4. Command of Scene.**

The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

# CAPITOL CITY REGIONAL FIREFIGHTER'S ASSOCIATION FIRE SERVICE AGREEMENT

## **5. Workers' compensation**

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

## **6. Damage to equipment**

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

## **7. Liability**

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.



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## 8. Charges to the Requesting Party

Subd. 1 No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 12 hours. If assistance provided under this agreement continues for more than 12 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 12 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Subd. 2 Such charges are not contingent upon the availability of federal or state government funds.

## 9. Duration

This agreement will be in force from the date of execution until any party withdraws from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

## 10. Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated. Each party to this agreement shall maintain a copy of an executed copy of this agreement. Such copy shall be provided by the Secretary of the Capitol City Regional Firefighter's Association within thirty (30) days of the agreement and execution by the President and Secretary of the Capitol City Regional Firefighter's Association.

IN WITNESS WHEREOF, the undersigned, on behalf of their political subdivision or their fire department corporation has executed this agreement pursuant to authorization by the City Council of the City of \_\_\_\_\_, or the governing body of the \_\_\_\_\_ Fire Department, Inc. on this date of \_\_\_\_\_

City of Fallon Heights

by \_\_\_\_\_, its Mayor

by \_\_\_\_\_, its City Manager or Clerk

Fire Department of \_\_\_\_\_

by \_\_\_\_\_, its Fire Chief

by \_\_\_\_\_, its Secretary

