

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

AGENDA
October 10, 2007

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GEHRZ ____ KUETTEL ____ HARRIS ____
 LINDSTROM ____ TALBOT ____
 MILLER ____ KREUSER ____
- C. PRESENTATION:
- D. APPROVAL OF MINUTES: September 26, 2007 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General disbursements through 10/4/07: \$104,651.97
 - Payroll through 9/26/07: \$15,341.85 **TAB 2**
 - 2. Resolution authorizing SCORE Grant application **TAB 3**
 - 3. Approval of election judges for November 6 **TAB 4**
 - 4. Approval of donation of documents to Ramsey County Historical Society **TAB 5**
 - 5. 2007 License **TAB 6**
- G. POLICY AGENDA:
 - 1. Proclamation of October 15 as University of Minnesota Equine Center Day **TAB 7**
 - 2. Establishment of a Flexible Spending Account Plan for City Employees **TAB 8**
- H. COMMUNITY FORUM:
- I. INFORMATION/ANNOUNCEMENTS:
- J. ADJOURN

Regular Meeting of the City Council September 26, 2007

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

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

The minutes of the September 12, 2007 regular meeting were approved as submitted. Kreuser pointed out updated copies of the minutes were handed out before the meeting began.

Public Hearing:

Administrator Miller began the item by stating the hearing was a continuation from the previous meeting due to an increased bonding amount of \$8,140,000. He said this would translate to roughly \$40,700 to the City of Falcon Heights and stated there was no risk to the City.

Mayor Gehrz opened the continued public hearing.

Michele Garcia Straight, the Executive Director of Kaleidoscope Charter School, commented the school was doing very well in it's annual testing and had won finance awards for money management. She added the school was ability-based and prided itself on small class sizes and professional development for staff. She said there are waiting lists to be accepted to the school, which is K-8, so there is need for a new building. There are 245 students currently.

Council member Lindstrom asked what the school is using for their building now. Garcia Straight replied they leased space with a modular building, and have expanded that structure as much as they could. They have a desperate need for a permanent building.

Mayor Gehrz asked if the school would lease or own the new school. Garcia Straight responded the new building would be owned and maintained by the building company, and the school would hold a long-term lease.

John Cairns, of Briggs and Morgan, thanked the council for their willingness to issue bonds. He added the school would have a 30-year lease to fund the debt service.

Council member Talbot asked if the City held risk in the ability to issue more bonds in the future. Cairns replied this is a different kind of bond, but there would be no economic exposure with this bond.

Mayor Gehrz asked about the relationship between Falcon Heights and Otsego, where the school is to be built. Miller replied Otsego would go through their own building process, permitting, applications, etc. Initially there was thought of a joint powers agreement, however a JPA required some action that was not required in this instance. He added that Briggs and Morgan would be liable for fees in the occurrence of a default, and Falcon Heights was safe.

Mayor Gehrz closed the public hearing. The JPA reference was omitted from the resolution. Council member Talbot moved to approve the issuance of tax-exempt financing for Kaleidoscope Charter School. The motion passed unanimously.

Consent Agenda:

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

1. General Disbursements through 9/19/07: \$77,289.95
Payroll through 9/15/07: \$15,781.40

2. 2007 Licenses
3. Electronic Wire and Telephone Transfer Payments for Payroll Deduction Payables

Information/Announcements:

Council member Lindstrom handed out an article written by Jim Kielsmeier from the *Garden Works* newsletter. A photograph of the garden accompanied the article. He added the gardener's potluck was a success with 15-20 people in attendance.

Council member Talbot stated the North Suburban Communications Commission meeting and workshop for envisioning would be held, and he would report to the council.

Mayor Gehrz announced the grand opening and ribbon-cutting ceremony at Central Pediatrics on Sept. 27 at 6:30. All are welcome to attend, get a tour of the building, and meet the doctors. Next she thanked Falcon Heights residents for the hard work at the Citizen Corp Conference. She especially was grateful to Kris Grangaard and family for their long hours and great work planning the conference, held Sept 14-15 at the U.

Administrator Miller said the U of M cross-country meet would be held in Falcon Heights at the golf course over the weekend.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

CONSENT F1
10/10/07

ITEM: **General disbursements and payroll**

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

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

EXPLANATION:

General Disbursements through 10/4/07: \$104,651.97

Payroll through 9/26/07: \$15,341.85

ATTACHMENTS:

General disbursements, payroll

ACTION REQUESTED:

Approval

PACKET: 00132 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
=====						
01-00104		10,000 LAKES CHAPTER OF ICC				
I-200710020753		MN BLDG OFFICIALS '07 SEMINAR	175.00			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		MN BLDG OFFICIALS '07 SEMINAR		101 4117-86100-000	CONFERENCES/EDUCATION/AS	175.00
		=== VENDOR TOTALS ===	175.00			
=====						
01-00800		ALLIED WASTE SERVICES				
I-762900		OCT/07 WASTE REMOVAL	194.16			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		OCT/07 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	194.16
		=== VENDOR TOTALS ===	194.16			
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-M351436		LINEN CLEANING 9/25	32.37			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		LINEN CLEANING 9/25		101 4124-82010-000	CLEANING & WASTE REMOVAL	32.37
		=== VENDOR TOTALS ===	32.37			
=====						
01-00102		MAUREEN ANDERSON				
I-200710020745		REIMB: DVDS FOR RECORDING	14.91			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		REIMB: DVDS FOR RECORDING		101 4116-85050-000	CABLE TV	14.91
		=== VENDOR TOTALS ===	14.91			
=====						
01-00295		AVR, INC				
I-91836		CONCRETE - CLEVELAND PROJECT	910.38			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		CONCRETE - CLEVELAND PROJECT		412 4412-92005-000	CLEVELAND IMPROVEMENTS	910.38
		=== VENDOR TOTALS ===	910.38			
=====						
01-00892		BEARCOM				
I-3697777		2 NEW PAGERS	1,019.16			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		2 NEW PAGERS		402 4402-91000-000	MACHINERY & EQUIPMENT	1,019.16
		=== VENDOR TOTALS ===	1,019.16			

PACKET: 00132 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-470726412		RUG SERVICE	26.29			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		RUG SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	26.29
		=== VENDOR TOTALS ===	26.29			

01-03121	CITY OF ST PAUL					
I-101265		FUEL AUG/07 - PW	502.55			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		FUEL AUG/07 - PW		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	502.55
I-101379		FUEL AUG/07 - FIRE DEPT	101.86			
10/03/2007	APBNK	DUE: 10/03/2007 DISC: 10/03/2007				
		FUEL AUG/07 - FIRE DEPT		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	101.86
		=== VENDOR TOTALS ===	604.41			

01-03530	DATA FLOW					
I-43918		W-2 FORMS	95.53			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		W-2 FORMS		101 4113-70100-000	SUPPLIES	95.53
		=== VENDOR TOTALS ===	95.53			

01-05090	DEEP ROCK WATER COMPANY					
I-6233512		H2O & COOLER RENTAL	109.09			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		H2O & COOLER RENTAL		101 4131-70110-000	SUPPLIES	109.09
		=== VENDOR TOTALS ===	109.09			

01-03300	DISCOUNT STEEL, INC					
I-1423661		STEEL & TUBING	124.74			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		STEEL & TUBING		101 4132-70120-000	SUPPLIES	124.74
		=== VENDOR TOTALS ===	124.74			

PACKET: 00132 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
=====						
01-04061		FALCON HEIGHTS FIRE RELIEF				
I-200710020749		STATE FIRE AID	47,687.00			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		STATE FIRE AID		101 4125-64040-000	FIRE RELIEF AID	47,687.00
		=== VENDOR TOTALS ===	47,687.00			
=====						
01-04084		FIRE EQUIPMENT SPECIALTIES				
I-5282		MID-RANGE NOZZLE, TUBING	831.66			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		MID-RANGE NOZZLE, TUBING		402 4402-91000-000	MACHINERY & EQUIPMENT	831.66
		=== VENDOR TOTALS ===	831.66			
=====						
01-05026		FOREMOST FIRE PROMOTIONS				
I-6495		FIRE HATS, LAPEL PINS	163.67			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		FIRE HATS, LAPEL PINS		101 4124-70100-000	SUPPLIES	163.67
		=== VENDOR TOTALS ===	163.67			
=====						
01-05121		GFOA				
I-200710020738		GAAP UPDATE CONF	125.00			
10/02/2007	APBNK	MANUAL CK# 072236 10/01/2007				
		GAAP UPDATE CONF		101 4113-86100-000	CONFERENCES/EDUCATION/AS	125.00
		=== VENDOR TOTALS ===	125.00			
=====						
01-05166		GRAINGER, W. W., INC.				
I-9458660025		LIGHT BULBS	5.01			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		LIGHT BULBS		101 4131-70110-000	SUPPLIES	5.01
I-9458660033		SUPPLIES	6.81			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		SUPPLIES		101 4131-70110-000	SUPPLIES	6.81
I-9458660041		CARPET SHAMPOO	34.31			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		CARPET SHAMPOO		101 4131-70110-000	SUPPLIES	34.31
		=== VENDOR TOTALS ===	46.13			

PACKET: 00132 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

01-05244	HENNEPIN TECH COLLEGE					
I-137036		TUITION-1ST RESPONDER-EISCHEN	594.18			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		TUITION-1ST RESPONDER-EISCHEN		101 4124-86020-000	TRAINING	594.18
=== VENDOR TOTALS ===			594.18			

01-05046	HRABE, BRIDGET					
I-200710020750		REFUND: TAE KWON DO CANCELED	40.00			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		REFUND: TAE KWON DO CANCELED		201 34340-000	NON-RESIDENT FEE	40.00
=== VENDOR TOTALS ===			40.00			

01-05409	STACEY KREUSER					
I-200710020748		REIMB: MILEAGE ELECTIONS	14.55			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		REIMB: MILEAGE ELECTIONS		101 4115-86010-000	MILEAGE	14.55
=== VENDOR TOTALS ===			14.55			

01-05404	KURHAJETZ, CLEM					
I-200710020741		3RD QTR FIRE HALL CLEAN/CORD	418.20			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		3RD QTR FIRE HALL CLEANING		101 4124-82010-000	CLEANING & WASTE REMOVAL	325.00
		REIMB:CORD CAPS:EXTENSION CRDS		101 4124-70100-000	SUPPLIES	93.20
=== VENDOR TOTALS ===			418.20			

01-01002	JUSTIN MILLER					
I-200710020747		REIMB: MILEAGE	202.90			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		REIMB: MILEAGE AMEM CONF		101 4112-86100-000	CONFERENCES/EDUCATION/AS	150.35
		REIMB: MILEAGE 3RD QTR		101 4112-86010-000	MILEAGE	52.55
=== VENDOR TOTALS ===			202.90			

01-05742	MINNESOTA CONWAY					
I-362933		RECHARGE FIRE EXTINGUISHER	66.08			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		RECHARGE FIRE EXTINGUISHER		101 4141-70100-000	SUPPLIES	66.08
=== VENDOR TOTALS ===			66.08			

PACKET: 00132 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
=====						
01-05843	MN NCPERS	LIFE INSURANCE				
I-200710020743		OCT/07 INS - DEB	16.00			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		OCT/07 INS - DEB		101 21709-000	OTHER PR WH PAYABLE	15.20
		OCT/07 INS - DEB		206 21709-000	OTHER PR WH PAYABLE	0.80
		=== VENDOR TOTALS ===	16.00			

=====						
01-05828	MOORE	MEDICAL CORP				
I-94892155		MEDICAL GLOVES/STIFNECK COLLA	115.09			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		MEDICAL GLOVES/STIFNECK COLLAR		101 4124-70100-000	SUPPLIES	115.09
		=== VENDOR TOTALS ===	115.09			

=====						
01-05792	MRPA					
I-200710020752		MRPA CONF - LISA	366.00			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		MRPA CONF - LISA		101 4141-86100-000	CONFERENCES/EDUCATION/AS	366.00
		=== VENDOR TOTALS ===	366.00			

=====						
01-07263	NEXTEL	COMMUNICATIONS, INC				
I-051		CELL PHONE SEPT/07	240.16			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		CELL PHONE SEPT/07		101 4121-85015-000	CELL PHONE	69.65
		CELL PHONE SEPT/07		101 4131-85015-000	CELL PHONE	11.98
		CELL PHONE SEPT/07		101 4141-85015-000	CELL PHONE	31.23
		CELL PHONE SEPT/07		101 4132-85015-000	CELL PHONE	7.21
		CELL PHONE SEPT/07		601 4601-85015-000	CELL PHONE	60.05
		CELL PHONE SEPT/07		602 4602-85015-000	CELL PHONES	60.04
		=== VENDOR TOTALS ===	240.16			

=====						
01-06030	OLSON,ROLAND					
I-200710020744		REIMB: MN GFOA CONFERENCE EXP	200.79			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		REIMB: MN GFOA CONFERENCE EXPS		101 4113-86100-000	CONFERENCES/EDUCATION/AS	200.79
		=== VENDOR TOTALS ===	200.79			

PACKET: 00132 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-280999		PORTABLE TOILET - COMM PARK	63.90			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		PORTABLE TOILET - COMM PARK		601 4601-85080-000	PORTABLE TOILET - PARKS	63.90
		=== VENDOR TOTALS ===	63.90			
=====						
01-06090		PAKOY, GENE				

I-200710020739		3RD QTR MECHANICAL INSPECTION	4,027.13			
10/02/2007	APBNK	MANUAL CK# 072237 10/01/2007				
		3RD QTR MECHANICAL INSPECTIONS		101 4117-81220-000	MECHANICAL INSPECTORS	4,027.13
		=== VENDOR TOTALS ===	4,027.13			
=====						
01-06945		QWEST				

I-200710020742		LANDLINE	111.50			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		LANDLINE		101 4141-85011-000	TELEPHONE - LANDLINE	111.50
		=== VENDOR TOTALS ===	111.50			
=====						
01-06185		RAMSEY COUNTY				

I-COMGR-648		RADIO FLEET SUPPORT SEPT/07	85.60			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		RADIO FLEET SUPPORT SEPT/07		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	85.60
		=== VENDOR TOTALS ===	85.60			
=====						
01-06184		RAMSEY COUNTY - 911 DISPATCH				

I-COMGR-633		911 DISPATCH FEE AUG/07	958.67			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		911 DISPATCH FEE AUG/07		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	778.92
		911 DISPATCH FEE AUG/07		101 4121-86700-000	EMERGENCY DISPATCH SVCS-	179.75
		=== VENDOR TOTALS ===	958.67			
=====						
01-06386		S & S TREE SPECIALISTS IN				

I-15614		TREE & STUMP REMOVAL	795.29			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		TREE & STUMP REMOVAL		419 4419-85000-000	TREE REMOVAL	795.29
		=== VENDOR TOTALS ===	795.29			

PACKET: 00132 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
=====						
01-07228	CITY OF ST ANTHONY					
I-1870		OCT/07 POLICE SVCS	29,375.27			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		OCT/07 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	29,375.27
		=== VENDOR TOTALS ===	29,375.27			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-200710020751		H2O & SS	688.72			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		H2O		101 4131-85040-000	WATER	617.76
		SS		101 4131-85070-000	SEWER	13.02
		H2O		101 4141-85040-000	WATER	31.90
		SS		101 4141-85070-000	SEWER	26.04
		=== VENDOR TOTALS ===	688.72			
=====						
01-07250	TRETSVEN, DAVE					
I-200710020746		REIMB: MILEAGE - DROP OFF F25	13.92			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		REIMB: MILEAGE - DROP OFF F250		101 4132-86101-000	MILEAGE	13.92
		=== VENDOR TOTALS ===	13.92			
=====						
01-06930	U.S. POSTMASTER					
I-200710020740		POSTAGE STAMPS	677.80			
10/02/2007	APBNK	MANUAL CK# 072238 10/02/2007				
		POSTAGE STAMPS		101 4112-70500-000	POSTAGE	677.80
		=== VENDOR TOTALS ===	677.80			
=====						
01-07901	WASTE MANAGEMENT-BLAINE					
I-3624511		OCT/07 RESIDENTIAL RECYCLING	1,858.45			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		OCT/07 RESIDENTIAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	1,858.45
I-3632066		OCT/07 COMM RECYCLE	596.40			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		OCT/07 COMM RECYCLE		206 4206-82030-000	RECYCLING CONTRACTS	596.40
		=== VENDOR TOTALS ===	2,454.85			

PACKET: 00132 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
01-05870	XCEL ENERGY					
I-200710020754		ELECTRIC	1,592.24			
10/02/2007	APBNK	DUE: 10/02/2007 DISC: 10/02/2007				
		FIRE & CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	6.86
		ELECTRIC		101 4131-85020-000	ELECTRIC	1,027.56
		GAS		101 4131-85030-000	NATURAL GAS	15.36
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	8.52
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	36.06
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	37.91
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	8.52
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	23.13
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	379.63
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	25.63
		ELECTRIC		601 4601-85020-000	ELECTRIC	23.06
		=== VENDOR TOTALS ===	1,592.24			
		=== PACKET TOTALS ===	95,278.34			

Federal tax deposit	5995.28
State tax deposit	1039.60
PERA ck # 72235	<u>2338.75</u>

PACKET TOTAL: 104,651.97

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0012	KUETTEL, LAURA A	R	9/27/2007	277.05	072213
0014	TALBOT JR, RICHARD P	R	9/27/2007	7.05	072214
1136	OLSON, ROLAND O	R	9/27/2007	733.68	072215
1094	BALDWIN, KATHLEEN A	R	9/27/2007	47.25	072216
1104	PETERSON, MARY P	R	9/27/2007	43.88	072217
1158	GRAHAM, STEVEN R	R	9/27/2007	96.19	072218
1197	GYURCI, VALETTA M	R	9/27/2007	57.38	072219
1198	EVEREST, MARTHA V	R	9/27/2007	99.56	072220
2005	TAPIO, MARYHELEN J	R	9/27/2007	102.94	072221
2024	SEIDEL, JOAN T	R	9/27/2007	42.19	072222
2027	HOWELL, ANDREA K	R	9/27/2007	54.00	072223
2028	ADDICKS JR, MENTOR C	R	9/27/2007	97.88	072224
2033	ZAHARIADES, LILY J	R	9/27/2007	48.94	072225
2141	ADAMS, VALJEANNE R	R	9/27/2007	57.38	072226
2153	KWONG, GARY W	R	9/27/2007	45.56	072227
1035	AUGER SR, JOSEPH J	R	9/27/2007	291.46	072228
0034	KURHAJETZ, CLEMENT	R	9/27/2007	342.60	072229
0074	ALLEN, MARK J	R	9/27/2007	184.70	072230
0095	POESCHL, MICHAEL J	R	9/27/2007	92.35	072231
0097	GAFFNEY, PATRICK	R	9/27/2007	92.35	072232
1030	PITTMAN, TIMOTHY J	R	9/27/2007	1,437.36	072233
1016	ABERNATHY, LISA A	R	9/27/2007	1,205.10	072234

01-0006	SUSAN GEHRZ				5.57
01-0013	PETER C LINDSTROM				192.05
01-0016	PAMELA M HARRIS				277.05
01-1002	JUSTIN J MILLER				2,356.28
01-1008	STACEY T KREUSER				1,279.43
01-1009	MELANIE M LEEHY				507.79
01-1136	ROLAND O OLSON				800.00
01-1141	MICHAEL C YARD				260.43
01-1038	DEBORAH K JONES				1,551.03
01-0040	KEVIN ANDERSON				10.03
01-1030	TIMOTHY J PITTMAN				300.00
01-1033	DAVE TRETSEVEN				1,209.95
01-1143	COLIN B CALLAHAN				1,135.39

TOTAL PRINTED: 12 9,885.00

*** REGISTER TOTALS ***

REGULAR CHECKS:	22	5,456.85
DIRECT DEPOSIT REGULAR CHECKS:	13	9,885.00
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	35	15,341.85

*** NO ERRORS FOUND ***

ITEM: Resolution authorizing SCORE Grant application

SUBMITTED BY: Deb Jones, Planning and Zoning Director

REVIEWED BY: Justin Miller, City Administrator
Roland Olson, Finance Director

EXPLANATION:

Summary: The Council is being asked to authorize the Mayor and Administrator to sign the 2008 SCORE recycling grant contract from Ramsey County and adopt the attached resolution. The grant is in the amount of \$11,841.

The SCORE grant helps offset the cost of providing recycling services to our residents, as well as providing educational materials to residents.

ATTACHMENT:

- Resolution 2007-15

CITY OF FALCON HEIGHTS
RESOLUTION 2007-15

**RESOLUTION AUTHORIZING THE MAYOR AND STAFF TO SIGN THE 2008
RAMSEY COUNTY SCORE GRANT, AND ENTER INTO AN AGREEMENT
WITH RAMSEY COUNTY FOR FUNDING**

WHEREAS, the City of Falcon Heights has a recycling program, which serves the residents of the City; and

WHEREAS, the City utilizes the SCORE funding to offset costs of that program each year; and

WHEREAS, the City Council has determined that participation in this program is beneficial to the residents of Falcon Heights;

NOW, therefore, be it resolved by the City Council of the City of Falcon Heights, Minnesota;

The Mayor and City Administrator are authorized to enter into an agreement with Ramsey County for funding under the 2008 SCORE Grant.

Adopted, unanimously, by the City Council of Falcon Heights on October 10, 2007.

APPROVED: _____

Susan L. Gehrz, Mayor
October 10, 2007

ATTEST: _____

Justin Miller
City Administrator
October 10, 2007

ITEM: **Approval of Election Judges for November 6**

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

EXPLANATION:

Summary: Each year that elections are held, City Councils, by the authority granted to them under Minnesota State Statute 204B.21, Subd. 2, appoint the election judges for their respective municipalities.

This year there are two elections – the municipal election and the school board, on Tuesday, November 6, 2007. There are two precincts in Falcon Heights, Precinct 1 – City Hall and Precinct 2 – Falcon Heights United Church of Christ.

ATTACHMENT:

- Resolution 2007-16 appointing election judges

**RESOLUTION 2007-16
APPOINTMENT OF ELECTION JUDGES
FOR THE NOVEMBER 6, 2007 MUNICIPAL AND SCHOOL BOARD ELECTION**

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Falcon Heights hereby appoints the residents, outlined below, to serve as election judges for the municipal and school board elections to be held on Tuesday, November 6, 2007.

Precinct One

Steve Graham
Steve Taff
Marty Everest
Mary Haverkost
Val Adams
Lily Zaharaides
Joan Seidel
Gary Kwong
Mary McGuire

Precinct Two

Maryhelen Tapio
Andi Howell
Duke Addicks
Lis Christensen
Rice' Davis
Val Gyurci
Mary Peterson
Kathleen Baldwin
Judy Bailey

Adopted, unanimously, by the City Council of Falcon Heights on October 10, 2007.

APPROVED:

Susan L. Gehrz, Mayor

ATTESTED:

Justin Miller, City Administrator

ITEM: **Approval of donation of documents to Ramsey County Historical Society**

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

EXPLANATION:

Staff is in the process of implementing a document retention program where we will be scanning many of our old paper files. The reason for this is twofold: 1) to provide a backup of files in the case of fire, flood, or other damage, and 2) to provide an easier, searchable database of our entire file system. While reviewing which files to scan first, we came across numerous documents of a historical nature that we believe should be preserved. Since we do not have the training or expertise to adequately store these records, staff contacted the Ramsey County Historical Society to see if they would be interested in adding them to their collection.

A few weeks ago, Mollie Spillman, the RCHS Archivist, reviewed these files and found many that they would be interested in. Specifically, the items staff is recommending that we donate include:

- City issued licenses (1951-1967) (plumber's, filling station, beer selling, cigarette selling)
- Building permits (1914-1966)
- City meeting minutes (1958-1968)
- Financial ledgers (1858-1962)
- Fire department records (1951-1962)
- Dog registrations (1958-1985)
- Sewer bonds and coupons (1957)
- Diseased animal register (187-1911)
- Purchase requisitions (1958-1965)
- Rose Township minutes (1859-1950)
- Birth and death records (1908-1953) – by state law, these will be transferred to the Minnesota Historical Society

REQUESTED ACTION:

Staff recommends that the City Council approve the donation of the above referenced documents to the Ramsey County Historical Society.

CONSENT F5
10/10/07

ITEM: 2007 Licenses

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

EXPLANATION:

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

- GV Heating and Air

ITEM: **Proclamation of October 15 as University of Minnesota Equine Center Day**

SUBMITTED BY: **Sue Gehrz, Mayor**

Explanation:

The University of Minnesota has asked surrounding communities to proclaim October 15 as Equine Center Day.

Requested Action:

Approval

**City of Falcon Heights
Council Proclamation
October 10, 2007**

Whereas the University of Minnesota Equine Center on the St. Paul campus serves more than 3,000 horses a year and there are more than 14,000 horse and pony farms in the state of Minnesota;

Whereas Minnesota ranks ninth among the fifty states in total number of equines --some 155,000 horses and ponies that contribute nearly a billion dollars a year to the Minnesota economy through recreational pleasure and work;

Whereas Minnesota boasts nearly 500 equine-related organizations from breed groups to Pony Club to trail riding groups;

Whereas the demand for veterinary medical care for equines in Minnesota has also grown;

Whereas the new facility of the University of Minnesota Equine Center comprising the Louise and Doug Leatherdale Equine Center and Piper Clinic will help meet the needs of horsepeople regionally, nationally and internationally for research, teaching, diagnosis and treatment;

Whereas the comprehensive Equine Center has been designated as a Program of Excellence at the College of Veterinary Medicine by University of Minnesota President Bob Bruininks and is squarely aligned with the University's strategic initiative to become one of the top three public research universities in the world in less than ten years;

Whereas the new Equine Center will be the headquarters for the We Can Ride program that provides opportunities for hippotherapy for adults and children living with disabilities;

Whereas the new Equine Center will also house the University of Minnesota Mounted Patrol and serve as a conference center for equine education and training;

Whereas the new University of Minnesota Equine Center's Director Dr. Stephanie Valberg and colleague Dr. Jim Mickelson have received a \$2.5 million research grant to head the Equine Consortium on Medical Genetics that will link 18 academic institutions in nine countries and this work will be enhanced by the new Center;

Therefore, I, Mayor Susan L. Gehrz proclaim Monday, October 15, 2007 University of Minnesota Equine Center Day.

APPROVED: _____
Susan L. Gehrz, Mayor
October 10, 2007

ATTEST: _____
Justin Miller
City Administrator
October 10, 2007

ITEM: **Establishment of a Flexible Spending Account Plan for City Employees**

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

EXPLANATION:

Over the past several months, staff has been investigating the establishment of a flexible spending account benefit for full-time city employees. Many organizations, both public and private, offer this type of benefit which allows employees to save money tax-free for medical and dependent care expenses that are not covered by insurance.

While the City of Falcon Heights partners with Ramsey County for our health insurance benefits, they will not allow us to use their flexible spending plan. As such, staff has been working with Benefit Extras, Inc. to serve as our third party vendor for this program. They work with all size organizations, but specialize in dealing with smaller groups such as ours. All claims will be handled through them, so the only administrative time spent on the city's end will be submitting electronic payroll deductions to the vendor's bank each payroll cycle. The fees associated with this benefit include:

- One time set-up fee \$600
- Annual renewal \$300
- Monthly charge \$4.65/participant/month (\$30 minimum)

After the initial setup, the maximum annual amount the city would be liable for is \$776.40 (\$300 annual renewal + \$446.40 (if all eight full-time employees elect to participate). The city would save money, however, on payroll taxes just as employees would. For example, if city employees in aggregate elect to divert \$5,000 in wages, the city would save \$382.50 in our FICA contributions (\$5,000 x 7.65%).

Under this plan, employees will be able to divert up to \$2,500 per year into a tax-free account for medical expenses. The annual election amount must be decided at the beginning of the year, and once it is established, it cannot change. Similarly, money in the account must be spent by the end of the year or it cannot be used or returned. For dependent daycare expenses, employees may elect to divert up to \$5,000 annually, but it also must be spent by the end of the year.

A hypothetical example is attached to this report to better explain the tax saving implications for both the employee and employer. Also attached is a list of eligible and non-eligible expenses under this type of plan.

REQUESTED ACTION:

Staff recommends that the Falcon Heights City Council approve the attached resolution establishing a flexible spending account plan for full-time employees.

**City of Falcon Heights
Council Resolution 07-18
Establishing a flexible spending account plan for full-time employees**

WHEREAS, the City of Falcon Heights is committed to providing cost-effective benefits to its employees, and

WHREAS, a flexible spending account plan is a vehicle available to provide tax-free savings for qualified medical and dependent care expenses,

NOW, THEREFORE, be it resolved that the above described plan documents be filed with minutes of the city council meeting and become a part of the record hereof, and that the same are hereby adopted.

RESOLVED FURTHER, that the Plan as adopted, shall hereinafter be known as the City of Falcon Heights Flexible Benefits Plan. The effective date shall be January 1, 2008.

RESOLVED FURTHER, that the Mayor and City Administrator of the City of Falcon Heights are authorized and directed to enter into and execute in the name of and on behalf of the City said plan documents and are authorized and directed to do any and all things and to execute any and all instruments necessary to carry out the purpose and intent of this resolution and that the City Administrator of the City be, and is hereby authorized and instructed to certify these resolutions.

RESOLVED FURTHER, that upon execution of said Adoption Agreement by the council members of this City, thereunto duly authorized, the Mayor or City Administrator of this City be and they hereby are authorized and directed to carry this action into full force and effect, commencing on the latest effective date cited above.

Moved by:

Approved by: _____

Susan L. Gehrz, Mayor
October 10, 2007

GEHRZ
KUETTEL
HARRIS
LINDSTROM
TALBOT

In Favor

Against

Attested by: _____

Justin Miller
City Administrator
October 10, 2007

Significant Savings for Employers and Employees

A Flexible Spending Account creates significant savings by avoiding taxes on contributions. Following are examples of potential savings for Employers and employees.

*Tax Savings examples are based on estimates. Payroll and income tax laws vary from state to state. Savings may be greater depending on individual tax brackets and state income tax rates. Please check with your tax counsel for your state or jurisdiction.

Employee Tax Savings	Without FSA	With FSA	Employer Tax Saving	Without FSA	With FSA
Gross Monthly Wages	\$2,000	\$2,000			
Dependent Care FSA		-\$ 300			
Medical Care FSA		-\$ 50			
Taxable Monthly Wages	\$2,000	\$1,650	Taxable Wages	\$2,000	\$1,650
Income Taxes (30%)	-\$ 600	-\$ 495	Monthly Payroll Taxes (10%)	\$ 200	\$ 165
Dependent Care Expenses	-\$ 300		Monthly Tax Savings	\$ 0	\$ 35
Medical Care Expenses	-\$ 50		Annual Tax Savings*	\$ 0	\$ 420
Spendable Income	\$1,050	\$1,155			
Monthly Tax Savings	\$ 0	\$ 105	Annual Tax Savings assuming 50 participating employees	\$ 0	\$21,000
Annual Tax Savings*	\$ 0	\$1,260			

Calculate Your Organization's Savings

You can estimate your potential savings through use of an FSA by completing the following exercise.

Projected Annual Contributions

Projected Savings

1. Total Number of Eligible Employees _____
2. Dependent Care FSA:
 \downarrow Line 1 x 5% x \$3,500 = \$ _____
3. Medical Care FSA:
 \downarrow Line 1 x 25% x \$600 = \$ _____
4. Total Annual Contributions:
 Line 2 + Line 3 \$ _____

A quick calculation:

Calculate EMPLOYEE savings by multiplying 'Total Annual Contributions' (line 4) by your local Federal, State and FICA tax rate – or use typical rate of 30%.

Annual EMPLOYEE Tax Savings:

Line 4 x _____% = \$ _____

Calculate EMPLOYER savings by multiplying 'Total Annual Contributions' (line 4) by your local payroll tax rate – or use typical rate of 10%.

Payroll tax rate may include FICA, FUTA, and Workers Compensation premiums.

Annual EMPLOYER Tax Savings:

Line 4 x _____% = \$ _____

\downarrow Statistical data indicate:

- Approximately 5% of eligible employees will fund Dependent Care amounts at an average of \$3,500.
- Approximately 25% of eligible employees will fund Medical Care Accounts at an average of \$600.

Actual tax rates for the Employee and the Employer may be higher or lower. Actual savings will vary depending on the level of participation by your employees.

ADVANTAGE TO EMPLOYEES

When an employee elects to participate in the Flexible Benefits Plan, Federal, State and FICA taxes are eliminated for the elected Salary Reduction and results in increasing the real take-home pay. Here is an example of the paycheck stub for a married employee claiming two exemptions earning \$24,000 a year (\$2,000 per month) who elects \$60 a month in salary reduction for his/her contribution to his/her medical flexible spending account:

	<u>Without Pre-Tax Plan</u>	<u>With Pre-Tax Plan</u>
Total Monthly Pay	\$2,000.00	\$2,000.00
Pre-Tax Reductions		
Unreimbursed Medical Expense		\$60.00
Total Pay Subject to Tax	\$2,000.00	\$1,940.00
Less Deductions		
Federal Taxes	\$300.00	\$291.00
State Taxes	\$120.00	\$116.40
FICA	\$153.00	\$148.41
After-Tax Income	\$1,427.00	\$1,384.19
Unreimbursed Medical Expense	\$60.00	
Spendable Income	\$1,367.00	\$1,384.19
Increase in Spendable Income	\$17.19 month	
	\$206.28 annual	

ELIGIBLE EXPENSES

The following list gives examples of the types of health care expenses that may be eligible. Only expenses that are not reimbursed by insurance or another reimbursement program can be claimed. Expenses for cosmetic procedures that are not medically necessary are not eligible for reimbursement. This is a **partial** list and was compiled from IRS Publication 502, which you may obtain from the Internal Revenue Service. **This list of eligible expenses does NOT apply to the Limited Health Care Flexible Spending Account.**

- | | | |
|---|--|---|
| ✓Alcoholism Treatment | ✓Eyeglasses and Eye Exams | ✓Stop Smoking Programs |
| ✓Ambulance | ✓Expenses in Excess of Medical/Dental Plan Limits | ✓Surgical Fees |
| ✓Artificial Limb | ✓Hearing Aids | ✓Telephone (Special for the Deaf) |
| ✓Birth Control Pills | ✓Hospital Services | ✓Therapy Programs |
| ✓Braille Books and Magazines | ✓Insulin | ✓Tuition at Special School for the Challenged |
| ✓Chiropractor | ✓Laboratory Fees | ✓Weight Loss Programs |
| ✓Co-payments or Co-insurance (Amounts you pay) | ✓Laser Eye Surgery | ✓Vision Care |
| ✓Contact Lenses (Solutions/Cases) | ✓Orthodontia | ✓Wheelchair |
| ✓Crutches | ✓Orthopedic Drugs | ✓X-rays |
| ✓Deductibles under Medical/Dental Plans (Amounts you pay) | ✓Over-the-Counter Drugs (if medically necessary-see following page on OTC) | |
| ✓Dental Treatment | ✓Prescription Drugs | |
| | ✓Psychiatric Care | |
| | ✓Routine Physicals | |
| | ✓Sterilization Fees | |

INELIGIBLE EXPENSES

The IRS specifically disallows reimbursement for expenses that benefit or maintain overall good health or that are as a result of a personal decision where no disease or defect is present. This is a **partial** list of medical care expenses not eligible for reimbursement.

- | | | |
|-------------------------|---|-------------------------------------|
| ✓Breast Pump | ✓Herbal Remedies | ✓Teeth Bleaching or Teeth Whitening |
| ✓Clip-on Sunglasses | ✓Illegal Drugs | ✓Teeth Guards |
| ✓Cosmetic Surgery | ✓Insurance Premiums | ✓Tooth Bonding |
| ✓Custodial Care | ✓Late Fees or Interest Charges | ✓Union Dues |
| ✓Diaper Service | ✓Liposuction | ✓Wigs |
| ✓Divorce Expenses | ✓Marriage Counseling | |
| ✓Ear Piercing | ✓Maternity Clothes | |
| ✓Electrolysis | ✓Meals | |
| ✓Exercise Program | ✓Over-the-Counter Drugs (not medically necessary) | |
| ✓Face Lift | ✓Personal Use Items | |
| ✓Fitness Program | ✓Safety Glasses | |
| ✓Funeral Expenses | | |
| ✓Health Club Membership | | |

OVER THE COUNTER (OTC DRUGS)

Please Note: OVER THE COUNTER DRUGS ARE NOT ELIGIBLE UNDER THE LIMITED HEALTH CARE FLEXIBLE SPENDING ACCOUNT.

Eligible Over-the-Counter Drugs (reimbursable without a note of medical necessity)~ Non-prescription drugs used for "medical care" (to alleviate or treat personal injuries) are reimbursable under the health care flexible spending account. Some examples of eligible over-the-counter drugs that will be reimbursed without a note of medical necessity are:

- *antacids/acid reducers
- *allergy prevention and treatment
- *antihistamines
- *asthma mists
- *cough suppressants
- *decongestants/cold remedies
- *first aid supplies (i.e. band-aids, thermometers, ace bandages)
- *pain relievers (aspirin, Tylenol, Advil)
- *smoking cessation aids (nicotine gum, Nicorette, Nicoderm CQ)

Over-the-Counter Drugs (reimbursable only with a note of medical necessity)~

Non-prescription drugs that are merely beneficial to your general health are not reimbursable under the health care flexible spending account. Some examples of over-the-counter drugs that require a note from your provider stating the diagnosis of the medical condition and the recommendation of the over-the-counter drug are:

- *hair replacement
- *fiber supplements
- *glucosamine
- *herbal supplements
- *sleep aids
- *vitamins
- *weight loss/dietary supplements

Ineligible Over-the-Counter Drugs (these products are not considered medical care and therefore are NOT reimbursable through the plan):

- *chapstick
- *cosmetics
- *cotton balls
- *deodorants
- *feminine hygiene products
- *lotions, anti-aging creams
- *mouthwash, antiseptics and oral anesthetics
- *shaving cream/razors
- *soap/shampoo
- *teeth whitening kits
- *toothpaste
- *vitamins taken for your general health

IMPORTANT ~ As with any claim submitted under the health care flexible spending account, Benefit Extras requires a receipt from a third-party substantiating the expense. In the case of an over-the-counter drug purchase, this eligible receipt will commonly be the cash register receipt. If the cash register receipt does not clearly indicate the item(s) purchased, please provide this information either on the front of the claim form or directly on the cash register receipt.