

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

AGENDA

December 13, 2006

- A. CALL TO ORDER: 7:00 PM

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

- C. PRESENTATION:

- D. APPROVAL OF MINUTES: November 8, 2006 and December 4, 2006 **TAB 1**

- E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
 - 1. General disbursements through 12/7/06: \$196,147.30
 Payroll from 11/1/06 through 11/30/06: \$26,571.45 **TAB 2**
 - 2. Approval of licenses **TAB 3**
 - 3. Continue Workman's Compensation coverage of Mayor and
 Council Members **TAB 4**
 - 4. Temporary Delegation of Authority to the City Administrator for
 Paying Claims Against the City when a Council Meeting is Cancelled **TAB 5**
 - 5. Mileage Reimbursement rate for 2007 **TAB 6**
 - 6. Statutory Tort Limits Liability Coverage for City **TAB 7**
 - 7. Approval of an application for an exempt permit to conduct raffles for
 the Falcon Heights Elementary PTSA **TAB 8**
 - 8. Commission appointments effective January 1, 2007 **TAB 9**
 - 9. Approval of Consultant Contract with SEH for Comprehensive Plan
 Update Engineering Services **TAB 10**

- G. POLICY AGENDA:
 - 1. Adoption of the 2007 tax levy and budget **TAB 11**
 - 2. Amendments to Solicitor Ordinance **TAB 12**
 - 3. Amendment to City Code Relating to Background Checks **TAB 13**

- H. COMMUNITY FORUM:

- I. INFORMATION/ANNOUNCEMENTS:

- J. ADJOURN

**Falcon Heights City Council
Regular Meeting Minutes
November 8, 2006
City Hall**

Members Present: Mayor Gehrz, Council members Harris, Lindstrom, and Talbot, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser, Recreation Supervisor Abernathy, and Engineer Bloom. Members absent: Council member Kuettel.

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

The minutes of the October 25, 2006 regular City Council meeting were approved as submitted.

Public Hearing:

The Mayor asked if there were first any comments from the public on the proposed assessments. There were none in attendance who made comments. She asked Engineer Bloom to give a brief overview of the projects and timeline. Bloom first gave a report on Roselawn, stating the estimated total cost is \$1.13 million, with Falcon Heights's portion estimated at \$474,000. She said the project is roughly 92% complete, with the cities still owing the final payment that is to be made after completion of the last few items by the contractor. She stated the total to date was \$907,000 not including engineering costs, and the actual project cost is on track with the estimate.

The Mayor opened the public hearing on the Roselawn assessment roll. No comments were heard. She closed the public hearing and invited Bloom to continue with the Hamline/Hoyt assessment roll.

Bloom gave an overview of the reconstruction. Bloom said Falcon Heights met with St. Paul, and since they are not close to closing it out, final cost accounting will arrive in 2007. She added that when the project is final, she would come back, however she is not aware of any surprises in the cost. She said the total cost would be brought forward in 2007, but since the assessment rate is fixed she asked that the council for approval for assessments.

Mayor Gehrz opened the public hearing on the Hamline/Hoyt assessment roll. No comments were heard. She closed the public hearing and asked for a motion on the first resolution 06-28 for Hamline/Hoyt assessment roll. Council member Talbot moved to approve resolution 06-28. The motion passed unanimously. Council member Lindstrom moved to approve resolution 06-29 for the Roselawn assessments. The motion passed unanimously.

Consent Agenda:

Council member Harris asked for more information on the fourth item. Administrator Miller said the City once housed a business that sold pull-tabs, and State law allowed cities to recoup a percentage of pull-tab profits and to use the dollars on specified projects. No one sells pull-tabs in the City anymore, and the fund had been drawn down enough to simply close it out.

Council member Talbot asked if in the future a non-profit asks to have gambling, how it would happen. Miller stated they would need to acquire a lawful gambling permit from the City and a new fund would be created.

Council member Harris moved the following four items for approval. The motion passed unanimously.

1. General disbursements through 11/2/06: \$10,443.05
Payroll through 10/31/06: \$21,013.36
2. Approval of licenses
3. Appointment of new volunteer firefighters
4. Increase budget line item in the Special Revenue Fund 209 Lawful Gambling to reflect expenditures and close the Fund

Policy Agenda:

Mayor Gehrz said the stormwater pond item would have to be tabled due to the bids coming in higher than anticipated, and that Roseville will rework the RFP.

1. Discussion of Environment Commission recommendations Community Garden Discussion
Environment Commission Chair Jim Kielsmeier introduced fellow commissioners Keene and Bontrager to the council, and Garden Works representatives Ila Duntemann and Sarah Ullmer. Council member Lindstrom, who is also council liaison to the Environment Commission, presented the council with the Commission's recommendations for a community garden. He indicated the reasons, market analysis, action of the Commission to date, possible locations, and budget of a garden. Lindstrom explained there is \$5,000 in the capital budget, however the garden likely would not cost that much. He estimated the costs of hauling and tilling would be in the \$2,500 range and perhaps \$500 for miscellaneous expenses or a fence for the 20-plot space. He said the Commission's recommended locations for a garden are A) Community Park and B) City Hall front lawn. He explained the garden could be a potential revenue source for the City, as rent could be in the \$25 range per plot. Lastly, he asked the Council's approval for creation of the Community Garden Steering Committee to do research and make decisions regarding the garden, to detract from additional burden placed on City staff and the Environment Commission. Raymond Wirth, 1795 Pascal, commented that animals, particularly rabbits would be a nuisance to the garden and suggested an electric fence to keep pests out. He said that one would have to be an avid gardener to want to rent a plot of land to garden on, and said people could buy their produce at the Farmer's Market or grocery store rather than having to grow it. He thought people would start the project and give up, letting the plot grow to weeds. He also asked when the garden fails, who would pay to have it restored.

Tom Lageson, 1740 Pascal, said he liked the idea and thought there were good benefits but said there were other ways to build community with the money. He asked what the taxpayers were getting. He encouraged water and electricity meters be installed at the site, and that apartment-dwellers have first priority in reserving plots. He recommended the City set up an enterprise fund to track expenses, and warned against staff time used for planning and maintenance of the garden. He said the garden would have to be organic, and in response to the reported increased property values, he said the garden would have an effect on only the properties within 1,000 feet of the garden. Finally he pointed out there would be security and crime issues at the garden, with vandals and stealing, but said he was mainly discouraged by the cost and thought there were other ways to create togetherness in the City. He suggested the City give \$100 to residents instead, for them to go buy produce at Whole Foods.

Duntemann commented there are community garden rules that could be adopted by the City, of which there are samples available through Garden Works. She thought 20 plots in Falcon Heights was doable with the interest garnered already with the garden, and with gardening as the second most-popular hobby in the nation, the garden could work. She said at her garden they do

have rabbits, but certain garden varieties could be planted to discourage them, or perhaps a fence once the extent of the vermin population is known. Community space and having the garden open to the public without a fence would be an amenity to the City.

Ullmer said there are start-up costs associated with a community garden, however, they are an investment in the community. She said the most important part of having a community garden is having the community on-board. Since the Steering Committee will be formed and there is interest, she said that will help a lot in the life of the community garden.

Duntemann added that a water meter could be added and figured into the plot rental.

Mayor Gehrz asked about waiting lists for gardens. Duntemann answered that there was a waiting list at her garden, and they stopped at 40-50 individuals. Gehrz asked about the categorization of priority on who gets a plot. Duntemann replied that every garden is unique, and that most rentals are by apartment-dwellers, and perhaps Falcon Heights would be geared for those with shady yards.

Lageson asked Duntemann about the storage and purchase of tools. She replied that her garden was able to get a grant for purchasing and building an arch and flag, and renters often are able to find private residences that donate storage space. She added that at her garden they built a shed on-site, and there are many grants available to help do this in Falcon Heights.

Council member Lindstrom said he was impressed with Chanhassen's garden and asked Administrator Miller to comment. Miller said it was successful with recurring renters and it sold out every year. Mayor Gehrz asked if City resources were used. Miller said it was self-sustaining after it got going, and City staff did a cleaning in the spring and fall but otherwise the gardeners took care of it.

Wirth commented that collaring animals or an electric fence was not practical, however money for surveillance and some type of chain-link fence would be a real cost. He reiterated his comments that restoration of land after the garden's failure would be expensive, and the money should be spent in other areas. Duntemann said there is one garden in the metro that is fenced with a lock, but it is an issue that is debated across the country. She said the City would have to experiment and find what works with our situation.

Kielsmeier added that he puts up his own temporary fence for his garden every year so it could be done. Also he said he had a plot at Gibbs's Community Garden and it was a choice of Gibbs to redevelop the land, not a lack of demand or use of the garden plots.

Mayor Gehrz said the City needed to okay the plan with the University, and will consult with the U.

Council member Lindstrom moved to endorse the creation of a community garden at Community Park, tentative on the Mayor's discussion with University officials and endorse the creation of a Community Garden Steering Committee. The motion passed unanimously.

2. Structure replacement and repainting of the Curtiss Field Playground

Recreation Supervisor Abernathy began by explaining the City has gotten some complaints regarding the wooden areas on the play structures. After assessment with the vendor, it was recommended the entire structure not be replaced but repainted and replacements made of aluminum where the wood was previously installed. She added the Parks and Rec Commission agreed with the recommendation, and the refurbishing will ensure 15 additional years onto the life of the structure.

Council member Harris asked about the budget funding for the project. Miller replied money would be spent from the parks capital budget as \$70,000 was budgeted initially.

Council member Harris moved to approve the structure replacement and repainting of the Curtiss Field Playground, not to exceed \$15,000. The motion passed unanimously.

3. Advance Purchase of Copier – 2007 CIP

Administrator Miller began by stating this was an unbudgeted, unplanned expense for 2006, however \$15,000 was budgeted for 2007. Loeffler will deliver a 2007 model this year and will bill in 2007.

Mayor Gehrz asked about lease versus purchasing of a new machine. Miller replied a lease implies less up-front costs, but not over the long run.

Council member Talbot moved to approve the advance purchase of a copier with funds from the 2007 CIP. The motion passed unanimously.

4. Approval of stormwater pond maintenance projects

The item was tabled.

5. Approval of City Hall roof repair proposal

Administrator Miller began by explaining there are areas of the roof that are “tenting” around the perimeter of the flat roof. The contractor will honor the 2006 price in 2007 if the work is not completed until then.

Council member Harris asked if there are other parts of the roof that may fail. Miller replied the flat part of the roof is fine according to the inspector, but the tented area is where the seal had broken and water leaked in.

Council member Lindstrom moved to approve the City Hall roof repair. The motion passed unanimously.

Community Forum:

Tom Lageson, 1740 Pascal addressed the council as to why his water heater had not been inspected as it was installed in September. He was advised that his contractor had not gotten a mechanical contractor’s license, and until they did, his heater would not be inspected. He asked why the City licenses contractors who are already licensed by other authorities. Council member Talbot replied that the City licenses as a guarantee to homeowners, and as a level of protection for homeowners. Lageson asked why the fee seemed high. Mayor Gehrz replied that by law cities could not make money on their fees, but permit fees are set as to recoup staff time, inspector’s wages, and the actual cost of the permit, nothing more. Assistant City Administrator/Deputy Clerk Kreuser stated that Lageson’s contractor had sent in their license application, and the inspector would be contacting him to set up an appointment. Administrator Miller stated he would send the inspection fees to Lageson.

Information/Announcements:

Council member Harris said she attended the Human Rights Commission meeting, and they decided to meet alternating months rather than monthly. She said Chief Ohl would be bringing case studies dealing with human rights matters to the next meeting for a group exercise. She added that representatives of the Commission would be attending Human Rights Day on December 1.

Council member Lindstrom stated the Falcon Heights Lions sponsored the Kids Voting on Election Day, and Harris added the Roseville Rotary was also a sponsor.

Council member Talbot reminded residents to have their house numbers affixed and lit on their homes.

Mayor Gehrz thanked staff and judges for their work during election season. She announced the meeting of the Comp Plan Steering Committee would be held December 11 from 6:30 – 8 p.m. at City Hall. Speakers from the League of Minnesota Cities will be on-hand to talk about demographic trends and housing.

Administrator Miller stated the Public Works Director interviews were underway and the City hopes to have someone on board by 2007.

Assistant City Administrator/Deputy Clerk Kreuser said that CERT classes would be starting in January 2007. She also thanked the election judges and announced Falcon Heights precincts saw a 77% voter turnout.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

**Special Meeting of the City Council
December 4, 2006 Truth-in-Taxation Hearing
7:00 p.m., City Hall**

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

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

Public Hearing:

The first item on the agenda was the truth-in-taxation public hearing. Administrator Miller began the item by stating the council would not take action on the item, but would take comments from the public and then approve the budget at the December 13 meeting. Miller reported Falcon Heights is one of the lowest taxed cities in Ramsey County, with a rate of 18.6%. He said this was a function of increased property values and mindful taxing and spending. Falcon Heights is 96th out of 113 in the lowest taxed cities. After going over the past trends, he said the year 2007 budget proposes a 3.5% tax increase in addition to a reserve transfer of just over \$161,000 into the general fund. He reported that 40.3% of the properties in Falcon Heights would see an increase of \$100 or less in their total tax bills in 2007, while 19.2% would see between \$101-\$200; 27.2% would see between \$201-\$300; 8.9% would see between \$301-\$400; 3.0% would see between \$401-\$500; and 1.4% would see an increase of more than \$500. Next Miller went over the comparison between 2006 and 2007 tax years and where the increases were. Using the median value of a home in Falcon Heights as an example (\$269,000 for 2007), the tax on this property would increase by \$112. The County is attributable to the bulk of the increase, with \$94, and the City is responsible for roughly \$22 of the increase. Other taxing jurisdictions either lowered their tax or it remained the same. After explaining Falcon Heights has among the lowest taxes in the County, he moved on to say the general fund is made up of 60% property tax revenues, with intergovernmental, fines, charges for service, and licenses and permits rounding out the list. Next, he explained where the tax dollars were allocated once they reach the City: the general fund makes up 43% of expenditures, 27% capital projects, enterprise and debt service funds at 17% and 10% respectively, and special revenue funds with 3% of expenditure. He stated the main change in the 2007 levy is due to the police contract increase by roughly \$29,000, increased utility costs, and health insurance costs. On the revenue side, roughly \$30,000 was gained in LGA compared to 2006, and the council will propose a fee change in building permits in 2007. He showed graphs on expenditures by department next, with public safety attributable to 44% of the expenditures for 2007, followed by general government with 35%, and parks/public works with 20%. He announced that other taxing jurisdictions would be holding their TNT hearings later in the month.

Council member Lindstrom stated there were numerous hours spent on the budget. He asked how one could explain how taxes are set to a 10th grader. Miller replied that cities and counties turn in the amount they want to collect from taxpayers. Smart people determine the tax rate and then calculate taxes based on property values.

Mayor Gehrz stated the total increase is about \$30,000 for 2007, which would be the total tax bill from TIES if they were taxable. Finance Director Olson stated the revenue from the TIES property would be equal to \$35,000. Mayor Gehrz opened the public hearing.

Susan Harding, 2189 Folwell, asked why TIES did not pay taxes. Mayor Gehrz answered that TIES agreed to a payment in lieu of taxes since they said the property was being used for tax-exempt purposes. They have since stopped the payment in lieu of taxes, and the City has no legal grounds to force it. The County determines what uses qualify as exempt from taxes, and the TIES property qualifies.

Council member Lindstrom asked Administrator Miller if he could identify an expense the City has that would equal TIES tax payment. Miller replied that would cover the ¾ time parks and public works employee's wages, or, would reduce the tax rate impact.

Mayor Gehrz closed the public hearing.

Policy Agenda:

1. Approval of Tim Pittman as Parks and Public Works Director

Administrator Miller stated that in total, the City received close to 40 applications, and a staff panel of Miller, Stacey Kreuser, Deb Jones, Roland Olson, and Lisa Abernathy interviewed five candidates. After these initial interviews, Mayor Gehrz, Deb Bloom, and Miller conducted a second interview with Pittman. Miller said that Pittman was employed with the City of Mounds View for the past 24 years. Over this time, he worked his way up from utility laborer and mechanic to his current position of public works supervisor.

Pittman said he was looking forward to working with Falcon Heights, and with his years of experience, he will bring diverse connections with other cities. He said he would do the best job he can.

Council member Harris said she loved seeing on his resume how he started from the ground level and worked his way up.

Council member Lindstrom moved to approve Tim Pittman as the Parks and Public Works Director. The motion passed unanimously.

Mayor Jeffrey Dains and Council member Karen Doherty of Lauderdale stopped in to the meeting. Mayor Dains said he wanted to bring Lauderdale's newest councilor into a meeting to "see how it was done."

Information/Announcements:

Council member Lindstrom said the first meeting of the Community Garden Steering Committee would be held January 8 at 7:00 p.m. All are welcome.

Mayor Gehrz stated the \$5800 grant was not reflected in the budget, but Roland will add it into the special revenue fund. She said she attending the ribbon cutting at Awad Eye Clinic, and encouraged residents to see the lovely changes to the building. She reminded council members she needed to have their liaison preferences and performance review input soon.

Administrator Miller said the workshop regularly scheduled for December 6 was canceled.

Mayor Gehrz adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

ITEM: **Disbursements and Payroll**

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

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

EXPLANATION:

1. General disbursements through 12/7/06: \$196,147.30
2. Payroll from 11/1/06 through 11/30/06: \$26,571.45

ATTACHMENTS:

General disbursements and payroll rosters

ACTION REQUESTED:

- Approval

PACKET: 00046 NOV 22 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
=====						
01-00150	ACORDIA					
I-329251		ACORDIA	700.00			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		AMINISTRATOR BOND		101 4112-88000-000	INSURANCE & BONDS	350.00
		FINANCE DIRECTOR BOND		101 4113-88000-000	INSURANCE & BONDS	350.00
		=== VENDOR TOTALS ===	700.00			
=====						
01-00142	ACTION IMPRINTS					
I-30092		ACTION IMPRINTS	60.00			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		SWEATSHIRTS: PUBLIC WORKS		101 4132-77000-000	CLOTHING	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-784131		AMERICAN OFFICE PRODUCTS	158.38			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		LABELS/BINDERS		101 4112-70100-000	SUPPLIES	158.38
I-78432		AMERICAN OFFICE PRODUCTS	15.64			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		PAPER		101 4112-70100-000	SUPPLIES	15.64
I-78451		AMERICAN OFFICE PRODUCTS	191.69			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		DRUM CARTRIDGE/HP PRINTER		101 4112-70100-000	SUPPLIES	191.69
I-785741		AMERICAN OFFICE PRODUCTS	25.75			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		COLORED PAPER		101 4112-70100-000	SUPPLIES	25.75
		=== VENDOR TOTALS ===	391.46			
=====						
01-03025	COLIN CALLAHAN					
I-200611160228		COLIN CALLAHAN	167.98			
11/16/2006	APBNK	DUE: 11/16/2006 DISC: 11/16/2006				
		REIMB: WORK CLOTHES-PUBLIC WOR		101 4132-77000-000	CLOTHING	167.98
		=== VENDOR TOTALS ===	167.98			

PACKET: 00046 NOV 22 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-03001	CAMPBELL	KNUTSON				
I-200611070215		CAMPBELL KNUTSON	1,197.50			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		TIF -TOWN SQUARE LEGAL EXP		414 4414-81900-000	OTHER PROFESSIONAL SERVI	157.50
		GENERAL LEGAL MATTERS		101 4114-80200-000	LEGAL FEES	1,040.00
		=== VENDOR TOTALS ===	1,197.50			
=====						
01-03089	CASH					
I-200611160232		CASH	93.62			
11/16/2006	APBNK	DUE: 11/16/2006 DISC: 11/16/2006				
		FOOD FOR ELECTION JUDGES		101 4115-70100-000	SUPPLIES	70.04
		HUDSON STREET ATLAS		101 4132-70120-000	SUPPLIES	22.95
		POSTAGE DUE		101 4112-70500-000	POSTAGE	0.63
		=== VENDOR TOTALS ===	93.62			
=====						
01-03123	CINTAS CORPORATION	#470				
I-470554990		CINTAS CORPORATION #470	38.49			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		RUG SVC CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	38.49
I-470562223		CINTAS CORPORATION #470	38.49			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		RUG SVC CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	38.49
		=== VENDOR TOTALS ===	76.98			
=====						
01-06290	CITY OF ROSEVILLE					
I-5674		CITY OF ROSEVILLE	933.33			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		NOV/06 TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	725.00
		NOV/06 TELEPHONY SVCS		101 4116-85010-000	TELEPHONE	208.33
		=== VENDOR TOTALS ===	933.33			
=====						
01-03121	CITY OF ST PAUL					
I-96710		CITY OF ST PAUL	1,236.00			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		POSTAGE FOR NEWSLETTER		101 4116-70500-000	POSTAGE	185.00
		NEWSLETTER		101 4116-70420-000	NEWSLETTERS/INFORMATION	1,051.00
I-96807		CITY OF ST PAUL	61.65			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	61.65
		=== VENDOR TOTALS ===	1,297.65			

PACKET: 00046 NOV 22 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
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01-02556		DIGITAL IMAGES INC				
I-IN005715		DIGITAL IMAGES INC	4,310.34			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		CHARACTOR GENERATOR/CABLE		401 4401-90100-000	FURNITURE & EQUIPMENT	4,310.34
		=== VENDOR TOTALS ===	4,310.34			
=====						
01-04000		EHLERS AND ASSOCIATES				
I-333774		EHLERS AND ASSOCIATES	87.50			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		TIF MODIFICATION HEARING		412 4412-81900-000	OTHER PROFESSIONAL SERVI	87.50
		=== VENDOR TOTALS ===	87.50			
=====						
01-07276		HUGHES & COSTELLO				
I-200611140227		HUGHES & COSTELLO	2,561.00			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		NOV/06 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,561.00
		=== VENDOR TOTALS ===	2,561.00			
=====						
01-05200		ICMA RETIREMENT TRUST 457				
I-200611070217		ICMA RETIREMENT TRUST 457	1,010.00			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		ICMA NOV/06		101 21709-000	OTHER PR WH PAYABLE	923.90
		ICMA NOV/06		204 21709-000	OTHER PR WH PAYABLE	10.00
		ICMA NOV/06		601 21709-000	OTHER PR WH PAYABLE	35.00
		ICMA NOV/06		602 21709-000	OTHER PR WH PAYABLE	41.10
		=== VENDOR TOTALS ===	1,010.00			
=====						
01-05239		INTR NATL ASSOC FIRECHIEF				
I-200611140224		INTR NATL ASSOC FIRECHIEF	190.00			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		MEMBERSHIP		101 4124-86110-000	MEMBERSHIPS	190.00
		=== VENDOR TOTALS ===	190.00			

PACKET: 00046 NOV 22 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
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01-07889	KAREN WASILUK					
I-200611070218		KAREN WASILUK	13.25			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		REFUND;LITTLE ARTISTS CLASS		201 4201-89000-000	MISCELLANEOUS	13.25
		=== VENDOR TOTALS ===	13.25			
=====						
01-05409	STACEY KREUSER					
I-200611140226		STACEY KREUSER	41.46			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		FOOD:ELECTION JUDGES		101 4115-70100-000	SUPPLIES	34.34
		MILEAGE ELECTIONS		101 4115-86010-000	MILEAGE	7.12
		=== VENDOR TOTALS ===	41.46			
=====						
01-07272	LILLIE SUBURBAN NEWSPAPER					
I-200611160231		LILLIE SUBURBAN NEWSPAPER	134.26			
11/16/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		ROSELAWN ASSMT HEARING		101 4111-70410-000	LEGAL NOTICES	65.76
		HAMLIN/HOYT ASSMT HEARING		412 4412-92000-000	OTHER IMPROVEMENTS	68.50
		=== VENDOR TOTALS ===	134.26			
=====						
01-05646	M-R SIGN COMPANY INC					
I-143909		M-R SIGN COMPANY INC	254.78			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		STREET NO PARKING SIGNS		101 4132-75100-000	STREET SIGNS	254.78
I-143956		M-R SIGN COMPANY INC	65.47			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		SPEED LIMIT SIGNS		101 4132-75100-000	STREET SIGNS	65.47
		=== VENDOR TOTALS ===	320.25			
=====						
01-05665	METROPOLITAN COUNCIL					
I-835152		METROPOLITAN COUNCIL	32,890.64			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		DEC/06 S.S.		601 4601-85060-000	METRO SEWER CHARGES	32,890.64
		=== VENDOR TOTALS ===	32,890.64			

PACKET: 00046 NOV 22 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
=====						
01-05680	MIKE MCPHILLIPS INC					
I-31164		MIKE MCPHILLIPS INC	9,250.00			
11/16/2006	APBNK	DUE: 11/16/2006 DISC: 11/16/2006 FALL STREET SWEEPING		602 4602-83020-000	STREET SWEEPING	9,250.00
		=== VENDOR TOTALS ===	9,250.00			
=====						
01-05744	MN DEPT OF HUMAN RIGHTS					
I-200611140222		MN DEPT OF HUMAN RIGHTS	150.00			
11/14/2006	APBNK	MANUAL CK# 070771 11/14/2006 CONF:HUMAN RIGHTS/COMMISSIONER		101 4111-86100-000	CONFERENCES/EDUCATION/AS	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
01-05973	NORTH SUBURBAN ACCESS CO.					
I-06-273		NORTH SUBURBAN ACCESS CO.	491.07			
11/16/2006	APBNK	DUE: 11/16/2006 DISC: 11/16/2006 3RD QTR PROGRAM/WEBSTREAMING		101 4116-85050-000	CABLE TV	491.07
		=== VENDOR TOTALS ===	491.07			
=====						
01-05705	NRG PROCESSING SOLUTONS					
I-79195		NRG PROCESSING SOLUTONS	64.13			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006 DISPOSAL STREETSWEeping REFUSE		602 4602-83020-000	STREET SWEEPING	64.13
		=== VENDOR TOTALS ===	64.13			
=====						
01-05115	ONE CALL CONCEPTS, INC					
I-6100362		ONE CALL CONCEPTS, INC	114.70			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006 LOCATES FOR OCT		601 4601-88030-000	ONE CALL CONCEPTS-LOCATE	114.70
		=== VENDOR TOTALS ===	114.70			
=====						
01-06054	ORCHARD TRUST COMPANY					
I-200611070216		ORCHARD TRUST COMPANY	180.00			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006 NOV/06 KREUSER		101 21709-000	OTHER PR WH PAYABLE	180.00
		=== VENDOR TOTALS ===	180.00			

PACKET: 00046 NOV 22 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
=====						
01-05989		OUTDOOR LIGHTING SERVICES				
I-1558		OUTDOOR LIGHTING SERVICES	300.00			
11/16/2006	APBNK	DUE: 11/16/2006 DISC: 11/16/2006				
		PAINT STREET LITE DAMAGED/CONS		419 4419-92000-000	OTHER IMPROVEMENTS	300.00
		=== VENDOR TOTALS ===	300.00			
=====						
01-06065		OXYGEN SERVICE COMPANY				
I-3040665		OXYGEN SERVICE COMPANY	58.11			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		TANK RENTALS		101 4124-70100-000	SUPPLIES	58.11
		=== VENDOR TOTALS ===	58.11			
=====						
01-06113		PLANNING COMMISSIONERS JOURNAL				
I-200611160230		PLANNING COMMISSIONERS JOURNA	15.95			
11/16/2006	APBNK	DUE: 11/16/2006 DISC: 11/16/2006				
		PLANNING HANDBOOK/COMMISSIONER		101 4117-70100-000	SUPPLIES	15.95
		=== VENDOR TOTALS ===	15.95			
=====						
01-06945		QWEST				
I-200611140225		QWEST	110.91			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006				
		AUTO DIALER LIFT STATION		601 4601-85011-000	TELEPHONE - LANDLINE	57.54
		CURTIS FIELD TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	53.37
		=== VENDOR TOTALS ===	110.91			
=====						
01-06184		RAMSEY COUNTY				
I-COMGR-000217		RAMSEY COUNTY	873.71			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006				
		OCT DISPATCH SVCS		101 4121-86700-000	EMERGENCY DISPATCH SVCS-	163.82
		OCT DISPATCH SVCS		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	709.89
		=== VENDOR TOTALS ===	873.71			
=====						
01-06185		RAMSEY COUNTY				
I-PRRLG-615		RAMSEY COUNTY	7.00			
11/16/2006	APBNK	DUE: 11/16/2006 DISC: 11/16/2006				
		ASSESSMENT PYMT BOOK		101 4113-70100-000	SUPPLIES	7.00

PACKET: 00046 NOV 22 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
=====						
01-06185	RAMSEY COUNTY	(** CONTINUED **)				

I-RISK-995		RAMSEY COUNTY	4,475.72			
11/14/2006	APBNK	MANUAL CK# 070772 11/14/2006 NOV/06 INSURANCE		101 4112-89000-000	MISCELLANEOUS	4,475.72
		=== VENDOR TOTALS ===	4,482.72			
=====						
01-06415	SCHARBER & SONS					

I-6547		SCHARBER & SONS	416.53			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006 REPAIR JD/RUSTED BRAKE SHAFT		101 4132-87016-000	REPAIR JOHN DEERE	416.53
		=== VENDOR TOTALS ===	416.53			
=====						
01-06122	SCHOOL-TECH INC					

I-271232		SCHOOL-TECH INC	634.45			
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006 REC SPORTS EQUIPMENT FOR KIDS REC SPORTS EQUIPMENT FOR KIDS		209 4209-89000-000 101 4141-70100-000	MISCELLANEOUS (10% LAWFU SUPPLIES	623.72 10.73
		=== VENDOR TOTALS ===	634.45			
=====						
01-07228	CITY OF ST ANTHONY					

I-1557		CITY OF ST ANTHONY	29,035.09			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006 DEC/06 POLICE SERVICES		101 4122-81000-000	POLICE SERVICES	29,035.09
		=== VENDOR TOTALS ===	29,035.09			
=====						
01-06525	SUBURBAN ACE HARDWARE					

I-OCTINVOICES		SUBURBAN ACE HARDWARE	49.56			
11/07/2006	APBNK	MANUAL CK# 070719 11/07/2006 BATTERIES/FASTENERS/VACFILTER		101 4131-70110-000	SUPPLIES	49.56
		=== VENDOR TOTALS ===	49.56			
=====						
01-06432	TREE TRUST					

I-1947		TREE TRUST	3,610.00			
11/07/2006	APBNK	DUE: 11/07/2006 DISC: 11/07/2006 38 BLVD TREES PLANTED		101 4134-84030-000	TREE PLANTING	3,610.00
		=== VENDOR TOTALS ===	3,610.00			

PACKET: 00046 NOV 22 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====						
01-07250	TRETSVEN, DAVE					
I-200611160229	TRETSVEN, DAVE	79.99				
11/16/2006	APBNK					
	DUE: 11/16/2006 DISC: 11/16/2006					
	REIMB: PUBIC WORKS WTR JACKET		101 4132-77000-000	CLOTHING		79.99
	=== VENDOR TOTALS ===	79.99				
=====						
01-00878	US BANCORP					
I-200611140221	US BANCORP	68.64				
11/14/2006	APBNK					
	MANUAL CK# 070721 11/13/2006					
	CONF:CONNECTED COMMUNITIES		101 4111-86100-000	CONFERENCES/EDUCATION/AS		25.00
	CONF:CONNECTED COMMUNITIES		101 4112-86100-000	CONFERENCES/EDUCATION/AS		25.00
	COMP PLAN PUBLIC MEETG SNACKS		101 4111-70100-000	SUPPLIES		18.64
	=== VENDOR TOTALS ===	68.64				
=====						
01-07901	WASTE MANAGEMENT-BLAINE					
I-3222236-0500-5	WASTE MANAGEMENT-BLAINE	596.40				
11/07/2006	APBNK					
	MANUAL CK# 070720 11/07/2006					
	NOV/06 RECYCLING COMMERCIAL		206 4206-82030-000	RECYCLING CONTRACTS		596.40
I-3232189-00500-4	WASTE MANAGEMENT-BLAINE	1,996.40				
11/07/2006	APBNK					
	MANUAL CK# 070720 11/07/2006					
	NOV/06 RECYCLING-RESIDENTIAL		206 4206-82030-000	RECYCLING CONTRACTS		1,996.40
	=== VENDOR TOTALS ===	2,592.80				
=====						
01-07016	WEBBER REC. DESIGN INC.					
I-817	WEBBER REC. DESIGN INC.	128.62				
11/14/2006	APBNK					
	DUE: 11/14/2006 DISC: 11/14/2006					
	FREIGHT ON BASKETBALL BACKBOARD		101 4141-87120-000	REPAIRS & MAINTENANCE		128.62
	=== VENDOR TOTALS ===	128.62				
=====						
01-05870	XCEL ENERGY					
I-200611070219	XCEL ENERGY	818.87				
11/07/2006	APBNK					
	DUE: 11/07/2006 DISC: 11/07/2006					
	XCEL ENERGY		101 4141-85020-000	ELECTRIC/GAS		489.15
	XCEL ENERGY		101 4132-85020-000	STREET LIGHTING		161.85
	XCEL ENERGY		101 4132-85020-000	STREET LIGHTING		37.04
	XCEL ENERGY		101 4132-85020-000	STREET LIGHTING		9.41
	XCEL ENERGY		101 4132-85020-000	STREET LIGHTING		121.42

PACKET: 00046 NOV 22 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 (** CONTINUED **)

I-200611140223	XCEL ENERGY		1,991.17		
11/14/2006	APBNK	DUE: 11/14/2006 DISC: 11/14/2006			
		ELECT TO NOV 02		101 4132-85020-000	STREET LIGHTING 1,991.17

=== VENDOR TOTALS === 2,810.04

=== PACKET TOTALS === 101,994.24

PERA CK # 70770 1645.74

TOTAL PAYBLES: 103,639.98

DEPT: ALL

PAYROLL NO#: 01

ACCOUNTS PAYABLE POSTING

V	NAME	ID	BANK	DATE	GROSS	NAME	PROJECT	DISTRIBUTION
	DESCRIPTION		SYSTEM	G/L	ACCOUNT			
				201-21703-000		FICA/MED PAYABLE		11.64
				201-4201-64012-000		FICA CONTRIBUTIONS		11.64
				204-21703-000		FICA/MED WITH PAYABLE		2.93
				204-4204-64012-000		FICA CONTRIBUTIONS		2.93
				206-21703-000		FICA/MED WITH PAYABLE		1.42
				206-4206-64012-000		FICA CONTRIBUTIONS		1.41
				601-21703-000		FICA/MED PAYABLE		15.31
				601-4601-64012-000		FICA CONTRIBUTIONS		15.31
				602-21703-000		FICA/MED PAYABLE		13.41
				602-4602-64012-000		FICA CONTRIBUTIONS		13.39

01-05745	MN DEPT OF REVENUE	T2	PYBNK	0-M	860.99			
	STATE WITHHOLDING		DIRECT	101-21702-000		STATE WITH PAYABLE		715.42
				201-21702-000		STATE WITH PAYABLE		32.91
				204-21702-000		STATE WITH PAYABLE		9.15
				206-21702-000		STATE WITH PAYABLE		4.55
				601-21702-000		STATE WITH PAYABLE		55.74
				602-21702-000		STATE WITH PAYABLE		43.22

01-06074	PERA	91	PYBNK	0-D	1,645.74			
	PERA		DIRECT	101-21704-000		PERA PAYABLE		639.57
				101-4112-64011-000		PERA CONTRIBUTIONS		275.77
				101-4113-64011-000		PERA CONTRIBUTIONS		152.63
				101-4115-64011-000		PERA CONTRIBUTIONS		10.82
				101-4116-64011-000		PERA CONTRIBUTIONS		34.74
				101-4117-64011-000		PERA CONTRIBUTIONS		95.73
				101-4121-64011-000		PERA CONTRIBUTIONS		5.25
				101-4131-64011-000		PERA CONTRIBUTIONS		20.75
				101-4132-64011-000		PERA CONTRIBUTIONS		37.18
				101-4141-64011-000		PERA CONTRIBUTIONS		64.86
				201-21704-000		PERA PAYABLE		22.12
				201-4201-64011-000		PERA		24.13
				204-21704-000		PERA PAYABLE		11.10
				204-4204-64011-000		PERA CONTRIBUTIONS		12.10
				206-21704-000		PERA PAYABLE		5.38
				206-4206-64011-000		PERA CONTRIBUTIONS		5.86
				601-21704-000		PERA PAYABLE		58.06
				601-4601-64011-000		PERA CONTRIBUTIONS		63.34
				602-21704-000		PERA PAYABLE		50.86
				602-4602-64011-000		PERA CONTRIBUTIONS		55.49



CK# 70770

===== A/P POSTING RECAP =====

POSTED TO A/P	DEDUCTION	CONTRIBUTION	EMPLOYER TOTAL
---------------	-----------	--------------	----------------

REGULAR A/P:
 TOTAL REGULAR 0.00 0.00 0.00



November Statement for activity from Oct. 05, 2006 through Nov. 03, 2006
 CITY OF FALCON HEIGHT, JUSTIN J MILLER (CPN 000107109)

Inquiries: 1-866-485-4545
 BUS: 128 02 Page 1 of 2

Your U.S. Bank Visa® Business Card account at a glance ... Account: [REDACTED]

Activity Summary

Previous Balance.....	\$726.44
Payments and Credits.....	\$726.44
Purchases, Advances & Other Debits	\$68.64
FINANCE CHARGES	\$0.00
New Balance	\$68.64

Credit and Payment Information

Credit Line	\$15,000.00
Available Credit.....	\$14,931.36
Minimum Payment Due (Current Month)...	\$10.00
Minimum Payment Due (Past Due)	\$0.00
Total New Minimum Payment Due	\$10.00
Payment Due Date	Nov. 23, 2006

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$68.64 by 11/23/06. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
Payments and Credits					
10/19	10/19	0273	PAYMENT THANK YOU.....	\$726.44	CR
Purchases, Advances, Debits					
10/16	10/13	0043	U OF M CCE ON LINE 612-625-4259 MN.....	\$50.00	-CONFERENCE
11/01	10/30	8385	CUB FOODS ROSEVILLE MN.....	\$18.64	-COMP PLATE
CITIZEN COMMITTEE SNACKS					

Company Approval (This area for use by your company)

Signature/Approval: _____ Accounting Code: _____

Rate Summary

Balance Type	Balance By Type	Avg. Daily Balance	Daily Periodic Rate	Rate Type	Interest	Corresp APR	***APR*** This Period	Grace Period
BALANCE TRANSFER	\$0.00	\$0.00	0.043123%	VARIABLE	\$0.00	15.74%	0.00%	N
PURCHASES	\$68.64	\$0.00	0.043123%	VARIABLE	\$0.00	15.74%	0.00%	Y
ADVANCES	\$0.00	\$0.00	0.066410%	VARIABLE	\$0.00	24.24%	0.00%	N

Continued on Next Page

PACKET: 00050 PAYABLES- DEC 13

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
=====						
01-00800	ALLIED WASTE SERVICES					
I-498310		ALLIED WASTE SERVICES	507.81			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		DEC/06 WASTE SVCS		101 4131-82010-000	WASTE REMOVAL	507.81
		=== VENDOR TOTALS ===	507.81			
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-79088		AMERICAN OFFICE PRODUCTS	6.17			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		ERASERS AND PENCIL LEAD		101 4112-70100-000	SUPPLIES	6.17
I-79090		AMERICAN OFFICE PRODUCTS	30.77			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		PACK OF CARTRIDGE TAPE		101 4112-70100-000	SUPPLIES	30.77
		=== VENDOR TOTALS ===	36.94			
=====						
01-00250	AMERIPRIDE LINEN&APPAREL					
I-M844142		AMERIPRIDE LINEN&APPAREL	29.56			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	29.56
I-M857482		AMERIPRIDE LINEN&APPAREL	29.56			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	29.56
I-M870691		AMERIPRIDE LINEN&APPAREL	29.56			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	29.56
		=== VENDOR TOTALS ===	88.68			
=====						
01-00892	BEARCOM					
I-3596243		BEARCOM	89.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		PAGER REPAIR		101 4124-87092-000	REPAIR RADIOS	89.00
I-3598310		BEARCOM	839.63			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		REPAIR WATCH ROOM RADIO SYSTEM		101 4124-87092-000	REPAIR RADIOS	839.63
		=== VENDOR TOTALS ===	928.63			

PACKET: 00050 PAYABLES- DEC 13

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03001	CAMPBELL KNUTSON					
I-200612060240		CAMPBELL KNUTSON	910.00			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		NOV/06 LEGAL SVC		101 4114-80200-000	LEGAL FEES	910.00
		=== VENDOR TOTALS ===	910.00			
=====						
01-03089	CASH					
I-200612070242		CASH	188.16			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		FOLDERS FOR BUDGET		101 4112-70100-000	SUPPLIES	17.00
		SMALL KITCHEN APPLIANCE		101 4131-70110-000	SUPPLIES	69.21
		COLORED COPIES		101 4112-70100-000	SUPPLIES	31.06
		OSHA CLASS EXPS		101 4131-70110-000	SUPPLIES	17.65
		PROPANE CYLINDER		101 4131-70110-000	SUPPLIES	53.24
		=== VENDOR TOTALS ===	188.16			
=====						
01-03123	CINTAS CORPORATION #470					
I-470569573		CINTAS CORPORATION #470	38.49			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		RUG SVC CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	38.49
		=== VENDOR TOTALS ===	38.49			
=====						
01-06290	CITY OF ROSEVILLE					
I-200612060238		CITY OF ROSEVILLE	43,406.49			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		SIDEWALK- A.D.A. COMPLIANT		412 4412-92020-000	SIDEWALK/ADA COMPLIANT	28,588.88
		ST MARYS STREET UPGRADE		412 4412-92030-000	ST MARY'S STREET UPGRADE	14,817.61
I-5689		CITY OF ROSEVILLE	17,530.38			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		ST MARYS ENGINEERING FEES		412 4412-92030-000	ST MARY'S STREET UPGRADE	1,049.54
		ROSELAWN ENGINEERING FEES		419 4419-92010-000	ROSELAWN CONSTRUCTION	15,508.82
		GENERAL SVCS - ENGINEERING		101 4133-80100-000	ENGINEERING SERVICES	972.02
		=== VENDOR TOTALS ===	60,936.87			

PACKET: 00050 PAYABLES- DEC 13

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
=====						
01-03121	CITY OF ST PAUL					
I-97000		CITY OF ST PAUL	198.73			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		FUEL OCT/06		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	198.73
		=== VENDOR TOTALS ===	198.73			
=====						
01-05090	DEEP ROCK WATER COMPANY					
I-1120409165		DEEP ROCK WATER COMPANY	80.85			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		H2O AND RENTAL EQUIP		101 4131-85040-000	WATER	40.42
		H2O AND RENTAL EQUIP		101 4124-89000-000	MISCELLANEOUS	40.43
		=== VENDOR TOTALS ===	80.85			
=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-27957		EMERGENCY APPARATUS MAINT	467.49			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		753 SCHEDULED MAINTENANCE		101 4124-87029-000	REPAIR OTHER EQUIPMENT	467.49
I-27958		EMERGENCY APPARATUS MAINT	656.20			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		752 GENERATOR/SCHEDULED MAINT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	656.20
I-27960		EMERGENCY APPARATUS MAINT	2,135.51			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		757 TRANSMISSION/AERIAL/GENRTR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	2,135.51
		=== VENDOR TOTALS ===	3,259.20			
=====						
01-04084	FIRE EQUIPMENT SPECIALTIE					
I-4782		FIRE EQUIPMENT SPECIALTIE	88.04			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		BATTERIES FOR STREAMLIGHT		101 4124-70100-000	SUPPLIES	88.04
		=== VENDOR TOTALS ===	88.04			
=====						
01-05032	FOREST LAKE CONTRACTING					
I-4661		FOREST LAKE CONTRACTING	4,800.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		MANHOLE & ASPHALT REPAIRS		601 4601-87000-000	REPAIR EQUIPMENT	4,800.00
		=== VENDOR TOTALS ===	4,800.00			

PACKET: 00050 PAYABLES- DEC 13
 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
=====						
01-05121	GFOA					
I-200612070244	GFOA		500.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		REGISTRATION GFOA CONF		101 4113-86100-000	CONFERENCES/EDUCATION/AS	500.00
		=== VENDOR TOTALS ===	500.00			
=====						
01-05114	GFOA HOUSING BUREAU					
I-200612070243	GFOA HOUSING BUREAU		200.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		ROOM DEPOSIT GFOA CONVENTION		101 4113-86100-000	CONFERENCES/EDUCATION/AS	200.00
		=== VENDOR TOTALS ===	200.00			
=====						
01-05166	GRAINGER, W. W., INC.					
I-9244257672	GRAINGER, W. W., INC.		386.28			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		CORDLESS TOOL PACK/DRILL/SAW		101 4131-70110-000	SUPPLIES	386.28
I-9244257680	GRAINGER, W. W., INC.		42.12			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		WASHER/BOLTS: CORNER MARKERS		412 4412-92040-000	CITY CORNER MARKERS/ST S	42.12
		=== VENDOR TOTALS ===	428.40			
=====						
01-05130	HAR MAR LOCK & SVC CTR					
I-2601429	HAR MAR LOCK & SVC CTR		23.96			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		KEYS FOR WARMING HOUSE		101 4141-89000-000	MISCELLANEOUS	23.96
		=== VENDOR TOTALS ===	23.96			
=====						
01-05153	HOME DEPOT CRC/GECF					
I-200612060236	HOME DEPOT CRC/GECF		89.81			
12/06/2006	APBNK	MANUAL CK# 070810 12/01/2006				
		BATHROOM FAUCET FIRE HALL		101 4124-87029-000	REPAIR OTHER EQUIPMENT	25.93
		BATHROOM FAUCET FIRE HALL		412 4412-92040-000		63.88
		=== VENDOR TOTALS ===	89.81			

PACKET: 00050 PAYABLES- DEC 13

VENDOR SET: 01 City of Falcon Heights

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07276	HUGHES & COSTELLO					

I-200612070258		HUGHES & COSTELLO	2,615.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		DEC/06 PROSECUTIONS		101 4122-81000-000	POLICE SERVICES	2,615.00
		=== VENDOR TOTALS ===	2,615.00			
=====						
01-05200	ICMA RETIREMENT TRUST 457					

I-200612070250		ICMA RETIREMENT TRUST 457	1,010.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		ICMA DEC/06		101 21709-000	OTHER PR WH PAYABLE	923.90
		ICMA DEC/06		204 21709-000	OTHER PR WH PAYABLE	10.00
		ICMA DEC/06		601 21709-000	OTHER PR WH PAYABLE	35.00
		ICMA DEC/06		602 21709-000	OTHER PR WH PAYABLE	41.10
		=== VENDOR TOTALS ===	1,010.00			
=====						
01-05409	STACEY KREUSER					

I-200612070249		STACEY KREUSER	10.53			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		ELECTION MEETING MILEAGE		101 4115-86010-000	MILEAGE	10.53
		=== VENDOR TOTALS ===	10.53			
=====						
01-05512	LEAGUE OF MN CITIES					

I-1-000027824		LEAGUE OF MN CITIES	470.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		2006/2007 MCSC FEE		602 4602-88600-000	MCSC FEES	470.00
		=== VENDOR TOTALS ===	470.00			
=====						
01-07272	LILLIE SUBURBAN NEWSPAPER					

I-200612070245		LILLIE SUBURBAN NEWSPAPER	71.15			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		BUDGET/TAX HEARING NOTICE		101 4111-70410-000	LEGAL NOTICES	58.59
		MOBILE STORAGE NOTICE		101 4111-70410-000	LEGAL NOTICES	12.56
		=== VENDOR TOTALS ===	71.15			

PACKET: 00050 PAYABLES- DEC 13

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-173538		LOFFLER COMPANIES, INC	378.00			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		COPIER MAINTENANCE		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	378.00
		=== VENDOR TOTALS ===	378.00			
=====						
01-05646	M-R SIGN COMPANY INC					
I-144201		GALVONIZED POSTS FOR ST SIGNS	1,304.63			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		GALVONIZED POSTS NEW ST SIGNS		412 4412-92040-000	CITY CORNER MARKERS/ST S	1,304.63
		=== VENDOR TOTALS ===	1,304.63			
=====						
01-05564	MED-COMPASS					
I-10241		MED-COMPASS	1,332.50			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		15 SCBA MEDICAL EXAMS		101 4124-86200-000	MEDICAL EXAMINATIONS	900.00
		15 FITNESS TESTS & ADMIN FEES		101 4124-86200-000	MEDICAL EXAMINATIONS	432.50
		=== VENDOR TOTALS ===	1,332.50			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-200612060241		MN NCPERS LIFE INSURANCE	16.00			
12/06/2006	APBNK	MANUAL CK# 070826 12/06/2006				
		DEC/06 INS DEB		101 21709-000	OTHER PR WH PAYABLE	15.20
		DEC/06 INS DEB		101 21709-000	OTHER PR WH PAYABLE	0.80
		=== VENDOR TOTALS ===	16.00			
=====						
01-04875	MOBILE MINI, INC.					
I-15102850		MOBILE MINI, INC.	827.13			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		MOBILE WARMING HOUSE -ICE RINK		101 4141-89000-000	MISCELLANEOUS	827.13
		=== VENDOR TOTALS ===	827.13			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-200612070263		NEXTEL COMMUNICATIONS, INC	218.99			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		CELL PHONE		101 4121-85015-000	CELL PHONE	63.51
		CELL PHONE		101 4131-85015-000	CELL PHONE	10.92
		CELL PHONE		101 4141-85015-000	CELL PHONE	28.48
		CELL PHONE		101 4132-85015-000	CELL PHONE	6.58
		CELL PHONE		601 4601-85015-000	CELL PHONE	54.75
		CELL PHONE		602 4602-85015-000	CELL PHONES	54.75

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07263	NEXTEL COMMUNICATIONS,INC	(** CONTINUED **)				

I-200612070264		NEXTEL COMMUNICATIONS,INC	112.13			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		NEXTEL COMMUNICATIONS,INC		101 4124-85015-000	CELL PHONE	112.13
		=== VENDOR TOTALS ===	331.12			
=====						
01-06024	ON SITE SANITATION					

I-250816		ON SITE SANITATION	77.90			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		PORTABLE TOILET OCT21 TO NOV17		601 4601-85080-000	PORTABLE TOILET - PARKS	77.90
		=== VENDOR TOTALS ===	77.90			
=====						
01-06054	ORCHARD TRUST COMPANY					

I-200612070252		ORCHARD TRUST COMPANY	180.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		ORCHARD TRUST COMPANY		101 21709-000	OTHER PR WH PAYABLE	180.00
		=== VENDOR TOTALS ===	180.00			
=====						
01-06074	PERA					

I-200612060237		PERA	1,718.75			
12/06/2006	APBNK	MANUAL CK# 070825 12/01/2006				
		PERA		101 21704-000	PERA PAYABLE	1,718.75
		=== VENDOR TOTALS ===	1,718.75			
=====						
01-06945	QWEST					

I-200612070248		QWEST	221.87			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		TELEPHONE COMM PARK		101 4141-85011-000	TELEPHONE - LANDLINE	110.96
		TELEPHONE CURTIS FIELD		101 4141-85011-000	TELEPHONE - LANDLINE	53.37
		AUTO DIALER LIFT STATION		601 4601-85011-000	TELEPHONE - LANDLINE	57.54
		=== VENDOR TOTALS ===	221.87			
=====						
01-06185	RAMSEY COUNTY					

I-200612070246		RAMSEY COUNTY	172.16			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		RADIO CHRGS/ OCT&NOV		101 4124-89000-000	MISCELLANEOUS	172.16
		=== VENDOR TOTALS ===	172.16			

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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-COMGR-000229		RAMSEY COUNTY - 911 DISPATCH	873.71			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		NOV 911 DISPATCH SVCS		101 4121-86700-000	EMERGENCY DISPATCH SVCS-	163.82
		NOV 911 DISPATCH SVCS		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	709.89
		=== VENDOR TOTALS ===	873.71			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-200612070247		ST PAUL REGIONAL WATER SERVIC	93.95			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		H2O		101 4131-85040-000	WATER	33.49
		SS		101 4131-85070-000	SEWER	13.02
		H2O		101 4141-85040-000	WATER	21.40
		SS.		101 4141-85070-000	SEWER	26.04
		=== VENDOR TOTALS ===	93.95			
=====						
01-08878		STATE OF MINNESOTA				
I-2DCR-15		STATE OF MINNESOTA	1,660.67			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		COST OF CITATION BOOKS		101 4122-81000-000	POLICE SERVICES	1,660.67
		=== VENDOR TOTALS ===	1,660.67			
=====						
01-06525		SUBURBAN ACE HARDWARE				
I-200612060239		SUBURBAN ACE HARDWARE	153.81			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		FASTENERS/HOOKS		101 4131-70110-000	SUPPLIES	17.54
		SLEDGE HAMMER		101 4131-70110-000	SUPPLIES	19.16
		SAW BLADE		101 4131-70110-000	SUPPLIES	14.37
		CLEANING SUPPLIES		101 4131-70110-000	SUPPLIES	60.58
		SPARK PLUGS		101 4131-87010-000	CITY HALL MAINTENANCE	3.18
		FASTENERS/HOCKEY BOARD		101 4141-87120-000	REPAIRS & MAINTENANCE	38.98
		=== VENDOR TOTALS ===	153.81			
=====						
01-06664		TERMINIX				
I-26409976		TERMINIX	47.93			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		PEST CONTROL		101 4131-87010-000	CITY HALL MAINTENANCE	47.93
		=== VENDOR TOTALS ===	47.93			

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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
=====						
01-06919	UNIVERSITY OF MINNESOTA					
I-200612070260		UNIVERSITY OF MINNESOTA	75.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		FIRE MARSHALL UPDATE CONF		101 4117-86100-000	CONFERENCES/EDUCATION/AS	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-08888	VERNIX FORESTRY CONSULT.					
I-72498		VERNIX FORESTRY CONSULT.	414.66			
12/06/2006	APBNK	DUE: 12/06/2006 DISC: 12/06/2006				
		CONSULTING OCT/NOV 06		101 4134-80330-000	FORESTRY CONSULTANT	414.66
		=== VENDOR TOTALS ===	414.66			
=====						
01-07901	WASTE MANAGEMENT-BLAINE					
I-3256964		WASTE MANAGEMENT-BLAINE	596.40			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		DEC/06 RECYCLING COMMERCIAL		206 4206-82030-000	RECYCLING CONTRACTS	596.40
I-3262161		WASTE MANAGEMENT-BLAINE	1,996.32			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		DEC/06 RESIDENTIAL		206 4206-82030-000	RECYCLING CONTRACTS	1,996.32
		=== VENDOR TOTALS ===	2,592.72			
=====						
01-07900	WILS					
I-200612070259		WILS	40.00			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		DEVEOPMENT WORKSHOP-LISA		101 4141-86100-000	CONFERENCES/EDUCATION/AS	40.00
		=== VENDOR TOTALS ===	40.00			
=====						
01-05870	XCEL ENERGY					
I-200612070255		XCEL ENERGY	2,513.56			
12/07/2006	APBNK	DUE: 12/07/2006 DISC: 12/07/2006				
		ELECT -CURTIS		101 4141-85020-000	ELECTRIC/GAS	25.00
		ELECT CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	6.90
		ELECT		101 4131-85020-000	ELECTRIC	885.46
		ELECT		101 4132-85020-000	STREET LIGHTING	15.72
		ELECT		101 4141-85020-000	ELECTRIC/GAS	392.86
		GAS		101 4141-85030-000	NATURAL GAS	232.76
		ELECT		101 4132-85020-000	STREET LIGHTING	34.72
		ELECT		101 4141-85020-000	ELECTRIC/GAS	23.01
		ELECT		101 4132-85020-000	STREET LIGHTING	34.52
		ELECT		101 4132-85020-000	STREET LIGHTING	32.81
		ELECT		101 4132-85020-000	STREET LIGHTING	101.00
		GAS		101 4131-85030-000	NATURAL GAS	530.41

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VENDOR SET: 01 City of Falcon Heights

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05870	XCEL ENERGY				
				(** CONTINUED **)	
	ELECT		601 4601-85020-000	ELECTRIC	25.27
	ELECT		101 4132-85020-000	STREET LIGHTING	7.86
	ELECT		101 4141-85020-000	ELECTRIC/GAS	154.44
	ELECT		101 4132-85020-000	STREET LIGHTING	10.82
	=== VENDOR TOTALS ===	2,513.56			
	=== PACKET TOTALS ===	92,507.32			

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 11/13/2006

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	11/13/2006	1,470.09	070722
1141	YARD, MICHAEL C	R	11/13/2006	306.54	070723
1096	DEHLIN, JANE ADAMS	R	11/13/2006	54.00	070724
1097	SHIGAKI, TAI	R	11/13/2006	101.25	070725
1098	GATES, MARILYN A	R	11/13/2006	33.75	070726
1099	DAVIS, RICE L	R	11/13/2006	52.31	070727
1104	PETERSON, MARY P	R	11/13/2006	54.00	070728
1109	MEYER, DELAINE E	R	11/13/2006	65.81	070729
1158	GRAHAM, STEVEN R	R	11/13/2006	102.94	070730
1195	DOWNING, WILLIAM L	R	11/13/2006	15.19	070731
1197	GYURCI, VALETTA M	R	11/13/2006	65.81	070732
1198	EVEREST, MARTHA V	R	11/13/2006	102.94	070733
2005	TAPIO, MARYHELEN J	R	11/13/2006	102.94	070734
2024	SEIDEL, JOAN T	R	11/13/2006	48.94	070735
2027	HOWELL, ANDREA K	R	11/13/2006	54.00	070736
2028	ADDICKS JR, MENTOR C	R	11/13/2006	101.25	070737
2029	BURT, ANNE M	R	11/13/2006	47.25	070738
2033	ZAHARIADES, LILY J	R	11/13/2006	54.00	070739
2062	LONG, VICTORIA L	R	11/13/2006	48.94	070740
2140	RITCHIE, CAROLYN J	R	11/13/2006	48.31	070741
2141	ADAMS, VALJEANNE R	R	11/13/2006	60.78	070742
2142	MCGUIRE, MARY E	R	11/13/2006	56.10	070743
2143	CHRISTIANSEN, RITA R	R	11/13/2006	48.58	070744
2144	HAVERKOST, MARY J	R	11/13/2006	60.78	070745
1035	AUGER SR, JOSEPH J	R	11/13/2006	346.00	070746
0034	KURHAJETZ, CLEMENT	R	11/13/2006	170.16	070747
0040	ANDERSON, KEVIN	R	11/13/2006	86.63	070748
0066	HERNANDEZ, ALFRED	R	11/13/2006	81.50	070749
0074	ALLEN, MARK J	R	11/13/2006	22.16	070750
0085	JOHNSON-POWERS, DANIEL S	R	11/13/2006	32.02	070751
0087	MCKAY, MICHAEL A	R	11/13/2006	130.68	070752
0090	SCHIPPEL, ANDREW P	R	11/13/2006	46.86	070753
0095	POESCHL, MICHAEL J	R	11/13/2006	96.28	070754
0097	GAFFNEY, PATRICK	R	11/13/2006	165.30	070755
0098	REZNY, BRADLEY J	R	11/13/2006	107.95	070756
0101	HUFF, DALE E	R	11/13/2006	66.50	070757
0104	VANN, VINCENT A	R	11/13/2006	135.76	070758
0105	FEHRENBACH, ANTON M	R	11/13/2006	128.36	070759
0106	TESCH, SCOTT A	R	11/13/2006	180.08	070760
0109	DOUVIER, JASON D	R	11/13/2006	42.02	070761
0112	LESKE, CHRIS M	R	11/13/2006	105.98	070762
0114	GANSCHINIETZ, ANNE T	R	11/13/2006	114.11	070763
0115	FRIDGEN, JOSH T	R	11/13/2006	73.88	070764
0116	GOPLIN, ADAM R	R	11/13/2006	88.88	070765
1033	TRETSEVEN, DAVE	R	11/13/2006	1,374.89	070766
2119	RAAEN, DREW P	R	11/13/2006	142.22	070767
2138	RAAEN, COLIN P	R	11/13/2006	67.64	070768
2139	LAMMERS, CHRISTOPHER	R	11/13/2006	128.28	070769

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	1,873.26
01-1007	PATRICIA PHILLIPS	411.86
01-1008	STACEY T KREUSER	1,185.12
01-1038	DEBORAH K JONES	1,373.15
01-1143	COLIN B CALLAHAN	1,001.49
01-1016	LISA A ABERNATHY	1,137.21

TOTAL PRINTED: 6 6,982.09

11-13-2006 2:09 PM

PAYROLL CHECK REGISTER

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PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 11/13/2006

*** REGISTER TOTALS ***

REGULAR CHECKS:	48	7,090.64
DIRECT DEPOSIT REGULAR CHECKS:	6	6,982.09
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	54	14,072.73

*** NO ERRORS FOUND ***

** END OF REPORT **

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0012	KUETTEL, LAURA A	R	11/29/2006	277.05	070811
0013	LINDSTROM, PETER C	R	11/29/2006	277.05	070812
0014	TALBOT JR, RICHARD P	R	11/29/2006	7.05	070813
0016	HARRIS, PAMELA M	R	11/29/2006	277.05	070814
1136	OLSON, ROLAND O	R	11/29/2006	1,470.09	070815
1141	YARD, MICHAEL C	R	11/29/2006	241.48	070816
1035	AUGER SR, JOSEPH J	R	11/29/2006	352.35	070817
0034	KURHAJETZ, CLEMENT	R	11/29/2006	340.04	070818
0040	ANDERSON, KEVIN	R	11/29/2006	10.03	070819
0074	ALLEN, MARK J	R	11/29/2006	184.70	070820
0095	POESCHL, MICHAEL J	R	11/29/2006	92.35	070821
0097	GAFFNEY, PATRICK	R	11/29/2006	92.35	070822
0098	REZNY, BRADLEY J	R	11/29/2006	91.12	070823
1033	TRETSVEN, DAVE	R	11/29/2006	1,374.89	070824

***** DIRECT DEPOSIT LIST ***** PAY PERIOD ENDING 11/30/2006

EMP #	NAME	AMOUNT
01-0006	SUSAN GEHRZ	5.57
01-1002	JUSTIN J MILLER	1,873.26
01-1007	PATRICIA PHILLIPS	476.24
01-1008	STACEY T KREUSER	1,185.12
01-1038	DEBORAH K JONES	1,373.15
01-1143	COLIN B CALLAHAN	1,234.54
01-1016	LISA A ABERNATHY	1,263.24

TOTAL PRINTED: 7 7,411.12

*** REGISTER TOTALS ***

REGULAR CHECKS:	14	5,087.60
DIRECT DEPOSIT REGULAR CHECKS:	7	7,411.12
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	21	12,498.72

*** NO ERRORS FOUND ***

ITEM: **Approval of Licenses**

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

EXPLANATION:

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

- Champion Water Services
- Kramer Mechanical
- Albers Mechanical

The following businesses have completed applications for 2007 municipal business, restaurant and/or liquor licenses:

- Source Comics and Games
- Superior Concepts dba Chianti Grill
- Pizza Hut
- The Coffee Grounds
- Tiffany Nails and Skin
- Hair Design Unlimited
- Golden Tailor
- J's Liquor
- Chin's Kitchen
- MN State Horticultural Society
- James Kernik DDS

The following businesses have applied for a general contractor renewal license for 2007:

- Kraus-Anderson
- Delly Construction

The following business have applied for a tree trimming/removal license for 2007:

- 4 Seasons Tree Care
- Northeast Tree, Inc.

The following business has renewed nine bus bench licenses for 2007:

- US Bench

The following businesses have renewed their refuse/recycling licenses for 2007:

- Red Arrow
- Gene's Disposal Service Inc.

The following organizations have applied for Christmas tree sales licenses:

- Falcon Heights-Laduerdale Lions Club
- U of M Forestry

**CONSENT F3
12/13/06**

ITEM: Continue Workman's Compensation coverage of Mayor and Council Members

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

EXPLANATION:

Minnesota statute allows elected or appointed officials of the City to be covered by the Minnesota Worker's Compensation Law. In the past, this coverage for the Mayor and Council Members has been provided. Our last resolution providing this coverage was done in February 2002. It is a good practice to periodically review this coverage. A new resolution is attached for consideration. For informational purposes, the cost for this coverage for 2006 was \$81.00.

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

Strategy# 4: To effectively manage the city's financial resources.

ACTION REQUESTED:

Approve resolution 06-30

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION 06-30

December 13, 2006

RESOLUTION COVERING MAYOR AND COUNCIL MEMBERS UNDER THE
MINNESOTA WORKERS' COMPENSATION LAW

WHEREAS, the law enables elected or appointed officials of the city to be covered; and

WHEREAS, the Mayor and Council members intent is that they will be included as employees;

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Council members of the City of Falcon Heights be covered by the Minnesota Workers' Compensation Law.

Moved by: _____

Approved by: _____
Susan L. Gehrz, Mayor

GEHRZ

KUETTEL ___ In Favor

HARRIS

LINDSTROM ___ Against

TALBOT

Attested by: _____
Justin Miller, City Clerk

ITEM: **Temporary Delegation of Authority to the City Administrator for
Paying Claims Against the City when a Council Meeting is Cancelled**

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

REVIEWED BY: **Justin Miller, City Administrator**
Matthew Mayer, CPA, Kern, DeWenter, Viere. Ltd.

EXPLANATION:

Occasionally a council meeting is cancelled. For example, the last council meeting in December is often cancelled due to the holiday season. When this rare occasion occurs, there exists the need for the claims against the city to be paid in a timely manner.

According to Minnesota Statutes 412.271 Subd. 8. a city council, at its discretion, may make a resolution delegating its authority to pay claims made against the City to a city administrative official. Staff recommends that the City Administrator be delegated this authority by the City Council by resolution.

When this would occur, all claims paid by the City Administrator would be reviewed by the City Council at the next scheduled council meeting.

Meets Goal # 4: To provide a responsive and effective City government.

Strategy# 4: To effectively manage the City's financial resources.

ACTION REQUESTED:

Approve a motion delegating the Council's authority to the City Administrator to pay claims against the City when a council meeting is cancelled.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: 12/13/06

RESOLUTION COVERING TEMPORARY DELEGATION OF AUTHORITY
TO CITY ADMINISTRATOR FOR PAYING CLAIMS

WHEREAS, the law enables temporary delegation of authority to be granted the City Administrator for paying claims against the City when a Council Meeting is cancelled, and

WHEREAS, the Mayor and Council members' intent is that they will temporarily delegate to the City Administrator the authority to pay claims against the City when a Council meeting is cancelled;

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Council members of the City of Falcon Heights temporarily delegate to the City Administrator the authority to pay claims against the City when a Council meeting is cancelled.

Moved by: _____

Approved by: _____
Susan L. Gehrz, Mayor

GEHRZ
KUETTEL ___ In Favor
HARRIS
LINDSTROM ___ Against
TALBOT

Attested by: _____
Justin Miller, City Clerk

ITEM: Mileage Reimbursement rate for 2007

SUBMITTED BY: Roland Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

EXPLANATION:

The business mileage reimbursement rate allowed by the IRS has been increased from 44 ½ cents per mile in 2006 to 48 ½ cents per mile for 2007. This new rate becomes effective January 1, 2007 for calendar year 2007. The primary reason given by the IRS for the higher rates were higher prices for vehicles and fuel during the year.

Meets Goal # 4: To provide a responsive and effective City government.

Strategy# 4: To effectively manage the City's financial resources.

ACTION REQUESTED:

Set the business mileage reimbursement rate at 48 ½ cents per mile effective January 1, 2007.

ITEM: **Statutory Tort Limits Liability Coverage for City**

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

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

EXPLANATION:

The League of Minnesota Cities Insurance Trust (LMCIT) is requesting that cities determine if they wish to waive the statutory tort limits of \$1,000,000. Under these limits an individual can settle for no more than \$300,000 for a single claim and a single claim for all parties cannot exceed \$1,000,000. Under certain circumstances the LMCIT, which represents the City in these claims, may negotiate above the legal liability limit if necessary because some claims like employment are exempt from the cap. The general counsel from the LMCIT said that cities make different choices depending upon their circumstances. However, he perceived that maintaining the limit was prudent in many cases. The City has had no claims with settlements for several years. Since 2000, the City Council voted not to waive the statutory tort limits.

ATTACHMENT:

Waiver form

ACTION REQUESTED:

Motion not to waive the City's statutory tort limit of \$1,000,000.

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

LIABILITY COVERAGE – WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$300,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,000,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,000,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,000,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

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

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

_____ accepts liability coverage limits of \$ _____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature/Date _____

Position _____

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044



**League of Minnesota Cities
Insurance Trust**

145 University Avenue West, St. Paul, MN 55103-2044
 (651) 281-1200 • (800) 925-1122
 Fax: (651) 281-1298 • TDD: (651) 281-1290
www.lmnc.org

RISK MANAGEMENT INFORMATION
LMCIT LIABILITY COVERAGE OPTIONS
 Liability Limits, Coverage Limits, and Waivers

LMCIT gives cities several options for structuring their liability coverage. The city can choose either to waive or not to waive the monetary limits that the statutes provide; and the city can select from among several liability coverage limits. This memo discusses these options and identifies some issues to consider in deciding which of the options best meets the city's needs.

What are the statutory limits on municipal tort liability?

The statutes limit a city's tort liability to a maximum of \$300,000 per claimant and \$1,000,000 per occurrence. These limits apply whether the claim is against the city, against the individual officer or employee, or against both.

What are the coverage limits for LMCIT's basic primary liability coverage?

LMCIT's liability coverage provides a limit of \$1,000,000 per occurrence, matching the per-occurrence part of the statutory municipal tort liability limit. Under the basic coverage form the \$300,000 per claimant part of the statutory liability limit is not waived, so if the statutory limit applies to the particular claim, LMCIT and the city would be able to use that limit as a defense.

Beside the overall coverage limit of \$1,000,000 per occurrence, there are also annual aggregate limits (that is, limits on the total amount of coverage for the year regardless of the number of claims), for certain specific risks. Aggregate limits apply to the following:

Products / completed operations	\$1,000,000 annually
Failure to supply utilities	\$1,000,000 annually
EMF	\$1,500,000 annually
Limited pollution*	\$1,000,000 annually
Lead and asbestos*	\$200,000 annually
Mold	\$1,500,000 annually
Land use litigation**	\$1,000,000 annually
Employers liability (work comp)	\$1,000,000 annually

* The limit applies to both damages and defense costs.

** Coverage is on a sliding scale percentage basis, and applies to both damages and litigation costs.

If the statute limits our liability to \$1,000,000 per occurrence, why would the city purchase higher coverage limits than that?

There are several different reasons why cities should strongly consider carrying higher limits of liability coverage.

1. **The statutory tort limits either do not or may not apply to several types of claims.** Some examples include:

- *Claims under federal civil rights laws.* These include Section 1983, the Americans with Disabilities Act, etc.
- *Claims for tort liability that the city has assumed by contract.* This occurs when a city agrees in a contract to defend and indemnify a private party.
- *Claims for actions in another state.* This might occur in border cities that have mutual aid agreements with adjoining states, or when a city official attends a national conference or goes to Washington to lobby, etc.
- *Claims based on liquor sales.* This mostly affects cities with municipal liquor stores, but it could also arise in connection with beer sales at a fire relief association fund-raiser, for example.
- *Claims based on a "taking" theory.* Suits challenging land use regulations frequently include an "inverse condemnation" claim, alleging that the regulation amounts to a "taking" of the property.

2. **LMCIT's primary liability coverage has annual limits on coverage for a few specific risks.** The table on page 1 lists the liability risks to which aggregate coverage limits apply. If the city has a loss or claim in one of these areas, there might not be enough limits remaining to cover the city's full exposure if there is a second loss of the same sort during the year. Excess liability coverage gives the city additional protection against this risk as well.

However there are a couple of important restrictions on how the excess coverage applies to risks that are subject to aggregate limits:

- The excess coverage *does not apply* to four risks: *lead and asbestos; failure to supply utilities; mold; and "limited pollution" claims if either the pollutant release or the damage is below ground or in a body of water;* and
- The excess coverage *does not automatically apply to liquor liability* unless the city specifically requests it.

3. **The city may be required by contract to carry higher coverage limits.** Occasionally, a contract might include a requirement that the city carry more than \$1,000,000 of coverage limits. Carrying excess coverage is a way to meet these requirements. (There's also another

option for cities in this situation. LMCIT can issue an endorsement to increase the city's coverage limit only for claims relating to that particular contract. There's a small charge for these "laser" endorsements.)

4. **There may be more than one political subdivision covered under the city's coverage.** An HRA, EDA, or port authority is itself a separate political subdivision. If the city EDA, for example, is named as a covered party on the city's coverage and a claim were made that involved both the city and the EDA, theoretically the claimant might be able to recover up to \$1,000,000 from the city and another \$1,000,000 from the EDA, since there are two political subdivisions involved. Excess coverage is one way to provide enough coverage limits to address this situation. Another solution is for the HRA, EDA, or port authority to carry separate liability coverage in its own name.

This issue of multiple covered parties can also arise if the city has agreed by contract to name another entity as a covered party, or to defend and indemnify another entity.

5. **Cities sometimes choose to carry higher coverage limits because of a concern that the courts might overturn the statutory liability limits.** However, those limits have now been tested and upheld several times in Minnesota. While it's always possible that a future court might decide to throw out the statutory limits, this is now less of a concern.

What excess liability coverage limits are available?

Excess coverage is available in \$1 million increments, up to a maximum of \$5 million.

We're just a small city. Isn't excess liability coverage really just something that big cities might need?

Absolutely not. If anything, excess liability coverage is even more important to a small city.

If a city ends up with more liability than it has coverage, the city will have to either draw on existing funds or go to its taxpayers to pay that judgment. A large city faced with, say, a million dollars of liability over and above what its LMCIT coverage pays might be able to spread that \$1 million cost over several thousand taxpayers. The small city by contrast might be dividing that same \$1 million cost among only a couple hundred taxpayers. \$1 million divided among 5000 taxpayers is \$200 apiece – annoying but probably at least manageable for most taxpayers. \$1 million divided among 200 taxpayers is \$5000 apiece – enough to be a real problem for many.

How does excess coverage apply to uninsured/underinsured motorist coverage?

If the city carries excess liability coverage, the city has the option to have the excess coverage also apply to uninsured or underinsured motorist (UM/UIM) claims. To do so, the city must first increase its primary UM/UIM limit from the basic \$50,000 to \$1,000,000. There are additional premium charges both to increase the primary UM/UIM limit and to apply the excess coverage to the UM/UIM exposure. The city needs to consider whether the benefit from having higher UM/UIM limits is worth that cost.

The UM/UIM coverages are intended to assure that an injured driver will be compensated if s/he is injured in an accident caused by an uninsured or underinsured driver. The UM/UIM coverage steps into the place of the liability insurance that the driver should have had.

Keep in mind that in the case of city vehicles, an injury to the driver while operating a city vehicle would in most cases be covered by workers' compensation. The amounts the individual would be able to recover from UM/UIM would be in addition to the medical, indemnity, and other benefits paid under work comp. In many cases, it would amount to a double recovery for the individual's injuries.

A city might decide to carry a higher limit for a couple reasons: if they believe the workers' compensation benefits are insufficient to compensate their injured employees; or if they want to make sure that non-employees riding in city vehicles are fully compensated in the event of an accident with an uninsured or underinsured vehicle. (Note that in most cases the passenger's own UM/UIM would also respond.)

LMCIT now gives the cities who participate in the primary liability coverage the option to waive the \$300,000 per claimant statutory liability limit. What's the effect if we do this?

If the city chooses the "waiver" option, the city and LMCIT no longer can use the statutory limit of \$300,000 per claimant as a defense. Because the waiver increases the exposure, the premium is roughly 3% higher for coverage under the waiver option.

If the city waives the statutory limit, an individual claimant could therefore recover up to \$1,000,000 in damages on a claim. Of course, the individual would still have to prove to the court or jury that s/he really does have that amount of damages. Also, the statutory limit of \$1,000,000 per occurrence would still apply; that would limit the individual's recovery to a lesser amount if there were multiple claimants.

Why would the city choose to pay more in order to get the waiver-option coverage? Does it give the city better protection?

No. Buying coverage under the "waiver" option doesn't protect the city any better. The benefit is to the injured party.

The statutory liability limit only comes into play in a case where

1. the city is in fact liable; and
2. the injured party's actual proven damages are greater than the statutory limit.

Very literally, applying the statutory liability limit means that an injured party won't be fully compensated for his/her actual, proven damages that were caused by city negligence. Some cities as a matter of public policy may want to have more assets available to compensate their

citizens for injuries caused by the city's negligence. Waiving the statutory liability limits is a way to do that.

Other cities may feel that the appropriate policy is to minimize the expenditure of the taxpayers' funds by taking full advantage of every protection the legislature has decided to provide. There's no right or wrong answer on this point. It's a discretionary question of city policy that each city council needs to decide for itself.

How would the waiver affect our city's coverage or risk on those claims that the statutory tort liability limits don't apply to?

It doesn't. Waiving the statutory tort limits has no effect on claims that the statutory limits don't apply to.

What's the effect of waiving the statutory limits if we have excess coverage?

If the city has \$1 million of excess coverage and chooses to waive the statutory tort limits, the claimants (whether it's one claimant or several) could then potentially recover up to \$2 million in damages in a single occurrence. If the city carries higher excess coverage limits, the potential maximum recovery per occurrence is correspondingly higher.

Carrying excess coverage under the waiver option is a way to address an issue that some cities find troubling: the case where many people are injured in a single occurrence caused by city negligence. Suppose, for example, that a city vehicle negligently runs into a school bus full of kids, causing multiple serious injuries. \$1,000,000 divided 50 ways may not go far toward compensating for those injuries. Excess coverage under the waiver option makes more funds available to compensate the victims in that kind of situation.

The cost of the excess liability coverage is about 25% greater if the city waives the statutory tort limits. The cost difference is proportionally greater than the cost difference at the primary level because for a city that carries excess coverage, waiving the statutory tort limits increases both the per-claimant exposure and the per-occurrence exposure.

If we waive the statutory tort liability limits, does it increase the risk that the city will end up with liability that LMCIT doesn't cover?

No. The waiver form specifically says that the city is waiving the statutory tort liability limits only to the extent of the city's coverage.

Of course, that's not to say that there is no risk that the city's liability could exceed its coverage limits. We listed earlier a number of ways that could happen to any city. But the waiver doesn't increase that risk.

Can we waive the statutory tort limits for the primary coverage but not for the excess coverage?

No. If the city decides to waive the statutory tort limits, that waiver applies to the full extent of the coverage limits the city has. The city cannot partially waive the statutory limits.

I'm confused. Is there a simple way to summarize the options?

It's not necessarily simple, but the table on the following page is a shorthand summary of what the effect would be of the various coverage structure options in different circumstances.

I'm still confused. Who can I talk to?

Give us a call at the League office. Pete Tritz, Tom Grundhoefer, Bill Everett, Doug Gronli, or any of LMCIT's property/casualty underwriters will be glad to talk with you.

ITEM: Approval of an application for an exempt permit to conduct raffles for the Falcon Heights Elementary PTSA

SUBMITTED BY: Justin Miller, City Administrator

REVEIWD BY: Roland Olson, Finance Director

EXPLANATION:

The Falcon Heights Elementary PTSA (Parent, Teachers, and Student Association) desires to hold raffles at their annual event February 9, 2007 to be held at the Falcon Heights Elementary School. Since the dollar value of the prizes are expected to be over \$1,500, an exempt permit to hold lawful gambling activity is required. The Falcon Heights Elementary PTSA is asking the City to approve their application to conduct this lawful gambling activity. They are requesting the approval be with no waiting period so the raffle tickets can be printed and the students can start selling them as soon as possible.

Because the gambling premises is within the city limits, the city must sign on the LG220 Application Form. There are three choices for the city: (1) The City approves the application with no waiting period. (2) The City approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days. (3) The City denies the application. Once the City signs their approval of the application, the organization would then submit it to MN Lawful Gambling Board. The Board usually completes their process within a couple of days and mails out the permit or arranges with the organization to pick it up at the Board's office. The organization must also complete a Financial Report that must be returned to MN Lawful Gambling within 30 days of the gambling activity.

ACTION REQUESTED:

Approve this temporary permit request with no waiting period by the Falcon Heights Elementary PTSA to conduct lawful gambling activity at their annual event to be held February 9, 2007 at the Falcon Heights Elementary School.

Minnesota Lawful Gambling
LG220 Application for Exempt Permit

Fee \$50

For Board Use Only

Fee Paid _____

Check No. _____

An exempt permit may be issued to a nonprofit organization conducting lawful gambling activity on five or fewer days, and awarding less than \$50,000 in prizes during a calendar year.

Organization Information

Organization name Previous lawful gambling exemption number

Falcon Heights Elementary PTA

Street <i>1393 Garden Ave W.</i>	City <i>Falcon Hts.</i>	State/Zip Code <i>MN 55113</i>	County <i>Ramsey</i>
-------------------------------------	----------------------------	-----------------------------------	-------------------------

Name of chief executive officer (CEO)		Daytime phone number
First name <i>Paula</i>	Last name <i>Mielke</i>	

Type of Nonprofit Organization

Type of nonprofit organization (check one)

- Fraternal Religious
 Veteran Other nonprofit organization

Type of proof of nonprofit status - **attach a copy (see instructions)**

- Nonprofit Articles of Incorporation or Certificate of Good Standing - Minnesota Secretary of State's Office
 Internal Revenue Service
 Affiliate of parent nonprofit organization (charter)
 Proof previously submitted and on file with the Gambling Control Board

Gambling Premises Information

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

Falcon Heights Elementary School

Address (do not use PO box) <i>1393 Garden Ave W</i>	City <i>Falcon Hts</i>	Zip Code <i>55113</i>	County <i>Ramsey</i>
---	---------------------------	--------------------------	-------------------------

Date(s) of activity (for raffles, indicate the date of the drawing)

2-09-07

Check the box or boxes that indicate the type of gambling activity your organization will be conducting:

- *Bingo Raffles *Paddlewheels *Pull-Tabs *Tipboards

***Gambling equipment for pull-tabs, tipboards, paddlewheels, and bingo (bingo paper, hard cards, and bingo ball selection device) must be obtained from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4000.**

This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested, the Board will be able to process your application.

Your name and your organization's name and address will be public information when received by the Board. All the other information that you provide will be private data about you until the Board issues your permit. When the Board issues your permit, all of the information that you have provided to the Board in the process of applying for your permit will become public. If the Board does not issue you a permit, all the information you have provided in the process of applying for a permit remains private, with the exception of your name and your organization's name and address which will remain public.

Private data about you are available only to

the following: Board members, staff of the Board whose work assignment requires that they have access to the information; the Minnesota Department of Public Safety; the Minnesota Attorney General; the Minnesota Commissioners of Administration, Finance, and Revenue; the Minnesota Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

LG220 Application for Exempt Permit

Organization Name Falcon Heights Elem. PTA

Local Unit of Government Acknowledgment

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I acknowledge this application.

Check the action that the city is taking on this application.

The city approves the application with no waiting period.

The city approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a first class city).

The city denies the application.

Print name of city _____

Signature of city personnel receiving application _____

Title _____

Date ____/____/____

If the gambling premises is located in a township, both the county and township must sign this application.

On behalf of the county, I acknowledge this application.

Check the action that the county is taking on this application.

The county approves the application with no waiting period.

The county approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The county denies the application.

Print name of county _____

Signature of county personnel receiving application _____

Title _____

Date ____/____/____

TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application (Minnesota Statute 349.213, subd. 2).]

Print name of township _____

Signature of township official acknowledging application _____

Title _____

Date ____/____/____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Gambling Control Board within 30 days of the date of our gambling activity.

Chief executive officer's signature *Paula J. Mielke*

Name (please print) Paula J. Mielke Date 12.4.06

Mail Application and Attachments

Complete an application for each gambling activity:

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

Send

- the completed application,
- a copy of your proof of nonprofit status, and
- a \$50 application fee. Make check payable to "State of Minnesota".

To: **Gambling Control Board**
1711 West County Road B, Suite 300 South
Roseville, MN 55113



Feb. 15, 2006

To Whom It May Concern,

The Falcon Heights Parent Teacher Association is a charter member of the Minnesota Congress of Parent and Teachers in good standing.

Please address any questions to the State PTA office 1667 Snelling Ave., St. Paul, MN 55108.

Respectfully,
Karen Ferlaak

Minnesota PTSA

1667 Snelling Avenue N

St. Paul, MN 55108

(651) 672-0993

(651) 999-7320

mnptaofc@mnpta.org

www.pta.org

Internal Revenue Service

ate: March 15, 2004

PTA Minnesota Congress
1667 Snelling Ave. N.
Saint Paul, MN 55108-2131

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Sheila Schrom 31-02836
Customer Service Representative

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

41-0706117

Group Exemption Number:

0870

Dear Sir or Madam:

This is in response to your request of March 15, 2004 regarding a copy of your organization's group exemption letter.

In August 1945 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list your organization submitted as exempt from federal income tax under section 501(c)(3) of the Code. Additionally, we have classified the subordinates your organization operates, supervises, or controls, and which are covered by written notification to us, as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

Donors may deduct contributions to your organization's subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to the subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization and its subordinates are required to file Form 990, *Return of Organization Exempt from Income Tax*, only if the gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

Your organization and its subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, *Exempt Organization Business Income Tax Return*. In this letter, we are not determining whether any of your organization or its subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

PTA Minnesota Congress
41-0706117

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each of its employees during a calendar year. Your organization and its subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your organization's annual accounting period, please send the following items to the Internal Revenue Service Center at the address shown below:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your organization's subordinates;
2. A list showing the names, mailing addresses (including Postal Zip Codes), actual addresses if different, and employer identification numbers of subordinates that:
 - a. Changed names or addresses;
 - b. Were deleted from the roster; or
 - c. Were added to the roster.
3. For subordinates to be added, attach:
 - a. A statement that the information on which your organization's present group exemption letter is based applies to the new subordinates;
 - b. A statement that each has given your organization written authorization to add its name to the roster;
 - c. A list of those to which the Service previously issued exemption rulings or determination letters;
 - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c)(3);
 - e. The street address of subordinates where the mailing address is a P.O. Box; and

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- f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587 for each subordinate that is a school claiming exemption under section 501(c)(3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 230. This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
4. If applicable, a statement that your organization's group exemption roster did not change since the previous report.

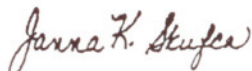
The above information should be sent to the following address:

Internal Revenue Service Center
Attn: Entity Control Unit
Ogden, UT 84409

Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Acting Director, TE/GE
Customer Account Services

ITEM: **Commission appointments effective January 1, 2007**

SUBMITTED BY: **Sue Gehrz, Mayor**

EXPLANATION:

Please approve the following recommendations for commission appointments effective January 1, 2007:

Parks & Recreation Commission - Mike Thomas

Planning Commission - Chuck Long, Wendy Noble, Ken Salzberg, and Eric Watkins.

ATTACHMENTS:

Commission applications

ACTION REQUESTED:

Approval of above for three-year terms.

**CITY OF FALCON HEIGHTS
COMMISSION/COUNCIL APPLICATION**

DATE: 11-7-06

NAME: Mike Thomas

ADDRESS: _____

PHONE: (H) _____ (W) _____

HOW LONG AT ABOVE ADDRESS? 3 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? Planning Commission
Neighborhood Commission
Parks and Recreation

REASON YOU WISH TO SERVE ON ABOVE: It will help
build upon my major at the University of MN
As well as build connections for
my future

PRIOR PUBLIC (OR RELATED) SERVICE: 2008 BS Urban Studies

OTHER RELEVANT BACKGROUND (OR COMMENTS): I believe I
would enjoy any of the 3 positions
and it would benefit my skills as being
a future urban planner

Michael William Thomas

Falcon Heights, MN 55108

OBJECTIVE

To Obtain a position related to my field of study that will allow me to exercise, as well as build upon, my previous skills and working experiences.

EDUCATION

Century College		AA Degree
University of Minnesota	Junior	Urban Studies

PROFILE

High Energy - Ability to "Up Sell" - Management Experience - Flexible Worker- Customer Service - Dedicated Team Player - Problem solver	Superior
--	----------

PROFESSIONAL EXPERIENCES

Sawatdee Server	2005-2006
<ul style="list-style-type: none">-Met the Customers needs and maintained satisfaction-Thrived to keep sales high-Was able to successfully "Up-sale" the customer	
Apartment Pros Crew Leader	2005-Present
<ul style="list-style-type: none">-Met Customer needs and expectations with superior service-Successfully met management goals by emphasizing teamwork, dedication and flexibility-Successful in working effectively in high stress and high demand atmospheres	
Plumbers Local 34 Apprentice	2002-2005
<ul style="list-style-type: none">-Provided quality service to multiple consumers including new construction, service and repair of existing properties and remodeled projects-Met strict codes and standards per City of St. Paul and Minneapolis, in order to successfully complete high quality work meeting and exceeding State standards-Be able to work in tight and awkward areas	
McDonald's Restaurant Manager	2000-2002
<ul style="list-style-type: none">-Be able to delegate tasks to others-The ability to keep sales in line with labor goals set-Be able to open, run and close the store as needed-Set goals for crew and myself	

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: November 1, 2006

NAME: Chuck Long

ADDRESS: _____

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 9 1/2 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? I am seeking
an appointment to the Planning Commission.

REASON YOU WISH TO SERVE ON ABOVE: The City will be facing
some challenging issues concerning planning
and land use in the next few years and I would
like to be a part of the process that addresses
them.

PRIOR PUBLIC (OR RELATED) SERVICE: I have chaired the
Parks and Recreation Commission since 2000 and
am currently on the Comprehensive Plan
Steering Committee

OTHER RELEVANT BACKGROUND (OR COMMENTS): _____

I am an attorney and have represented
public sector clients (~~school~~ districts) since
1992. In that capacity I have helped formulate
and draft policies and procedures and gained
extensive experience speaking before various
groups. A copy of my bio is attached.

Charles E. Long

EDUCATION LAW

J.D. (*cum laude*), University of Minnesota, 1993
B.A., Northwestern University, 1988

PRIMARY PRACTICE AREAS ■ Chuck Long practices in the area of education law and provides counsel to school districts in Minnesota and western Wisconsin. His practice covers a wide range of student issues including special education, discipline, data practices, harassment, and constitutional issues. He has represented clients in state administrative hearings, state and federal district court, and state and federal appellate court. He also has been a registered lobbyist for educational organizations.

BACKGROUND ■ Mr. Long has been representing school districts for more than a decade. In addition to providing legal advice, he frequently speaks on education issues at various conferences, seminars and classes and conducts numerous training sessions for school districts. The topics of his presentations have included: all aspects of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the No Child Left Behind Act, student discipline, sexual and racial harassment, school safety, and data privacy. He joined the firm as a shareholder in 2005.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES ■ Mr. Long is a member of the Minnesota Bar Association, the Ramsey County Bar Association, the National and Minnesota Councils of School Attorneys, and the Wisconsin School Attorneys Association. He is a former legal counsel for the Saint Paul Jaycees and currently chairs the Parks and Recreation Commission for the City of Falcon Heights.

PERSONAL ■ Mr. Long lives in Falcon Heights, Minnesota with his wife, Vicki, and their twin daughters Ellie and Abby. Away from the office, he enjoys spending time with his family, reading American history, attending University of Minnesota football and basketball games, and relaxing on the Jersey Shore.

"Working with public school districts is a true privilege. The passion and purpose educators bring to their jobs every day are the same qualities I try to provide to them through my representation. I am thrilled to move my education law practice to Kennedy & Graven – a firm with a long history of commitment to and appreciation of the public sector."

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: ___ September 26, 2006 _____

NAME: ___ Kenneth Salzberg _____

ADDRESS: _____

PHONE: (H) ___ _____ (W) ___ _____

EMAIL ADDRESS: ___ _____

HOW LONG AT ABOVE ADDRESS? ___ 15+ years _____

IN WHAT CAPACITY DO YOU WISH TO SERVE? ___ As a member of the Planning Commission _____

REASON YOU WISH TO SERVE ON ABOVE: ___ I remain quite interested in city planning, and hope to be able to use some of my background and experience in helping make planning decisions. _____

PRIOR PUBLIC (OR RELATED) SERVICE: ___ I was a member of the planning commission in 1992-1995 and again in 1997-2000. _____

OTHER RELEVANT BACKGROUND (OR COMMENTS): ___ I teach property law at Hamline University School of Law, including courses in the law of landuse planning. I am a member of the State Bar Real Property Section Legislative Committee. _____

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: 10 - 30 - 06

NAME: ERIC WATKINS

ADDRESS: _____

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 6 months

IN WHAT CAPACITY DO YOU WISH TO SERVE? _____

Planning Commission.

REASON YOU WISH TO SERVE ON ABOVE: I am interested in the challenges faced by the city due to its small population size and lack of commercial zoning potential.

PRIOR PUBLIC (OR RELATED) SERVICE: Student government while an undergraduate at U of Minnesota.

OTHER RELEVANT BACKGROUND (OR COMMENTS): _____

I would like to serve in this capacity because I would like this city to prosper. It is a great place to live and work (U. of Minnesota faculty member - Hort. Science).

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: November 17, 2006

NAME: Wendy Noble

ADDRESS: _____

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 5 1/2 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? planning Commission

REASON YOU WISH TO SERVE ON ABOVE: i enjoy our city and would look forward to being an active participant in shaping its future.

PRIOR PUBLIC (OR RELATED) SERVICE: _____

OTHER RELEVANT BACKGROUND (OR COMMENTS): _____

Familiar with Robert's Rules of Order

ITEM: **Approval of Consultant Contract with SEH for Comprehensive Plan Update Engineering Services**

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

EXPLANATION:

Part of the requirements for the 2008 Comprehensive Plan update include technical work related to our utility, transportation, and water management systems. The scope of this work is outside the expertise of city staff, so proposals were solicited from engineering consultants to complete this work. Staff received proposals from three firms, which are detailed below:

Short Elliot Hendrickson (SEH)	\$21,426
WSB Associates	\$39,000
Bolton & Menk, Inc.	\$67,000

All three firms were asked to submit proposals that would produce reports which could be directly incorporated into our overall submission to the Metropolitan Council. Both city staff and our city engineer have had past experience with SEH and are comfortable working with them.

Attached is an agreement for professional engineering services that has been drafted by the city attorney. It is an hourly not-to-exceed contract, so the final amount could come in less than what it proposed. We have budgeted \$30,000 in the 2007 Capital Improvements Plan for comprehensive plan updates. There will be more comprehensive plan update work involved regarding land use issues, but at this point staff believes most of it can be performed in-house.

ATTACHMENTS:

SEH Comprehensive Plan Proposal
Agreement for Professional Engineering Services

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the attached contract with SEH for comprehensive plan update services.



OCT 02 2006

October 2, 2006

RE: City of Falcon Heights
Utility, Transportation, and Water
Resources Management Plan Updates
SEH No. PFALCO0701.00 10.00

Justin Miller
City Administrator
City of Falcon Heights
2077 W. Larpenteur
Falcon Heights, MN 55113

Dear Mr. Miller:

The City of Falcon Heights is committed to enhancing the quality of life for residents and businesses. An important part of following through with this commitment is the ability to plan for and provide adequate public utility services. The City is showing this commitment as preparation of updating the City's Comprehensive Plan gets underway.

Short Elliott Hendrickson, Inc. (SEH) is pleased to be a partner with the City on this important work and appreciates the opportunity to submit a proposal for updating your Comprehensive Plan in the areas of utilities, transportation, and stormwater management. We are ready to roll up our sleeves and assist you in getting this job completed.

Based on a review of the City's current Comprehensive Plan along with an assessment of the latest Metropolitan Council Environmental Services (MCES) guidance, we have assembled the following work program, which will result in a functional working document that meets the City's needs and addresses MCES requirements. The work program has been structured to reflect the items included in the Metropolitan Council's Local Planning Handbook.

The scope of work for this proposal includes updating the Utility, Transportation, and Water Resources Management section of the City's current Comprehensive Plan. The individual tasks to be completed for each of these sections is further discussed in the Scope of Work section of our proposal. It is our understanding that the remaining sections of the City's Comprehensive Plan will be updated by others.

Project team members have been carefully selected because their special talents specifically relate to the needs of your project. The Utility Plan update effort will be lead by Project Manager Jay Murzyn, PE. The update to the Water Resources Management Plan will be lead by Ron Leaf, PE assisted by Erin Krueger, PE. The Transportation update will be lead by Chris Hiniker, AICP. Members of our team have worked with the City on past successful projects and have thoroughly enjoyed working with City staff.

Dave Halter will serve as Client Service Manager for the City. He has the ability to first and foremost be your advocate. This means that he is working constantly to ensure a seamless delivery of services that meets the City's goals.

SCOPE OF WORK

I. Comprehensive Utility Plan

Task 1. Initial Planning Meeting

Selected SEH team members will attend a kick-off meeting with the City staff to discuss the existing sanitary sewer system and plans for future redevelopment. Some of the items to be discussed at the meeting are impacts of the redevelopment to the City's sanitary sewer collection system and evaluations and analyses of the City's lift station.

Task 2. Data Collection and Review

Review as-built drawings of sanitary sewer collection system.

Proposed land use, zoning maps and City population projections will also be reviewed to aid in identifying future redevelopment demands on the system. It is our understanding that the city is at or near its ultimate service area boundary pending some redevelopment.

Evaluate the condition of the sanitary sewer collection system by reviewing recent CCTV inspection tapes provided by the City. The capacity of the collection system will be evaluated in areas planned for redevelopment.

Evaluate the physical condition of the lift station. A visual inspection will identify the structural condition and will recommend whether further testing will be necessary. A visual inspection of piping, valves, heating and ventilation will identify the mechanical condition of the station. Pump records will be reviewed to evaluate the pump cycles.

Evaluate existing electrical service and assess its ability to serve the station. SEH will visually inspect electrical gear and compare existing technology to current technology. Amperage readings to determine pump conditions will be obtained. The existing instrumentation and control system will be evaluated.

Analyze the sewer system's ability to convey the existing and future sewage flow. The quantity of flow currently received on an annual average, maximum month, peak hour and peak instantaneous will be determined for each lift station in the following manner:

1. Review pump run time records of the lift stations.
2. Calculate pump capacity by performing a pump down test.
3. Calculate flow by multiplying pump capacity by run times.
4. Calculate theoretical flow for each service area using development type and water usage.
5. Compare theoretical flow to measured flow. Apply appropriate theoretical peaking factors to estimate maximum hourly and peak instantaneous flow.

The pump-down test will require a joint effort between the City and SEH. SEH will furnish and operate drawdown gauges and timing devices and will perform the calculations. The City will provide access to the stations and furnish staff to operate the pumps.

Task 3. Population/Demand Projections

The City will provide population projections. The SEH team will use this information to determine 2030 flow projections. Peaking factors for maximum day, peak hour and how these peaking factors would affect the sanitary sewer system will also be established.

Task 4. Capital Improvement Planning

Assemble a 5 year and 10 year capital improvements plan for the sanitary sewer system. Costs will be estimated in 2006 dollars for planning purposes. The CIP will include improvements to the facilities that were reviewed as part of this study.

II. Water Resources Management Plan

We understand that the overall goal of this effort is to update the 'Water Resources' section of the City's Comprehensive Plan. The City is required by Metropolitan Council to include a section on 'Surface Water' in the Comprehensive Plan. While the City does not currently have a separate document that serves as its Local Water Management Plan, the City effectively uses the Capitol Region Watershed District's Stormwater Management Plan as a guide in managing its stormwater system.

Most of the City is located within the Capitol Region Watershed District, with a small portion located in the Rice Creek Watershed District. Both watershed districts require permitting for construction projects within their jurisdictions, and under Minnesota Statute 8410 City's are required to develop local water management plans within two years of adoption of water management plans by the watershed districts who have jurisdiction in the City. The Capitol Region Stormwater Management Plan was adopted in 2000, and the Rice Creek Watershed District Water Management Plan was adopted in 1997.

Because the City's program is effectively managed through these watershed district plans, our scope of work does not include completion of a stand-alone Surface Water Management Plan. Instead, we are proposing to use the existing information included in the Capitol Region and the Rice Creek Watershed District's Plans to summarize information related to stormwater management and incorporate key elements of the program into the Comprehensive Plan section on water resources. Our scope has two main tasks as outlined below.

Task 1: Data Collection and Review

Data collection and review tasks include:

1. Compile information, rules, and standards from the Rice Creek and Capitol Region Watershed District Plans.
2. Compile existing storm sewer system maps and information.
3. Compile available existing water resources-related agreements.
4. Review City Code and Ordinances relating to surface water management.

Task 2: Surface Water Section Development

We will prepare a summary of the information collected in Task 1 into the four categories listed below. We will prepare a draft for review by City staff and a final version as described.

1. Land and Water Resources Inventory. Summarize information included in the Rice Creek and Capitol Region Watershed District Plans that pertain to the City of Falcon Heights. Incorporate

figures into the section, including watershed boundaries, stormwater system map, soils information, etc.

2. **Goals and Policies.** Adopt Capitol Region Watershed District's goals and policies. Coordinate goals and policies with the Rice Creek Watershed District and obtain approval.
3. **Implementation Plan.** Summarize City's current surface water management program, including funding options and identified capitol improvement projects.
4. **Identify Existing and Potential Water Resources Related Problems.** Coordinate information with the Capitol Region and the Rice Creek Watershed Districts. Include problem areas identified by the watershed districts and the City of Falcon Heights.

Optional Task 3: Surface Water Plan Coordination with Watershed Districts.

If requested by one or both of the watershed districts to prepare a formal, separate Surface Water Management Plan, we can provide assistance with those efforts. We will provide the City with an estimate of the effort needed upon reviewing a request by the watershed district(s).

III. Transportation Plan

Task 1: Review and Refine the Functional Classification System

The latest Metropolitan Council functional classification network will be reviewed to determine if there are inconsistencies with the existing plan and the rationale for the inconsistencies. It is assumed that a network consistent with the Metropolitan Council's system will be defined and mapped. The map will include the following:

1. Existing and proposed number of lanes,
2. Current daily traffic counts (from existing data), and
3. Forecast 2030 traffic volumes (see Task 2.0 for forecast methodology).

Task 2: Develop Year 2030 Traffic Forecasts

The Metropolitan Council guidance provides two options for developing traffic forecasts. The first, recommended for developing communities, is using the regional traffic model. The second option, recommended for developed and rural communities, is a trend analysis. Given this guidance, we propose updating traffic forecasts within the community using a trend analysis. As part of this task a map will be prepared that presents existing and year 2030 traffic volumes.

Task 3: Identify Operational and Facility Concerns

Using the traffic forecast data, the available accident data, and through coordination with Mn/DOT and Ramsey County, SEH will complete an assessment of existing and forecast operational concerns throughout the community. The first step in the process will be to identify the existing and forecast congestion issues assuming no system improvements. The second step will be to identify the safety hot-spots across the City. Next, the planned improvements to the regional highway system and local road network will be identified to determine which operational issues will remain after the planned State, County, and City improvements are implemented.

Task 4: Review and Refine the Access Management Guidelines

The access management elements included in the previous plan will be reviewed and refined as needed.

Task 5: Review and Refine the Bicycle and Pedestrian Plan

The existing plan will be reviewed to ensure it meets the following Metropolitan Council guidelines:

1. Includes a description of the City's policies and plans regarding bicycle and pedestrian systems and programs.
2. Includes a map showing on-road and off-road bikeways such as signed routes, striped on-street bicycle lanes, and off-road bicycle or multi-use paths.
3. Includes a description of bicycle and pedestrian accessibility to transit corridors and transit facilities.

Task 6: Complete a Transit Assessment

The transit related requirements have been expanded and include the following:

1. Describe existing transit routes and paratransit services.
2. Identify the City's transit market as documented in the *Transportation Policy Plan*.
3. Include a policy that the City will work with Metro Transit to determine future transit services consistent with the City's transit market and its associated service standards and strategies.
4. Provide a map of the existing and planned transit corridors included in the *Transportation Policy Plan*.
5. Provide a map that illustrates the following:
 - Existing and programmed park-and-ride facilities;
 - Potential park-and-ride facility sites;
 - Existing and planned passenger facilities such as transit centers and stations;
 - Transit support facilities such as maintenance facilities and garages.

Task 6: Review and Refine the Aviation Elements

No analysis is anticipated to be required to address this portion of the Metropolitan Council guidelines.

Throughout the process SEH will work closely with the City staff as well as coordinate with the other involved agencies (Metropolitan Council, Ramsey County, and Mn/DOT), to ensure all requirements are satisfied and the document reflects the format and content needs of the City's Comprehensive Plan.

MATERIALS AND TASKS PROVIDED BY THE CITY

1. Historical population data and population projections.
2. Maps of City including overall water system, current land use, proposed land use, current zoning, and available topographic mapping provided in AutoCad format if available.
3. GIS/CAD electronic data on existing systems.
4. Current and previous 5 year water usage records including average daily and monthly demand and maximum day demand.

5. Residential and commercial/industrial connection information.

SCHEDULE AND FEE

We have the capability to begin the tasks outlined in this proposal immediately following City authorization. We anticipate having a draft submittal of each document to the City for review and comment by March 2, 2007. The documents will be finalized with the City's comments incorporated and be submitted for final approval by March 30, 2007.

SEH is pleased to present this fee proposal to the City of Falcon Heights for updating the Utility, Water Resources Management, and Transportation Plans. The estimate of the cost of our engineering services, as provided on the attached task hour budget, is based on the understanding, approach, and schedule detailed in this proposal.

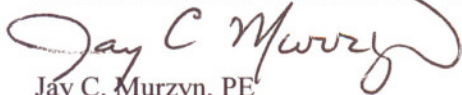
We propose an hourly not-to-exceed fee of \$21,426 plus customary reimbursable expenses estimated to be \$340. We will bill you monthly for these services on an hourly basis plus the cost of expenses based on the attached task hour budget as summarized below:

Utility Plan Update	\$5,365
Reimbursable Expenses	<u>142</u>
Subtotal	\$5,507
Water Resource Management Plan Update	\$7,710
Reimbursable Expenses	<u>104</u>
Subtotal	\$7,814
Transportation Plan Update	\$8,011
Reimbursable Expenses	<u>94</u>
Subtotal	\$8,105
Total Fee Proposal	\$21,426

We look forward to discussing and clarifying the contents of our proposal with your staff. Let us know how we can be of assistance.

Respectfully submitted,

SHORT ELLIOTT HENDRICKSON INC.



Jay C. Murzyn, PE
Project Manager

jcm
Enclosures

c: Dave Halter, SEH
Ron Leaf, SEH
Chris Hiniker, SEH



Task Hour Budget
City of Falcon Heights
Comprehensive Plan Updates
September 27, 2006
Updated October 2, 2006

															ESTIMATED HOURS										ESTIMATED COST													
PROJECT TASKS															CLIENT SERVICE MANAGER	PROJECT MANAGER	SENIOR PROFESSIONAL ENGINEER	SENIOR PLANNER	SENIOR PLANNER	SENIOR PROFESSIONAL ENGINEER	PROJECT ENGINEER	PROJECT ENGINEER	PROJECT ENGINEER	STAFF ENGINEER	GIS	GIS	ADMIN TECH											
Employee Name (Hide Row), Do not type in information it is connected to the columns under input hours.															Deve Balter	Jay Murray	Ron Leaf	Chris Husker	Bob Rogert	George Cableough	Jeremy Coon	Jesse Struve	Eric Krueger	Duane Cruser	Nathan Amst	Mike Steuermagel	Karen Anderson											
Title																																						
Sub-Title																																						
1.0	Utility Plan Update																																					
1.01	Initial Planning Meeting														1				1																			
1.02	Data Collection and Review																		4		1																	
1.03	Sanitary Sewer System Condition Assessment																		4				4															
1.04	Sanitary Sewer Collection System Capacity Analysis																		3																			
1.05	Sanitary Sewer Lift Station Assessment														0.5				4		2																	
1.06	Sanitary Sewer Lift Station Capacity Analysis														0.5				2																			
1.07	Capital Improvement Planning																		6		2																	
1.08	Utility Section Development														6						6				8													
1.09	QA/QC														1		1																					
Subtotal Hours															1	9					4	22	9			4	8											
2.0	Water Resources Plan Update																																					
2.01	Data Collection and Review																2				16																	
2.02	Surface Water Section Development																		12																			
	2.021	Land and Water Resources Inventory																	10		12																	
	2.022	Develop Goals and Policies																	10																			
	2.023	Prepare Implementation Plan																	10																			
	2.024	Identify Existing and Potential Water Resources Related Problems																	8																			
2.03	QA/QC														1		1		2																			
Subtotal Hours															1	1	4						66		12													
3.0	Transportation Plan Update																																					
3.01	Data Collection and Review																1		8																			
3.02	Develop Year 2030 Traffic Forecasts																2		5.5																			
3.03	Identify Operational and Facility Concerns																2		3																			
3.04	Review and Refine the Access Management Guidelines																2		10																			
3.05	Review and Refine the Bicycle and Pedestrian Plan																2		8																			
3.06	Complete a Transit Assessment																2		12		4						12											
3.07	Transportation Section Development																																					
3.08	QA/QC														1		1																					
Subtotal Hours															1	1	11		47		4						12											
Subtotal Summary															3	11	4		11		47		4		4		22		66		9		12		4		20	

															CLIENT SERVICE MANAGER	PROJECT MANAGER	SENIOR PROFESSIONAL ENGINEER	SENIOR PLANNER	SENIOR PLANNER	SENIOR PROFESSIONAL ENGINEER	PROJECT ENGINEER	PROJECT ENGINEER	PROJECT ENGINEER	STAFF ENGINEER	GIS	GIS	ADMIN TECH	ESTIMATED COST
PROJECT COST SUMMARY																												
Utility Plan Update																												
Subtotal Hours															1	9					4	22	9			4	8	57
Subtotal Expenses																								\$141.75				
Subtotal																								\$5,506.36				
Water Resources Plan Update																												
Subtotal Hours															1.0	1.0	4.0						66.0	12.0				84
Subtotal SEH Expenses																								\$104.50				
Subtotal																								\$7,814.67				
Transportation Plan Update																												
Subtotal Hours															1	1	11		47		4						12	76
Subtotal Expenses																								\$94.50				
Subtotal																								\$8,104.98				
TOTAL COST ASSOCIATED WITH THIS PROPOSAL:																								\$21,426.00				



*Task Hour Budget
City of Falcon Heights
Comprehensive Plan Updates
September 27, 2006
Updated October 2, 2006*

\\F:\F\Falcon\0701001-GE\N10-Contract\Proposal\Falcon Heights THB 070100.xls@Hours-Costs

NOTES

- ¹ City will provide electronic mapping and in a GIS format and as-built information as required.
- ² Capacity analysis will be limited to redevelopment areas.
- ³ Condition Assessment will be limited to review of pre-existing CCTV tapes to be provided by the City.
- ⁴ Pump down tests to be performed on one (1) City lift station.

**AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES**

THIS AGREEMENT is made on the ____ day of _____, 2006, between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation, hereinafter called the “CITY,” and **SHORT ELLIOTT HENDRICKSON INC.**, a Minnesota corporation, hereinafter called the “ENGINEER.”

THE CITY and the ENGINEER agree as follows:

1. Contract Documents. The ENGINEER agrees to provide engineering services to the CITY in accordance with the following contract documents which are incorporated herein by reference:
 - A. Agreement for Professional Engineering Services.
 - B. ENGINEER’S Fee Schedule dated _____, 2006 (“Fee Schedule”).
 - C. ENGINEER’S letter dated October 2, 2006 Re: City of Falcon Heights Utility, Transportation, and Water Resources Management Plan Updates SHE No. PFALCO0701.00 10.00

In the event of conflict among the documents, the conflict shall be resolved in descending order of priority.

2. Payment. ENGINEER shall be paid for the services described in paragraph 1 on an hourly basis in accordance with the Fee Schedule, but an amount not to exceed \$21,426.00 inclusive of reimbursable costs.
3. Warranty. ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of ENGINEER without additional compensation. ENGINEER shall exercise the same degrees of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional engineer under similar circumstances. No other warranty, expressed or implied, is included in this Agreement or in any drawing, specification, report, or opinion produced pursuant to this Agreement.
4. Termination. This Agreement may be terminated by either party by two (2) days’ written notice delivered to the other party at the address written above. Upon termination under this provision if there is no fault of the ENGINEER, the ENGINEER shall be paid for services rendered and reimbursable expenses until the effective date of termination, except that ENGINEER will not be paid for incomplete tasks or subtasks set forth in paragraph 3 above. If the CITY terminates the Agreement because the ENGINEER has

failed to perform in accordance with this Agreement, no further payment shall be made to the ENGINEER, and the CITY may retain another engineer to undertake or complete the work identified in Paragraph 1.

5. Subcontractor. The ENGINEER shall not enter into subcontracts for services provided under this Agreement without the express written consent of the CITY. The ENGINEER shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the ENGINEER'S receipt of payment by the CITY for undisputed services provided by the subcontractor. If the ENGINEER fails within that time to pay the subcontractor any undisputed amount for which the ENGINEER has received payment by the CITY, the ENGINEER shall pay interest to the subcontractor on the unpaid amount at the rate of 1-1/2 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the ENGINEER shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the ENGINEER shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
6. Independent Contractor. At all times and for all purposes herein, the ENGINEER is an independent contractor and not an employee of the CITY. No statement herein shall be construed so as to find the ENGINEER an employee of the CITY.
7. Non-Discrimination. During the performance of this Agreement, the ENGINEER shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability, or age. The ENGINEER shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The ENGINEER shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.
8. Assignment. Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
9. Indemnification. The ENGINEER agrees, to the fullest extent permitted by law, to indemnify and hold CITY harmless from any damage, liability, or cost (including reasonable attorney's fees and costs of defense) to the extent caused by ENGINEER'S negligent acts, errors, or omissions in the performance of professional services under this Agreement and those of his or her subcontractors or anyone for whom the ENGINEER is liable.

10. Insurance.

- A. General Liability. During the term of this Agreement, ENGINEER shall maintain a general liability insurance policy with limits of at least \$2,000,000 for each person, and each occurrence, for both personal injury and property damage. This policy shall name the CITY as an additional insured for the services provided under this Agreement and shall provide that the ENGINEER'S coverage shall be the primary coverage in the event of a loss. The policy shall also insure the indemnification obligation contained in Paragraph No. 10.
 - B. Worker's Compensation. The ENGINEER shall secure and maintain such insurance as will protect ENGINEER from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of ENGINEER'S services under this Agreement.
 - C. Professional Liability Insurance. The ENGINEER shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the CITY, in the insured's capacity as ENGINEER, if such legal liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is legally liable. Said policy shall provide minimum limits of \$2,000,000 with a deductible maximum of \$125,000.
 - D. Certificate of Insurance. A certificate of insurance on a form acceptable to the CITY which verifies the existence of this insurance coverage must be provided to the CITY before work under this Agreement is begun. The certificate shall provide that such insurance cannot be cancelled until 30 days after the CITY has received written notice of the insurer's intention to cancel the insurance.
11. Records Access. The ENGINEER shall provide the CITY access to any books, documents, papers, and record which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for three years after final payments and all other pending matters related to this Agreement are closed.
12. Data Privacy. The ENGINEER shall comply with the Minnesota Statutes Chapter 13, The Minnesota Government Data Practice Act. The ENGINEER shall not disclose non-public information except as authorized by the Act.
13. Ownership of Documents. All plans, diagrams, analyses, reports, and information generated in connection with performance of the agreement shall become the property of the CITY. The CITY may use the information for its purposes.
14. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota.

15. Permits. ENGINEER shall obtain all necessary permits required for completion of ENGINEER'S services.

Executed as of the day and year first written above.

CITY OF FALCON HEIGHTS

BY: _____
Susan L. Gehrz, Mayor

AND _____
Justin Miller, City Administrator

SHORT-ELLIOTT-HENDRICKSON INC.

BY: _____
Its

ITEM: Adoption of the 2007 tax levy and budget

SUBMITTED BY: Justin Miller, City Administrator

REVIEWED BY: Mayor Gehrz, Council members Harris, Talbot, Kuettel, and Lindstrom,
Roland Olson, Finance Director

EXPLANATION:

The Council is being asked to adopt resolution 06-31, certifying the 2007 tax levy.

The Council is also being asked to adopt resolution 06-32 for the 2007 budget in the amount of \$1,654,492. The council held a public hearing on the 2007 budget on December 4, 2006.

This budget includes the Special Revenue funds:

Park Program Fund (201) \$33,195
Water Fund (204) \$9,497
Recycling Fund (206) \$42,503
Community Development Fund (208) \$30,585
Citizen Corp Council/Neighborhood Liaison (210) \$2,903
Citizen Corp Council/CERT (211) \$2,903

Purpose: To promote a community that is a good place to work, live, and visit.

ATTACHMENTS:

Resolution 06-31 adopting the 2007 tax levy and 06-32 adopting the 2007 budget.

CITY OF FALCON HEIGHTS

RESOLUTION 06-31

DECEMBER 13, 2006

RESOLUTION ADOPTING THE 2007 TAX LEVY

BE IT RESOLVED that the City Council of the City of Falcon Heights authorizes the City to levy taxes in the amount of \$895,700 for the year 2007; and

BE IT FURTHER RESOLVED that the County Auditor should extend the tax levy in the amount of \$895,700 for the year 2007.

Moved by:

Approved by: _____
Susan L. Gehrz, Mayor
December 13, 2006

GEHRZ _____ In Favor
KUETTEL
HARRIS
LINDSTROM
TALBOT _____ Against

Attested by: _____
Justin Miller
City Administrator
December 13, 2006

Subscribed and sworn before me
this ____ day of _____, 2006.

Notary Public
My commission expires: _____

CITY OF FALCON HEIGHTS

RESOLUTION 06-32

DECEMBER 13, 2006

RESOLUTION ADOPTING THE 2007 BUDGET

BE IT RESOLVED by the City Council of the City of Falcon Heights that the General Fund Operating Budget for the year 2007 in the amount of \$1,654,492, and the Special Revenue Fund Budgets as listed are adopted.

Park Program Fund (201) \$33,195
Water Fund (204) \$9,497
Recycling Fund (206) \$42,503
Community Development Fund (208) \$30,585
Citizen Corp Council/Neighborhood Liaison (210) \$2,903
Citizen Corp Council/CERT (211) \$2,903

Moved by:

Approved by: _____
Susan L. Gehrz, Mayor
December 13, 2006

GEHRZ ___ In Favor
KUETTEL
HARRIS
LINDSTROM
TALBOT ___ Against

Attested by: _____
Justin Miller
City Administrator
December 13, 2006

Subscribed and sworn before me
this ___ day of _____, 2006.

Notary Public
My commission expires: _____

ITEM: **Amendments to Solicitor Ordinance**

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

EXPLANATION:

During recent city code recodification discussions, the City Council asked staff and legal counsel to review our current solicitor ordinance and to bring back suggested revisions. Staff presented a draft ordinance at the September 27th City Council meeting, and we are bringing back for consideration a new ordinance incorporating Council's comments. Key points of the new ordinance include:

- A license shall be required for each person asking to solicit goods within the City. The application for such permit will ask for name and physical description of the applicant, address, nature of business, name of employer, dates and hours of operation, source of goods, statement asking about past criminal history, and previous municipalities that the applicant has worked in.
- A background check will be performed by the St. Anthony Police Department. If past criminal activity is shown, the license application can be denied.
- All solicitors must carry identification as well as their license and show it when requested.
- Hours of operation are limited to 9:00 a.m. – 7:00 p.m. (same as current ordinance)
- Residents not wanting solicitors to approach their homes can display a “Peddlers and Solicitors Prohibited” sign, which must be obeyed.
- Licenses can be revoked by the City Administrator for unlawful behavior, incorrect statements on the application form, or for violating terms of the license. Solicitors who have their license revoked can request a hearing within ten (10) days of receiving notice. If, in the discretion of the City Administrator, imminent harm to the health or public safety of the public may occur because of the actions of the solicitor, the license may be revoked prior to the public hearing being held.
- People engaging in the following activities are exempt from these regulations:
 - Selling personal property at wholesale to dealers in such articles
 - Selling newspaper subscriptions
 - Non-profit, religious, political, or educational organizations
 - Taking orders in connection with a regular route for the sale and delivery of perishable daily necessities

ATTACHMENTS:

Revised application and license forms
Proposed solicitor ordinance 06-04
Current ordinance

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt the attached ordinance amending the Falcon Heights City Code concerning peddlers, solicitors, and transient merchants.



CITY OF FALCON HEIGHTS

2077 W. Larpenteur Ave.
Falcon Heights, MN 55113
Phone 651-792-7600, fax 651-792-7610

FOR OFFICE USE
Permit Number:
Approval Date:
Amount Paid:
Receipt:
Approved By:

2006 Solicitors, Peddlers, Transient Merchants Certificate of Registration Application Form

\$25.00 - Permit Fee (per individual)

Business Information:

Business Name: _____

Applicant's Full Legal Name: _____

Date of Birth: _____

Social Security Number: _____

Permanent Address: _____

Physical Description: Hair color: _____ Weight: _____

Eye color: _____ Height: _____

Address of Employer: _____

Business Phone Number: _____ Fax Number: _____

List of municipalities wherein the applicant/company has worked before coming to the City or Falcon Heights:

1. _____
2. _____
3. _____
4. _____
5. _____

Describe the nature of your business:

Description of goods to be sold:

Address where goods are manufactured:

Address where goods are stored:

Manner of which the goods shall be delivered to customer:

Requested dates for working within the City of Falcon Heights:

Requested hours for working within the City of Falcon Heights:

NOTICE:

*No peddler or solicitor shall enter upon any premises where a sign prohibiting peddlers and solicitors is posted.

*No peddler or solicitor shall enter upon any premises after 7:00 p.m.



CITY OF FALCON HEIGHTS

2077 W. Larpenteur Ave.
Falcon Heights, MN 55113
Phone 651-792-7600, fax 651-792-7610

2006 Solicitors, Peddlers, Transient Merchants Certificate of Registration

Name of Organization: _____

Applicant's Name: _____

Address of Organization: _____

Organization Phone Number: _____

Physical Description: Hair color: _____ Weight: _____

Eye color: _____ Height: _____

Purpose of Solicitation: _____

Dates on which solicitation is to be conducted: _____

This certificate expires: _____

City Clerk

The above organization has registered with the City of Falcon Heights and has provided all required documentation in accordance with the city code. A list of canvassers is attached.

THIS CERTIFICATE IS NOT IN ANY WAY AN ENDORSEMENT BY THE CITY.

- No peddler or solicitor shall enter upon any premises where a sign prohibiting peddlers and solicitors is posted.
- No peddler or solicitor shall enter upon any premises after 7:00 p.m.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 06-04

**AN ORDINANCE AMENDING THE
FALCON HEIGHTS CITY CODE CONCERNING
PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 5, Section 5-1.03C of the Falcon Heights City Code is amended to provide as follows:

C. PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS.

1. Definitions. Unless otherwise expressly stated, whenever used in this Section, the following words shall have the meaning given to them by this section:

PEDDLER: Any person who goes from dwelling to dwelling, business to business, street to street, or any other type of place to place, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise, or other personal property that the person is carrying or otherwise transporting. The term "peddler" shall mean the same as the term "hawker".

PERSON: Any natural individual, group, organization, corporation, partnership, or association. As applied to groups, organizations, corporations, partnerships, and associations, the term shall include each member, officer, partner, associate, agent, or employee.

SOLICITOR: A person who goes from dwelling to dwelling, business to business, street to street, or any other type of place to place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. The term "solicitor" shall mean the same as the term "canvasser".

TRANSIENT MERCHANT: Any person who engages in any temporary and transient business in this state, either in one locality, or in traveling from place to place in this state, selling goods, wares, and merchandise; and who, for the purpose of carrying on such business, hires, leases, occupies, or uses a building, structure, vacant lot, or railroad car for the exhibition and sale of such goods, wares, and merchandise.

2. License Required. No Peddler or Solicitor shall sell or offer for sale any goods, wares, or merchandise within the City unless a license therefor shall first be secured as provided in this Section. The non-refundable license fee is \$25.00. Any Peddler or Solicitor dealing with merchandise of any kind to be delivered to customers in Minnesota directly from points outside of Minnesota shall be exempt from the payment of the license fee.

3. Conditions Governing License. Application shall be made with the City Clerk of the City at least seven (7) regular business days prior to the date when the activity to be carried on it to commence. Persons applying must file with the City Clerk an accurate sworn statement in writing, on a form furnished by the City Clerk, giving the following information:

- (a) name and physical description of the applicant;
- (b) complete home and local address of the applicant and, in the case of transient merchants, the local address from which proposed sales will be made;
- (c) a brief description of the nature of the business and the product or services involved;
- (d) if employed, the name and address of the employer, together with credentials therefrom, establishing the exact relationship;
- (e) the dates and hours of the day during which the activity will be carried on;
- (f) the source of supply of any goods or property proposed to be sold or orders taken for the sale thereof, where such goods or products are located at the time said registration is filed and the proposed method of delivery;
- (g) a statement as to whether or not the applicant has been convicted of any crime, or misdemeanor or violation of any municipal ordinance of any municipality other than traffic violations, the nature of the offense and the punishment or penalty assessed therefor;
- (h) the last municipalities, not to exceed five, where the applicant carried on business immediately preceding the date of the application and the address from which such business was conducted in those municipalities;

4. Procedure. An application shall be determined to be complete only if all required information is provided. If the City Administrator determines that an application is incomplete, then he or she shall inform the applicant of the information required to be

provided prior to issuance of a license. The City Administrator shall review the application and order any investigation, including background checks, necessary to verify the information provided with the application. The City Administrator shall either approve or deny the license within seven (7) regular business days. If the application is rejected, the applicant shall be notified in writing of the decision, the reason for the denial, and the applicant's right to appeal the denial by requesting, within twenty (20) days of the date of the denial, a public hearing to be heard by the City Council within twenty (20) days of the date of the request.

5. Exemptions. This Section does not apply to persons engaged in the following activities:

- (a) selling personal property at wholesale to dealers in such articles;
- (b) selling newspaper subscriptions;
- (c) soliciting money, donations, or financial assistance of any kind for nonprofit, religious, political, or education organizations; or taking orders for goods sold by a political, religious, educational, or nonprofit organization, or selling or distributing literature or merchandise for which a fee is charged or solicited on behalf of such an organization;
- (d) calling upon householders in connection with a regular route service for the sale and delivery of perishable daily necessities of life such as bakery products and dairy products; this exception does not relieve such person of the duty of compliance with any other applicable provision of this Code;
- (e) calling upon householders at the request of said householders;

6. Proof of License. Every license shall bear the written approval of the City Administrator. Within five days after such approval, the City Clerk shall provide the applicant with a written certificate showing proof of licensing. Such proof of licensing shall be exhibited by the licensee upon request of any police officer or of any person in the City who is being contacted by the licensee in pursuance of the licensee's activity.

7. License Non-transferable. No license is transferable from one individual to another. Each individual shall be separately licensed where more than one individual is involved in the same type of activity even though associated with the same organization.

8. Persons Working for or Assisting Licensee. The licensee shall also supply the information required in Section 3 above for all persons working for or assisting the licensee and pay the fee for each person.

9. Identification. All solicitors and peddlers must wear some type of identification conspicuously showing their name and the organization for which they are soliciting or peddling, must carry their city issued license certificate when conducting the business or activity required to be licensed under this chapter, and must wear or display on their outermost clothing the certificate of licensure provided by the City.

10. Licensure Control. The certificate of licensure issued by the city is the property of the City of Falcon Heights, and must be returned to the City within seven (7) days after the expiration date of the license. Failure to do so may result in prosecution and will result in the denial of any future license application for twelve (12) months.

11. Practices Prohibited. No Peddler, Solicitor or Transient Merchant shall conduct business in any of the following manners:

- A. obstructing the free flow of either vehicular or pedestrian traffic on any street, alley, sidewalk, or other public right of way;
- B. conducting business in such a way as to create a threat to the health, safety, or welfare of any individual or the general public.
- C. entering upon any residential premises for the purpose of carrying on the licensee's or registrant's trade or business between the hours of seven o'clock (7:00) p.m. and nine o'clock (9:00) a.m. of the following day, unless such person has been expressly invited to do so by the owner or occupant thereof.
- D. call attention to his business or to his merchandise, by crying out, by blowing a horn, or by any loud or unusual noise in areas zoned for residential use.
- E. no Peddler, Solicitor, or Transient Merchant shall harass, intimidate, abuse, or threaten a person or continue to offer merchandise for sale to any person after being told not to do so by that person.

12. Duration of License. Each license shall be valid only for the period specified therein, and no license may extend beyond the 31st day of December of the year in which it is granted.

13. Exclusion of Peddlers and Solicitors. Any person who wishes to exclude Peddlers or Solicitors from premises occupied by him may place upon or near the usual entrance to such premises a printed placard or sign bearing the following notice:

"Peddlers and Solicitors Prohibited"

Such placard shall be at least 3 3/4 inches long and 3 3/4 inches wide and the printing thereon shall not be smaller than 48 point type. No Peddler or Solicitor shall enter in or upon any premises or attempt to enter in or upon any premises where such placard or sign is placed and maintained notwithstanding the fact that he may have obtained a solicitation

certificate or solicitation credentials, as the case may be, under the provisions of this Section. No person other than the person occupying such premises shall remove, injure or deface such placard or sign.

14. Suspension and Revocation.

A. Any license may be temporarily suspended by the City Administrator or revoked by the Council for a violation of any of the following:

- (1) Fraud, misrepresentation, or incorrect statements on the application form;
- (2) Fraud, misrepresentation, or false statements made during the course of the license activity;
- (3) Conviction of any offense for which granting of a license could have been denied under this chapter;
- (4) Violation of any provision of this chapter; or
- (5) Conducting the business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

B. Notice. Prior to revoking or suspending any license issued under this section, the City shall provide the license holder with written notice of the alleged violation(s) and inform the licensee of the licensee's right to a hearing on the alleged violation. Notice shall be delivered in person or by mail to the permanent residential address listed on the license application, or if no residential address is listed, the business address provided on the license application.

C. Hearing. Upon receiving the notice provided in subsection B of this section, the licensee shall have the right to request a hearing. If no request for a hearing is received by the city within ten (10) days following the service of the notice, the city may proceed with the suspension or revocation. For the purpose of mailed notices, service shall be considered complete as of the date the notice is placed in the mail. If a hearing is requested within the required time, a hearing shall be scheduled within twenty (20) days from the date of the request. The City Administrator or the Administrator's designee shall be the hearing officer and shall render a decision. The decision of the Administrator is final unless the licensee within five (5) days appeals the decision to the city council.

D. Emergency. If, in the discretion of the City Administrator or the Administrator's designee, imminent harm to the health or safety of the public may occur because of the actions of a peddler or solicitor licensed under this chapter, the City Administrator may immediately suspend the person's license and provide notice of the right to hold a subsequent public hearing as prescribed in subsection B of this section.

E. Appeals. Any person whose license is suspended or revoked under this section shall have the right to appeal that decision in court.

15. Compliance With Zoning. Transient Merchants and Transient Produce Merchants shall comply with provisions of the Falcon Heights Zoning Code. Compliance with the zoning ordinance location, information, and plan requirements shall be verified in writing by the City Administrator.

SECTION 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2006, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Susan L. Gehrz, Mayor

ATTEST:

Justin Miller, City Administrator/Clerk

Current Ordinance

CHAPTER 5. MUNICIPAL REGULATION AND LICENSING

SECTION 1. BUSINESS LICENSE REQUIREMENTS AND REGULATIONS

C. Itinerant Salespersons and Solicitors.

1. Definition. The term "itinerant" salesperson means any person who sells or attempts to sell any goods where the solicitation or sale does not occur within a building, store or structure owned or leased by a business and properly zoned for commercial use. The term shall not include persons delivering goods sold upon commercial premises prior to the delivery, or persons distributing their products to regular customers on established routes, such as vendors of milk, groceries or newspapers.
2. License Required. Every itinerant salesperson must apply to the city clerk for license. Upon approval by council and issuance of the license, the license must be carried by the salesperson or be in his/her vehicle at all times. If a business employs more than one itinerant salesperson, a separate license is required for each salesperson. The license fee is as stipulated in Section 5-5.01 of this code and will not be prorated.
3. Hours of Operation. It shall be unlawful for itinerant salespersons and solicitors to engage in the business of peddling within the city between the hours of 7:00 P.M. and 9:00 A.M. the following morning, or at any time on Sundays, except by specific appointment with or invitation from the prospective customer.
4. Entrance to Premises Restricted. It shall be unlawful for itinerant salespersons and solicitors to enter upon any private premises when such premises are posted with a sign stating "No Peddlers Allowed" or "No Solicitation Allowed" or other words to such effect.
5. Exemptions. Itinerant salespersons acting on behalf of any religious association or any non-profit corporation registered with the state of Minnesota shall not be subject to this section provided the proceeds of any sales are being used for such charitable, religious or philanthropic purposes. However, upon providing proper proof of exemption, the city clerk shall issue a certificate to the organization listing the names and addresses of all salespersons acting on behalf of the organization. A copy of this certificate shall be carried by the salesperson or be in his/her vehicle at all times.

ITEM: **Amendment to City Code Relating to Background Checks**

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

EXPLANATION:

In order to perform the background checks associated with the new solicitor licensing requirements, the City Attorney has advised us that revisions need to be made to our City code. The state attorney general's office has provided guidance on what is needed in such an ordinance, and our legal counsel has used this guidance in preparing the proposed ordinance.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the attached ordinance amending the Falcon Heights City Code concerning background checks.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 06-05

**AN ORDINANCE AMENDING THE
FALCON HEIGHTS CITY CODE
CONCERNING BACKGROUND CHECKS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 2 of the Falcon Heights City Code is amended by adding Article VII to read as follows:

The purpose of this Article is to authorize the City of Falcon Heights acting through a Police Department to conduct computerized criminal history and driver's license history background checks on employees, applicants for employment, volunteers and applicants for City licenses and other City approvals. The City may conduct comprehensive background investigations, including but not limited to accessing data through other automated and non-automated sources and contacting references. The City may periodically conduct a driver's license inquiry upon employees or volunteers where possession of a valid driver's license is an essential qualification of the position. Before the investigation is undertaken, the person must authorize the Police Department in writing to undertake the investigation and to release the information to the City Administrator, and other City staff as appropriate. Should the City reject an applicant's request for employment due, partially or solely, to the applicant's prior conviction of a crime, subject to the exception set forth in Minnesota Statutes Section 364.09, the City Administrator shall notify the applicant in writing of the following:

- (a) The grounds and reasons for the denial;
- (b) The applicable complaint and grievance procedure set forth in Minnesota Statutes Section 364.06;
- (c) The earliest date the applicant may reapply for employment; and
- (d) All competent evidence of rehabilitation will be considered upon reapplication.

SECTION 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2006, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Susan L. Gehrz, Mayor

ATTEST:

Justin Miller, City Administrator/Clerk