

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

AGENDA
January 11, 2006

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GEHRZ ____ KUETTEL ____ HARRIS ____
 LINDSTROM ____ TALBOT ____
 WORTHINGTON ____ KREUSER ____
- C. PRESENTATION:
 - 1. Swearing in of Laura Kuettel, Councilmember and Pamela Harris, Councilmember
- D. APPROVAL OF MINUTES: December 14, 2005 **TAB 1**
- E. PUBLIC HEARINGS:
 - 1. Roselawn Avenue Reconstruction Public Hearing
- F. CONSENT AGENDA:
 - 1. General Disbursements through 1/06/06 \$139,855.98 **TAB 2**
 - Payroll (12/01/05-12/15/05) \$13,710.92
 - Payroll (12/16/05-12/31/05) \$15,311.94
 - 2. Reappointment of Detzner, Andrews and Garza to the Human Rights Commission **TAB 3**
 - 3. Mileage reimbursement rate to 44.5 cents **TAB 4**
 - 4. 2006 License Renewals **TAB 5**
 - 5. Review and adopt Council standing rules **TAB 6**
 - 6. Resolution 06-01 designating official depositories for 2006 **TAB 7**
 - 7. Consider Resolution 06-02 approving a 3% standard compensation increase for regular employees in 2006 **TAB 8**
 - 8. Designation of official newspaper for 2006 **TAB 9**
 - 9. Appointment of City Engineer **TAB 10**
 - 10. Salary Adjustment for City Administrator **TAB 11**
- G. POLICY AGENDA:
 - 1. Agreement for legal services with Campbell Knutson **TAB 12**
- H. COMMUNITY FORUM

**CITY OF FALCON HEIGHTS
MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL
DECEMBER 14, 2005**

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

PRESENT: Mayor Sue Gehrz, Council members Laura Kuettel, Robert Lamb, Peter Lindstrom and Richard Talbot. Also present: City Administrator Heather Worthington, Finance Director Roland Olson, City Engineer Deb Bloom, Parks and Public Works Director Greg Hoag. Absent: Deputy Clerk Stacey Kreuser.

Mayor Gehrz began the meeting by recognizing Mike Clarkin for his 32 years of service to the Falcon Heights Fire Department. Several members of the department were on-hand to see Clarkin awarded mementoes of his service. Fire Chief Kurjahetz stated that Clarkin has been an asset to the department, and he will be missed.

COMMUNITY FORUM:

Bryan Olson, 1592 Roselawn, asked about the charges for the 2005 election. He asked for a breakdown of figures and the whereabouts of the clerk on Election Day. Administrator Worthington stated a copy of the invoice could be sent. Mayor Gehrz replied that the charges were based on an hourly rate, set before the election.

APPROVAL OF MINUTES:

Minutes from November 23 were approved as corrected by Councilmember Kuettel and Mayor Gehrz.

Minutes from December 5 were approved.

Mayor Gehrz asked for approval to add an addendum to the consent agenda, transfer of funds to the scholarship fund for parks and recreation from the Friends of the Parks Fund in the amount of \$280. The item became consent item G8.

Also, Mayor Gehrz asked for approval to add the rulemaking for Capital Region Watershed District to the policy agenda. The item became policy item H9.

The consent agenda item G4, 2006 tax levy and budget approval, became policy item H10 as requested by Councilmember Lindstrom.

CONSENT AGENDA:

1. General Disbursements through 12/07/05: \$268,756.01
 Payroll (11/15/05 – 11/30/05) \$12,700.09
2. Approval of renewal licenses for 2006
3. Statutory tort limits
5. Appointment of new volunteer firefighters
6. Approval of progress payment for fire truck
7. Appointment of Amy Onofrey to the Environment Commission and Paula Mielke to the Parks and Recreation Commission
8. Transfer from Falcon Heights Friends of the Parks Fund to the Recreation Scholarship account

Councilmember Talbot commented on consent item G7, thanking the new commissioners for their service on Falcon Heights commissions. He also commented on item G5, by thanking the volunteer firefighters for their service.

Councilmember Kuettel clarified that the payroll amount should be \$12,700.09.

Councilmember Kuettel moved to approve the items on the consent agenda. The motion passed unanimously.

POLICY AGENDA:

1. Roselawn Feasibility Report

Roseville City Engineer Deb Bloom presented a brief overview of the assessment/reconstruction project to the council. She added that a more in-depth explanation will be presented at the public hearing, set for January 11, 2006.

Councilmember Kuettel asked for clarification on where the pathway would be placed. Bloom answered it would be on the south side of Roselawn, between Snelling and Hamline Aves., attached to the curb – with no grass between the curb and pathway. Bloom noted that Minneapolis and St. Paul have been notified of the Roselawn project plans, since the possible water interconnect between the two cities relies on the half-mile stretch of Roselawn proposed for reconstruction. Mayor Gehrz asked the council to decide on whether or not the project appears feasible, with the next step the public hearing on January 11. Councilmember Lindstrom asked whether there is consideration or concern on the drainage issue on Roselawn. Bloom answered the regional storm water systems have the capacity to handle the drainage from Roselawn, but the clay soils in yards are not good for infiltration of water. She said it makes the best sense to maintain a regional holding pond rather than several smaller ponds, like sand ponds along the right-of-way. Administrator Worthington also noted that catch basins will be reconstructed, which will help with water quality, and is part of the NPDES commitment. Mayor Gehrz asked whether there will be a need for new equipment to clean out the sumps. Administrator Worthington replied the City has a verbal agreement with Roseville, as they have a vac-truck. Mayor Gehrz asked for a motion. Councilmember Talbot moved to approve the resolution receiving the feasibility report on the Roselawn Reconstruction project and ordering a public hearing date, and the motion passed unanimously.

2. Commission Liaison Appointments

Mayor Gehrz presented her recommendation for council appointments for the year 2006. Councilmember Lamb moved to approve the council appointments for 2006. Motion passed unanimously.

3. Approval of Joint Powers Agreement for GIS User Group

Administrator Worthington gave a brief overview of the benefits of being a member of the GIS User Group. She mentioned the cost of renewing is \$561.00. Mayor Gehrz reiterated that residents can go to the website for this group to access information on your address, and if they need help they can call City Hall. Councilmember Talbot noted that the maps online are not legal maps and can not be used in lieu of the actual property markers. He stated although they are always very close, they cannot be relied upon as legal documentation of property lines. Councilmember Kuettel moved to approve the Joint Powers Agreement for GIS User Group. The motion passed unanimously.

4. Approval of Lauderdale Fire Contract

Administrator Worthington began the item by going over the amended fire contract for council approval. Mayor Gehrz noted the per-call rate has increased, and five years of payments for the new 2006 fire truck cost has been added to the contract. Councilmember Lindstrom moved to approve the Lauderdale Fire Contract. The motion passed unanimously.

5. Ramsey County Mutual Aid Agreement

Administrator Worthington began with a summary of the items that the State and FEMA has required for emergency management. She explained the agreement re-states the 7-county agreement already in place. Councilmember Kuettel moved to approve the Ramsey County Mutual Aid Agreement. The motion passed unanimously.

6. Approval of Expenditure for New Finance Package

Finance Director Olson began the item by giving an overview of the research and process of arriving at the current choice for In-Vision software at a price of roughly \$22,000. Councilmember Lamb asked about whether the maintenance package included updates. Olson replied it did. Councilmember Talbot asked where the money came from. Olson replied it was from capital expenditures, with \$15,000 coming from the 2005 dollars budgeted for the item. Mayor Gehrz confirmed the transition would not occur until after the audit. Olson replied everything for 2006 will be on the new system, with the people from In-Vision in to do the conversion. Also, he stated no upgrades to current hardware will be necessary. Councilmember Kuettel moved to approve the expenditure for the new finance package with In-Vision. The motion passed unanimously.

7. Community Forum Length Expansion to Five Minutes and Move to End of Policy Agenda Effective January 1, 2006

Councilmember Lamb began the item by stating people are invited to speak on the agenda during the entire meeting, and five minutes is a reasonable amount of time. As for the change to the end of the meeting, he stated it seemed more appropriate to have the forum occur right before the informal reports from councilmembers. He asked for friendly amendments, there were none. Councilmember Lindstrom asked whether the time amount for comments on agenda items should be changed from three minutes to five minutes as well. Councilmember Lamb agreed. Tom Baldwin, 1716 Albert St, former mayor, stated the community forum came into being during the policy meeting under his time as mayor. He stated the council is there to set the public agenda, and community forum is the way for people to "rush to the head of the line." He stated he would like to eliminate the community forum altogether, and the forum moved to the end prevents people that come to see the policy agenda from sitting through those who might use the community forum to vent their personal hostilities, which has no place in the public agenda. He stated his approval with the council's decision-making abilities, and so time for the forum is perhaps not necessary. Lastly, he reminded the council that meetings are not a court-of-law, and no one should be allowed to accuse the council during the forum.

Bryan Olson, 1592 Roselawn, stated he took offense. He asked about consent items that had been voted on. Mayor Gehrz replied he was out-of-order since the items in question had already been voted on. She asked that if he had questions on the agenda, he could always call ahead of time.

Councilmember Lamb stated that anyone on the council can put an item on the agenda, and people have opportunities through the council to get items on the agenda. He reiterated his belief that five minutes is ample time, and the council should have discipline on holding the time to five minutes.

Councilmember Talbot stated his feeling that the forum should not be allowed at policy meetings, however if it remains it should be at the end of the meeting.

Councilmember Lindstrom stated his support for keeping community forum in the policy meeting.

Councilmember Kuettel stated she agreed with Talbot and Baldwin, in that there are other ways to get in contact with elected officials other than at a policy meeting, but she stated she would vote in favor of the item.

Mayor Gehrz stated she also supported Councilmember Lamb's motion.

Councilmember Lamb moved to expand the community forum to five minutes per person and move it to the end of the policy agenda effective January 1, 2006. The motion passed unanimously.

8. Approval of a Contract with Roof Spec Inc. for Inspection

Parks and Public Works Director Hoag began the item by giving an overview of the current situation of the 10-year old roof of City Hall. He stated Roof Spec Inc. is unbiased, as they do only the inspections and are not roofing contractors.

Councilmember Lindstrom moved to approve the contract with Roof Spec Inc. for inspection. The motion passed unanimously.

9. CRWD Rulemaking

Administrator Worthington began the item by giving an overview of the resolution before the council that re-stated the cities' position on the rulemaking process. She also gave a brief history and the impact of rulemaking on the City, its upcoming reconstruction projects, and residents.

Administrator Worthington replied the resolutions for the four affected cities are along the same lines. She also stated that the process for permitting from the CRWD adds another layer for residents, and is another unfunded mandate on cities.

Councilmember Lindstrom asked this issue be brought before the Planning and Environment Commissions.

Councilmember Lamb brought attention to the last statement in the resolution, and changed the verbiage to "whereas the city council believes the new deadline..."

Mayor Gehrz asked what the worst case scenario is. Administrator Worthington replied the deadline for comments is December 15, and a technical advisory committee would be formed. Worst case scenario she stated, a legal fight, which would be in order if the CRWD went ahead with the rulemaking as it stands.

Councilmember Kuettel asked the CRWD and Ramsey County Commissioners be informed of the discussions held. Kuettel moved to approve the resolution for the CRWD rulemaking process. Lamb seconded. The motion passed unanimously.

10. 2006 Tax Levy and Budget Approval

Councilmember Lindstrom stated he had no changes to the budget, and his recommendation that the item be moved to the policy agenda was a matter of principle.

Mayor Gehrz stated the tax levy for 2006 is set at \$865,008, the operating budget for 2006 \$1,652,499, and the special revenue fund budget for 2006 in the amount of \$88,680.

Councilmember Lamb moved to approve the 2006 tax levy and budget. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS:

Councilmember Talbot consulted his notes, and thanked Councilmember Robert Edward Lamb for his service.

Councilmember Lindstrom, Kuettel, and Mayor Gehrz all stated their pleasure at having served with Councilmember Lamb. He will be missed.

Mayor Gehrz thanked all the volunteers who served the City in 2005.

Councilmember Lamb stated the council was one of the best teams he had ever been on. He admitted the council had a genuine desire to do the best thing for the City, and the staff is among the most-exceptional.

Administrator Worthington stated on behalf of the staff, that everyone learned a lot from Councilmember Lamb, and it had been an honor and a pleasure to serve with Lamb.

Mayor Gehrz adjourned the regular meeting of the city council at 9:25 p.m. (please confirm time).

Respectfully submitted,
Stacey Kreuser
Deputy Clerk

ITEM: Disbursements and Payroll

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary:

1. General Disbursements through 1/06/06	\$ 139,855.98
2. Payroll 12/01/05 – 12/15/05	\$ 13,710.92
12/16/05 – 12/31/05	\$ 15,311.94

ACTION REQUESTED:

- Approval

APPROVAL OF BILLS
 PERIOD ENDING: 01/06/06

CHK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	JACK J AUGER SR	DEC 05 MILEAGE REIMB	-----	8.73
	GINNY ALLEN	REFUND: COOKIE CLASS	-----	20.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING.	-----	61.88
	AMERICAN OFFICE PRODUCTS	NOTARY STAMP	-----	15.98
	AMERICAN OFFICE PRODUCTS	2" X 10" NAMEPLATE	-----	21.30
	AMERICAN OFFICE PRODUCTS	TONER, CARTRIDGE	-----	110.93
	ANDERSON, KEVIN	REIMB:DVD/VCR, PROJECTOR	-----	1,207.75
61397	US BANCORP	LICENSE: PESTICIDE USE	-----	10.20
	HOAG, GREG	REIMB: STEEL TOE BOOTS	-----	122.40
	HOAG, GREG	REIMB:BATH TISSUE/TOWELS	-----	218.06
	HOAG, GREG	DEC/05 MILEAGE REIMB	-----	52.87
	BOARD OF WATER COMMISSNRS	H2O CITY HALL	-----	16.22
	BOARD OF WATER COMMISSNRS	S.S. CITY HALL	-----	11.69
	BOARD OF WATER COMMISSNRS	H2O PARKS	-----	44.82
	BOARD OF WATER COMMISSNRS	S.S. PARKS	-----	23.38
	ANDERSON, LISA	BLICK ART SUPPLIES	-----	47.84
	ANDERSON, LISA	4TH QTR GAS MILAGE REIMB	-----	63.54
	BECKER ARENA PRODUCTS	SALES TAX- FLOORING	-----	161.62
	CAMPBELL KNOTSON	LEGAL- NOV/05	-----	2,550.34
	CERTIFIED LABORATORIES	CHEMICALS:LIFT STATION	-----	35.50
	TRUGREEN-CHEMLAWN	ICE MELT	-----	596.40
	CITY OF ST PAUL	FUEL- NOV/05: STREETS	-----	131.54
	CITY OF ST PAUL	FUEL- NOV/05: PARKS	-----	131.54
	CITY OF ST PAUL	ELEC CHARGE: STREETS	-----	112.04
	CITY OF ST PAUL	ELEC CHARGE: PARKS	-----	112.05
	CITY OF ST PAUL	NEWSLETTERS & BROCHURES	-----	2,035.28
	CITY OF ST PAUL	FIRE DEPT FUEL:JUN-NOV05	-----	376.32
	CINTAS CORPORATION #470	RUG SVC CITY HALL	-----	78.23
	CENTRAL TANSPORT	SHIPPING COSTS: FLOORING	-----	90.00
	NORTH SUBURBAN ACCESS CO.	REIMB:MAUREEN NOV05CABLE	-----	112.20
	NORTH SUBURBAN ACCESS CO.	REIMB:MAUREEN OCT05CABLE	-----	100.98
	FIRE EQUIPMENT SPECIALTIE	FIREFIGHTER HELMET	-----	459.87
	MOBILE MINI, INC.	SCHOOL TEMP WARMNG HOUSE	-----	404.38
	DEBORAH JONES	4TH QTR MILEAGE REIMB	-----	62.38
	DEEP ROCK WATER COMPANY	H2O & COOLER RENT:CITYHL	-----	10.32
	DEEP ROCK WATER COMPANY	H2O & COOLER RENT: FIRE	-----	10.33
61395	ONE CALL CONCEPTS, INC	OCT 05 LOCATES	-----	163.25
	ONE CALL CONCEPTS, INC	NOV 05 LOCATES	-----	43.20
	HAR MAR LOCK & SVC CTR	KEYS: PARKS	-----	55.00
	HAR MAR LOCK & SVC CTR	KEYS- SCHOOL RINK	-----	22.50
	HAR MAR LOCK & SVC CTR	NAMEPLATE ENGRAVING	-----	25.00
	HEALTHPARTNERS MEDICAL GP	MED EXAMS: FIREFIGHTERS	-----	776.00
	HOME DEPOT CRC/GECE	MENDING PLATE,PHONEHOLDR	-----	380.21
	HOME DEPOT CRC/GECE	ICE RINK REPAIR PARTS	-----	140.95
	HEWLETT PACKARD	HP COLOR LASERJET PRINTR	-----	981.93
	HEWLETT PACKARD	COMPUTER/MONITOR/PRINTER	-----	1,789.20
	GRAINGER, W. W., INC.	DRILL & ROLL TOWELS	-----	355.61
	GRAINGER, W. W., INC.	LINERS & LIGHT BULBS	-----	314.67
	INDEPENDENT SCHOOL 623	GYM RENTAL - NOV/05	-----	100.00
	HINRICHS,RICH	HINGES, SCREWS, STAPLES	-----	54.35
	HENNEPIN TECH COLLEGE	AP FEE:FF1 CLASS-DOUVIER	-----	20.00
	NEDO KOJIC	ACRYLIC PAINTS, PAPER	-----	52.46
	STACEY KREUSER	MILEAGE LMC MRETTNG	-----	6.71

The reason there is no departmental description is that these expenses are 2005 expenses and have already been booked as 2005 expenses.

2005 Expenses

APPROVAL OF BILLS
 PERIOD ENDING: 01/06/06

CHK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
61399	LEAGUE MN CITIES INS TRST	2006 WORKMAN'S COMP INS	-----	10,894.00
	MATT PARROTT & SONS	W-2, W-3, 1096 FORMS	-----	151.60
	LEAGUE OF MN CITIES	ANNUAL LMC CONFERNCE EXP	-----	120.00
	MED-COMPASS	MED EXAM:14 FIREFIGHTERS	-----	860.00
	METROPOLITAN AREA MANAGE-	MAMA/APMP MTG: STACEY/HW	-----	60.00
	ABRAHAM,GOL	PMT FOR FF1 TEST	-----	55.00
	MINNESOTA AMBLUANCE ASSOC	1ST RESPONDR MEMBER DUES	-----	75.00
	MINNEAPOLIS PAPER COMPANY	COPY/LASER PAPER	-----	57.24
	MINNESOTA CONWAY	EXTINGUISHER CK:FIREDPT	-----	68.00
	MINNESOTA CONWAY	EXTINGUISHER CK:CITYHALL	-----	204.63
	MUNICIPAL CODE CORPORATIO	ZONING CODE UPDATE	-----	1,840.00
	XCEL ENERGY	ELEC STREETS	-----	172.40
	XCEL ENERGY	ELEC PARKS	-----	564.91
	XCEL ENERGY	ELEC STREETS	-----	1,920.78
	XCEL ENERGY	ELEC STREETS	-----	33.43
	XCEL ENERGY	ELEC EMERG PREP	-----	6.13
	XCEL ENERGY	ELEC PARKS	-----	25.07
	NAC	CITY HALL FURNACE REPAIR	-----	160.81
	OLSON,ROLAND	4TH QTR MILEAGE REIMB	-----	33.16
61398	PERA	DEC 15: PERA WITHHOLDING	-----	2,060.91
61404	PERA	DEC 30TH PERA WITHHOLDNG	-----	1,691.67
1403	PAKOY, GENE	4TH QTR MECHANICALS	-----	1,793.02
396	RAMSEY COUNTY	DEC/05 INS.	-----	3,929.52
	RAMSEY COUNTY	NEW PLAT MAPS	-----	95.00
	CITY OF ROSEVILLE	NETWORK ROUTER: PRINTER	-----	74.54
	CITY OF ROSEVILLE	IT SUPPORT OCT/05	-----	725.00
	CITY OF ROSEVILLE	IT TELEPHONY SUPPORT	-----	208.33
	CITY OF ROSEVILLE	IT SUPPORT NOV/05	-----	725.00
	CITY OF ROSEVILLE	IT TELEPHONY SUPPORT	-----	208.33
	CITY OF ROSEVILLE	NOV15-DEC15 IP TELEPHONY	-----	432.73
	CITY OF ROSEVILLE	SEP15-OCT15 IP TELEPHONY	-----	431.24
	CITY OF ROSEVILLE	OCT15-NOV15 IP TELEPHONY	-----	431.78
	S & S TREE SPECIALISTS IN	SALES TAX: TREE REMOVAL	-----	167.38
	SEARS COMMERCIAL ONE	3PLIERS/AIR GAUGE/PRYBAR	-----	101.12
	SCOTT WEMYSS (PARTAGS)	NAMETAGS W/LABEL, VELCRO	-----	40.25
	NORM'S TIRE SALES INC.	TIRE REPAIR (TRK)	-----	37.50
	SUBURBAN ACE HARDWARE	BRUSH & MASKING TAPE	-----	19.15
	SUBURBAN ACE HARDWARE	FASTENERS	-----	15.10
	SUBURBAN ACE HARDWARE	FLOOR DRY	-----	34.78
	TERMINIX	PEST CONTROL: CITY HALL	-----	47.93
	J.O. THOMPSON INC.	PAINT FOR CITY HALL	-----	122.21
	QWEST	PARK TELEPHONE	-----	164.76
	QWEST	AUTO DIALER S.S.	-----	57.71
	TESCH, SCOTT	CABLE: TNG ROOM PROJECTR	-----	41.48
	W.S. DARLEY & CO.	HOSE PLUG, 2.5" R.B.	-----	31.72
	WORTHINGTON, HEATHER	LMC CONF MILEAGE	-----	83.35
	WORTHINGTON, HEATHER	PARKING FOR VARIOUS MTGS	-----	27.50
	ST ANTHONY PARK COMM CNCL	'05 NEIGHBORHOOD CLEANUP	-----	1,871.43
	CITY OF ST ANTHONY	REIMB: SQUAD CAR DAMAGE	-----	1,517.61
	ANOKA TECHNICAL COLLEGE	ROPE RESCUE TRAINING	-----	300.00
	ANOKA TECHNICAL COLLEGE	PFII TRAINING- GOL	-----	263.10
	ANOKA TECHNICAL COLLEGE	RIT TEAM TRAINING	-----	450.00
	ANOKA TECHNICAL COLLEGE	RIT TRAILER FOR TRAINING	-----	550.00

2005 Expenses

APPROVAL OF BILLS
 PERIOD ENDING: 01/06/06

CK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: EMER PREP	-----	14.01
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: CITY HALL	-----	14.01
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: PARKS	-----	16.15
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: EMER PREP	-----	19.14
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: STREETS	-----	19.14
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: S.S.	-----	38.28
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: PARKS	-----	16.15
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: EMER PREP	-----	38.28
	NEXTEL COMMUNICATIONS, INC	CELL PHONE: FIRE	-----	153.19
	FEDEX KINKO'S	COMMUNITY EVENTS FLYERS	-----	136.32
61407	WASTE MANAGEMENT- BLAINE	DEC/05 RECYCLING	-----	2,559.00
	*** TOTAL FOR DEPT 00			53,986.53
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	NORTHWEST YOUTH & FAMILY	2006 COOPERATIVE SERVICE	LEGISLAT	7,670.00
	*** TOTAL FOR DEPT 11			7,670.00
	AMEM	2006 MEMBERSHIP- HEATHER	ADMINIST	100.00
	CITIZENS LEAGUE	2006 MEMBERSHIP- HEATHER	ADMINIST	70.00
61405	MN CITY/COUNTY MANAGEMENT	MCMA (MID-WINTER CONF)	ADMINIST	165.00
	U.S. POSTMASTER	POSTGE:15ROLLS OF STAMPS	ADMINIST	585.00
	ASSOC. OF METROPOLITAN	MEMBERSHIP DUES 06 CITY	ADMINIST	2,153.00
	*** TOTAL FOR DEPT 12			3,073.00
	MINNESOTA GFOA	2006 MN GFOA MEMBERSHIP	FINANCE	40.00
	*** TOTAL FOR DEPT 13			40.00
	MN NCPERS LIFE INSURANCE	JONES- JAN/06 INSURANCE	PLANNING	16.00
61406	UNIVERSITY OF MINNESOTA	JACK- FIRE MARSHALL CONF	PLANNING	140.00
	*** TOTAL FOR DEPT 17			156.00
	CITY OF ST ANTHONY	JAN/06 POLICE SVCS	POLICE	41,035.08
	*** TOTAL FOR DEPT 22			41,035.08
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	62.26
	*** TOTAL FOR DEPT 24			62.26
	ALLIED WASTE SERVICES	SOLID WASTE CHARGES	CITY HAL	298.91
	BOARD OF WATER COMMISSNRS	AUTOMATC FIRE SUPPLY FEE	CITY HAL	100.00
	*** TOTAL FOR DEPT 31			398.91
	BOARD OF WATER COMMISSNRS	AUTOMATC FIRE SUPPLY FEE	PARK & R	100.00
	MN RECREATION/PARK ASSOC.	2006 MEMBERSHIP- LISA	PARK & R	200.00
	WILS	PROF DEVELOPMENT WKSHOP	PARK & R	35.00
	*** TOTAL FOR DEPT 41			335.00
	ALLIED WASTE SERVICES	SOLID WASTE MGMT TAX	SOLID WA	50.65
	ALLIED WASTE SERVICES	RAMSEY COUNTY CEC CHR.G.	SOLID WA	157.91
	*** TOTAL FOR DEPT 56			208.56
	METROPOLITAN COUNCIL	JAN/06 S.S.	SANITARY	32,890.64
	*** TOTAL FOR DEPT 75			32,890.64

2005 Expenses

2006 Expenses listed below. Now the departmental description is listed for each expense item.

APPROVAL OF BILLS
PERIOD ENDING: 01/06/06

CK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR BANK 01				139,855.98
*** GRAND TOTAL ***				139,855.98



DEC 8 2005



December Statement for activity from Nov. 03, 2005 through Dec. 02, 2005
 CITY OF FALCON HEIGHT, HEATHER WORTHINGTON (CPN 000107109)

Inquiries: 1-866-485-4545
 BUS 58 02 Page 1 of 2

Your U.S. Bank Visa® Business Card account at a glance ...

Account: [REDACTED]

Activity Summary

Previous Balance.....	\$106.49
Payments and Credits.....	\$106.49
Purchases, Advances & Other Debits	\$10.20
FINANCE CHARGES	\$0.00
New Balance	\$10.20

Credit and Payment Information

Credit Line.....	\$8,000.00
Available Credit.....	\$7,989.80
Minimum Payment Due (Current Month)...	\$10.00
Minimum Payment Due (Past Due)	\$0.00
Total New Minimum Payment Due.....	\$10.00
Payment Due Date	Dec. 22, 2005

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$10.20 by 12/22/05. 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					
11/18	11/18	0018	PAYMENT THANK YOU.....	\$106.49 CR	-----
Purchases, Advances, Debits					
12/01	11/30	1689	DEPT OF AGRICULTURE 651-2961141 MN.....	\$10.20	Lic. Renewal Pesticide App Public Works

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	0.039698%	VARIABLE	\$0.00	14.49%	0.00%	N
PURCHASES	\$10.20	\$0.00	0.039698%	VARIABLE	\$0.00	14.49%	0.00%	Y
ADVANCES	\$0.00	\$0.00	0.054767%	VARIABLE	\$0.00	19.99%	0.00%	N

Ok to pay 12/18/05 Hmw

Continued on Next Page

SYSTEM DATE 12/14/05

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	12 14 05	34 CLEMENT KURHAJETZ	62255	23.55
COM	12 14 05	40 KEVIN ANDERSON	62256	84.48
COM	12 14 05	42 MICHAEL D CLARKIN	62257	36.26
COM	12 14 05	66 ALFRED HERNANDEZ	62258	40.17
COM	12 14 05	74 MARK J ALLEN	62259	72.95
COM	12 14 05	85 DANIEL S JOHNSON-POWERS	62260	103.22
COM	12 14 05	87 MICHAEL A MCKAY	62261	65.57
COM	12 14 05	90 ANDREW P SCHIPPEL	62262	182.85
COM	12 14 05	91 RICHARD H HINRICHS	62263	177.94
COM	12 14 05	95 MICHAEL J POESCHL	62264	38.55
COM	12 14 05	97 PATRICK GAFFNEY	62265	133.44
COM	12 14 05	98 BRADLEY J. REZNY	62266	223.14
COM	12 14 05	101 DALE E HUFF	62267	86.81
COM	12 14 05	102 TIMOTHY B SYLVESTER	62268	29.56
COM	12 14 05	104 VINCENT A VANN	62269	72.95
COM	12 14 05	105 ANTON M. FEHRENBACH	62270	40.17
COM	12 14 05	106 SCOTT A. TESCH	62271	54.95
COM	12 14 05	107 MICHAEL KNOX	62272	38.55
COM	12 14 05	109 JASON D. DOUVIER	62273	54.95
COM	12 14 05	111 ABRAHAM, GOL K.	62274	56.56
COM	12 14 05	112 CHRIS M. LESKE	62275	65.57
COM	12 14 05	1003 HEATHER WORTHINGTON	62281	2036.00
COM	12 14 05	1007 PATRICIA PHILLIPS	62282	600.92
COM	12 14 05	1008 STACEY T. KREUSER	62283	1107.40
COM	12 14 05	1015 GREGORY R. HOAG	62284	1690.60
COM	12 14 05	1016 LISA A. ANDERSON	62285	1023.35
COM	12 14 05	1033 DAVE TRETSEVEN	62286	1218.52
COM	12 14 05	1035 JOSEPH J. AUGER SR	62287	266.64
COM	12 14 05	1038 DEBORAH K JONES	62288	1212.05
COM	12 14 05	1136 ROLAND O OLSON	62289	1449.99
COM	12 14 05	1140 ROBERT M PILGRIM	62290	312.14
COM	12 14 05	1143 COLIN B CALLAHAN	62291	960.61
COM	12 14 05	2012 KIMBERLY A. KUHENS	62292	62.33
COM	12 14 05	2046 ANDREA L. ROTHMAN	62293	62.33
COM	12 14 05	2067 ALEXANDER A. CISNEROS	62294	25.85

COMPUTER CHECKS 13710.92

MANUAL CHECKS .00

NOTICES OF DEPOSIT .00

****TOTALS****

13710.92

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHEC AMOUN
COM	12 29 05	6 SUSAN GEHRZ	62297	5.57
COM	12 29 05	12 LAURA A. KUETTEL	62298	277.05
COM	12 29 05	13 PETER C. LINDSTROM	62299	277.05
COM	12 29 05	14 RICHARD P TALBOT JR	62300	7.05
COM	12 29 05	15 ROBERT E LAMB	62301	277.05
COM	12 29 05	34 CLEMENT KURHAJETZ	62302	288.54
COM	12 29 05	40 KEVIN ANDERSON	62303	36.94
COM	12 29 05	42 MICHAEL D CLARKIN	62304	108.52
COM	12 29 05	74 MARK J ALLEN	62305	138.52
COM	12 29 05	91 RICHARD H HINRICHS	62306	38.64
COM	12 29 05	97 PATRICK GAFFNEY	62307	64.64
COM	12 29 05	98 BRADLEY J. REZNY	62308	64.64
COM	12 29 05	1003 HEATHER WORTHINGTON	62313	2036.00
COM	12 29 05	1007 PATRICIA PHILLIPS	62314	489.85
COM	12 29 05	1008 STACEY T. KREUSER	62315	1107.40
COM	12 29 05	1015 GREGORY R. HOAG	62316	1690.60
COM	12 29 05	1016 LISA A. ANDERSON	62317	1018.47
COM	12 29 05	1033 DAVE TRETSEVEN	62318	1218.52
COM	12 29 05	1035 JOSEPH J. AUGER SR	62319	291.27
COM	12 29 05	1038 DEBORAH K JONES	62320	1212.05
COM	12 29 05	1136 ROLAND O OLSON	62321	1430.42
COM	12 29 05	1139 NEDO KOJIC	62322	222.56
COM	12 29 05	1140 ROBERT M PILGRIM	62323	534.03
COM	12 29 05	1143 COLIN B CALLAHAN	62324	1071.86
COM	12 29 05	1169 JAY PAUL KURTIS	62325	64.64
COM	12 29 05	1176 MICHAEL P ECKBERG	62326	129.29
COM	12 29 05	1178 PETER M FISCHER	62327	145.45
COM	12 29 05	1188 NICOLE S GRAHAM	62328	110.53
COM	12 29 05	2012 KIMBERLY A. KUHENS	62329	31.17
COM	12 29 05	2013 KATIE JO KUEHNS	62330	97.96
COM	12 29 05	2015 KEVIN M. COYNE	62331	103.89
COM	12 29 05	2046 ANDREA L. ROTHMAN	62332	27.70
COM	12 29 05	2051 EVAN PHENEGER	62333	168.20
COM	12 29 05	2068 WILLIAM PIDANY	62334	28.63
COM	12 29 05	2070 ANDREW W. FRASER	62335	14.32
COM	12 29 05	2101 RACHEL E. PIKE	62336	57.14
COM	12 29 05	2117 REBECCA L. SCHMIDT	62337	62.33
COM	12 29 05	2118 KEVIN WILLIAM WESTERN	62338	62.33
COM	12 29 05	2119 DREW P. RAAEN	62339	69.26
COM	12 29 05	2120 PATRICK J. BARNUM	62340	231.86
		COMPUTER CHECKS		15311.94
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00
		****TOTALS****		15311.94

ITEM: **Reappointment of Commissioners Detzner, Andrews and Garza to the Human Rights Commission**

SUBMITTED BY: **Mayor Gehrz**

EXPLANATION:

Summary:

I am recommending the reappointment of Dan Detzner, Kay Andrews and Ray Garza to the Human Rights commission for one additional three-year term.

ACTION REQUESTED:

- Approve reappointment of Commissioners Detzner, Andrews and Garza to the Human Rights Commission for one additional three-year term.

ITEM: Mileage Reimbursement rate for period January 1 to December 31, 2006

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The IRS has announced that the standard mileage rate effective January 1, 2006 will be 44.5 cents per mile, down from the 48.5 cents per mile rate that was a one-time adjustment for the last 4 months of 2005 due to increased gas prices.

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

Strategy# 6: To effectively manage the city's financial resources.

ACTION REQUESTED:

Set the mileage reimbursement rate at 44.5 cents per mile effective January 1, 2006.

ITEM: 2006 License Renewals

SUBMITTED BY: Stacey Kreuser, Deputy Clerk

EXPLANATION:

The following businesses have applied for renewal municipal licenses for 2006. City staff has obtained the necessary documents for licensure.

- John A. Knutson & Co., PLLP
- Jimmy Johns
- Midwest Youth Dance Theatre
- Twin City Co-ops Federal Credit Union
- The Coffee Grounds
- Peterson Dental
- Martinizing Dry Cleaning
- Golden Tailor
- Accel Tax Inc. dba Jackson Hewitt Tax Service
- James Kernick, DDS
- Essential Sessions
- Speedway/Super America # 4353 (cigarette, grocery)
- Buck's Unpainted Furniture
- Premier Health of Roseville
- Curves

The following businesses have applied for renewal refuse/recycling licenses for 2006. City staff has obtained the necessary documents for licensure.

- Allied Waste Systems/BFI
- Walter's Recycling & Refuse
- Waste Management of MN, Inc.
- Horrigan Hauling

The following businesses have applied for renewal tree trimming licenses for 2006. City staff has obtained the necessary documents for licensure.

- Lone Oak Tree Service, Inc.
- Northeast Tree, Inc.
- A-1 Walsh, Inc.
- Northern Arborists
- St. Croix Tree Service, Inc.

The following businesses have applied for renewal mechanical contractor's licenses for 2006. City staff has obtained the necessary documents for licensure.

- J Nordstrom Plumbing
- Hoffman Refrigeration/Heating
- Wenzel Heating & AC
- Apollo Heating & Vent Corp.
- Boehm Heating Co.
- McQuillan Bros. Plumbing & Heating
- Kath HVAC
- Center Point Energy
- Air Mechanical, Inc.
- Vogt Heating, AC & Plumbing LLC
- St. Paul Plumbing & Heating
- Sedgwick Heating & AC
- Hoffman Corner Heating & AC
- Pierce Refrigeration

The following individuals have applied for renewal massage therapy licenses. City staff has obtained the necessary documents for licensure.

- Mihlay Vincze Tucean (Hair Designs)

ITEM: **Review and adopt Council standing rules**

SUBMITTED BY: **Heather Worthington, City Administrator**

EXPLANATION:

Summary: Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted.

Staff has no recommendations for changes in the standing rules at this time.

ATTACHMENT:

- City Council Standing Rules

ACTION REQUESTED:

- Adopt standing rules as amended 1/11/95 for 2006.

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor the acting mayor, will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.
4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.

- c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections, . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.
7. The meeting will be videotaped and the videotape will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must fill out and submit an identification form and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.
6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.

10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

ITEM: **Resolution 06-01 designating official depositories for 2006**

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

REVIEWED BY: **Heather Worthington, City Administrator**

EXPLANATION

SUMMARY:

All investments are made according to State law and the City's Investment Policy. The City Administrator or Finance Director are authorized to deposit general and other funds therein and handle investments and transfers of funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
RBC Dain Rauscher
Citigroup Global Markets, Inc. (formerly Solomon Smith Barney)
Wachovia Securities (formerly Prudential)
Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)
MBIA Municipal Investors Service Corporation
Wells Fargo Brokerage Services, LLC

ATTACHMENTS:

- Resolution 06-01 designating the City's official depositories for 2006.

ACTION REQUESTED:

- Adoption of Resolution 06-01 approving the official depositories for 2006.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 11, 2006

No. 06-01

A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE
CITY OF FALCON HEIGHTS

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
RBC Dain Rauscher
Citigroup Global Markets, Inc. (formerly Solomon Smith Barney)
Wachovia Securities (formerly Prudential)
Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)
MBIA Municipal Investors Service Corporation
Wells Fargo Brokerage Services, LLC

BE IT FURTHER RESOLVED that the City Administrator or Finance Director is authorized to deposit general and other funds therein and handle investments and transfers of funds for the City of Falcon Heights. Collateral shall be furnished by the financial institutions as required by law.

Moved by:

Approved by: _____

Susan L. Gehrz, Mayor
January 11, 2006

GEHRZ _____ In Favor

KUETTEL _____

HARRIS _____ Against

LINDSTROM _____

TALBOT _____

Attested by: _____

Heather M. Worthington
City Administrator
January 11, 2006

ITEM: **Consider Resolution 06-02 approving up to a 3% standard compensation increase for regular employees in 2006, subject to review and recommendation by supervisor**

SUBMITTED BY: **Heather Worthington, City Administrator**

EXPLANATION:

Summary: The Council is being asked to formally approve up to a 3% salary increase for regular employees with a satisfactory performance at the discretion of the City Administrator. This increase is budgeted for in the 2006 budget.

Staff will receive their performance evaluations the second or third full week of January and will be conducted by their supervisor or the City Administrator.

ATTACHMENT:

- Resolution 06-02

ACTION REQUESTED:

- Approval of 3% standard compensation increase for regular employees for 2006, subject to review and recommendation by supervisor.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 11, 2006

No. 06-02

RESOLUTION AUTHORIZING COMPENSATION INCREASE FOR REGULAR EMPLOYEES

WHEREAS the 2006 budget includes a 3% standard compensation increase for regular employees;

NOW THEREFORE, BE IT RESOLVED that the City Administrator is hereby authorized to award up to a 3% compensation increase for regular employees for the year 2006.

Moved by:

GEHRZ
KUETTEL In Favor
HARRIS
LINDSTROM Against
TALBOT

Approved: _____

Susan L. Gehrz, Mayor
January 11, 2006

Attested: _____

Heather M. Worthington
City Administrator
January 11, 2006

ITEM: **Designation of official newspaper for 2006**

SUBMITTED BY: **Heather Worthington, City Administrator**

EXPLANATION:

Summary: State statute requires that a city designate a legal newspaper of general circulation in the City. This newspaper is used when the city is required to publish legal notification regarding public hearings, elections and city financial matters. There are three local papers that service Falcon Heights: Focus News, Park Bugle and the Roseville Review.

Staff recommends that the City designate the Roseville Review as its legal newspaper in 2006 for the following reasons.

- The Roseville Review circulates to most households in Falcon Heights.
- The Roseville Review is a weekly publication. A monthly publication such as the Park Bugle would not suit the City's needs, as the City Council meets twice a month, and legal notices must be published on a more timely schedule.
- The \$2.79 per column inch charge for the Roseville Review is significantly less expensive than the other bid received at \$4.50 per column inch from the Sun Focus Newspaper.

ACTION REQUESTED:

- Designate the Roseville Review as the City's legal newspaper for 2006.

ITEM: **Appointment of City Engineer for 2006**

SUBMITTED BY: **Heather Worthington, City Administrator**

EXPLANATION:

Summary: Staff recommends that the contract with the City of Roseville be continued for 2006, and that Deb Bloom be appointed as the City Engineer.

ACTION REQUESTED:

- Approval of Deb Bloom and the City of Roseville as City Engineer for 2006.

ITEM: Salary Adjustment for City Administrator

SUBMITTED BY: Mayor Gehrz

EXPLANATION:

Summary: In 2003, the city conducted a review of how the salaries and responsibilities of all city staff positions compared with other metropolitan cities of similar sizes. That review revealed that the City of Falcon Heights was paying salaries that were far below comparable cities for two positions---the City Administrator and the Finance Director.

As a result, the city council approved a goal and a plan to bring the salaries for these two positions to 90% of the average of comparable cities by January 1, 2006. That goal assumes that the employees in those positions have performed satisfactorily for five years. This plan enabled us to spread the needed increases across three years instead of making the adjustment in only one budget year.

The 90% of the average compensation for comparable cities adjusts for our geographic size, population, number of employees, and number of enterprise funds and utilities operated by the city of Falcon Heights.

Every three years, the City Administrator is responsible for completing a scope and scale analysis for every full and part time position and making salary adjustment recommendations to the City Council in accordance with personnel compensation policies adopted by the City Council. The City Council is responsible for making compensation adjustments for the position of City Administrator.

The analysis done in 2003 showed that we were paying the City Administrator \$14,312 less than our goal of 90% of the average salaries for the same position in comparable cities. The City Council decided to spread the increases that would be necessary to bring the salary for that position to 90% of the average across three budget years --- 2004, 2005, and 2006.

The Stanton Group Survey Data for 2002, 2003, 2004, and 2005 for City Administrator/City Manager positions in comparable cities was used to determine the average salaries and the annual inflation rates for those salaries.

The following metro area cities were used as comparables based upon the Stanton Group Salary Surveys for City Administrators and City Managers:

City	Population
Little Canada	9,825
Arden Hills	9,660
St. Anthony	8,019

Mahtomedi	8,030
Hugo	7,900
Falcon Heights	5,572
St. Paul Park	5,095
Wayzata	4,119
Bayport	3,146
Lauderdale	2,364

Based upon the 2005 Stanton Group Salary Survey data, the average salary for city administrators/managers in comparable cities was \$85,012. Ninety percent of that average is \$76,510.

The City Council reviewed our progress in meeting our goal in June 2005, and approved a mid-year salary adjustment to an annual salary of \$69,776 to account for inflationary increases in the comparable salaries.

Assuming a 4.2% average increase in the comparable salaries, a \$2930 inflationary adjustment will be required in addition to the \$4771 annual salary adjustment planned for 2004, 2005, and 2006.

The council is requested to approve a total salary adjustment of \$7,701 for the City Administrator position effective January 1, 2006. This will bring the total salary to \$77,477 which is projected to be approximately 90% of the average for comparable positions in the local area. This salary was included in the 2006 budget.

This will be the final year of the salary adjustment for this position.

ACTION REQUESTED:

- Approve at total salary adjustment of \$7,701 for the City Administrator position effective January 1, 2006

ITEM: **Agreement for legal services with Campbell Knutson**

SUBMITTED BY: **Heather Worthington, City Administrator**

EXPLANATION:

Summary: Staff recommends that the contract for civil legal services be approved for 2006. Staff continues to be very pleased with the quality of service provided by Campbell Knutson, and our city attorney Roger Knutson.

Campbell Knutson's last contract approval was in 1997, and in that time, they have not requested an increase in their per-hour fees. They are now requesting that the City approve a new contract with an increase of \$20 for attorneys per hour, and \$10 for law clerks per hour. The new rates would be \$130 per hour for attorneys, and \$70 per hour for law clerks. Other fees for postage or photocopies have not been adjusted.

Further, staff is asking the City Council to formally approve Roger Knutson as City Attorney (Civil) for 2006.

ATTACHMENTS:

- Agreement for legal services

ACTION REQUESTED:

- Approval of the City Attorney for 2006

**AGREEMENT FOR LEGAL SERVICES
BETWEEN THE CITY OF FALCON HEIGHTS AND
CAMPBELL KNUTSON
*Professional Association***

AGREEMENT made this 11th day of January, 2006, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City") and **CAMPBELL KNUTSON, *Professional Association***, a Minnesota corporation ("Attorney").

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties hereto agree as follows:

1. SERVICES AND RELATIONSHIP.

A. The Attorney shall furnish and perform general civil municipal legal services for the City. These services shall include:

- 1) The City will request the Attorney to act on civil matters on an ongoing and "as needed" basis.
- 2) The types of services required may include, but may not be limited to, some or all of the following:
 - a) Attendance at City Council meetings and other City board, commission, or committee meetings as requested by the City Council or City Administrator.
 - b) Drafting of ordinances, resolutions, and correspondence as requested.
 - c) Review of council and planning commission agenda items and minutes as requested.
 - d) Meetings and/or telephone conversations discussing and advising Mayor, Councilmembers, City Administrator, and designated individuals on general legal matters.

e) Review of municipal contracts, including contracts for public improvements, joint powers agreements, construction, purchase of equipment, and the like.

f) Representation of the City in the acquisition of properties for public improvements, easements, parks, and the like.

g) Representation of the City in condemnation proceedings for public improvement projects, etc.

h) Representation of the City in matters related to the enforcement of City building, housing, and zoning codes.

i) Representation of the City in employment related issues, labor negotiations, arbitration, administrative hearings, and in litigation involving same.

j) Representation and advice with respect to municipal employment matters, including but not limited to: PERA, labor agreements, personnel policy, FLSA, veteran's preference, unemployment compensation, and worker's compensation.

k) Research and submission of legal options on municipal or other legal matters requested by City Council or City Administrator.

l) Providing a legal briefing as requested to the City Staff and Council regarding new or proposed legislation affecting municipal operations and activities.

m) Providing periodic written updates on new state or federal legislation or judicial holding impacting upon the City, and suggested action or changes in operations or procedures to assure compliance.

n) Defend the City in all litigation, except in those cases where insurance companies are required to exclusively provide defense, including but not limited to: (i) human rights claims; (ii) zoning and land use regulation matters; (iii) permits and administrative actions; and (iv) labor and employment matters.

o) Review bonds and insurance requirements required by or for contracts or activities.

p) Respond to City Staff inquiries and return telephone calls within the same day of inquiry.

B. The Attorney shall be engaged as an independent contractor and not as a City employee. The Attorney is free to contract with other entities.

C. Roger Knutson will act as lead civil counsel for the City and be designated as City Attorney. Mr. Knutson's designation as City Attorney means that he will attend council meetings as requested and be the main contact and legal representative for the City. He will consult with and refer the City officials to other attorneys within the firm when appropriate.

D. This Agreement does not preclude the City from seeking legal counsel from another firm, if it finds it necessary to do so.

2. TERM.

A. The Attorney shall serve at the pleasure of the City Council, and this Agreement may be terminated without cause by action of the City Council.

B. The Attorney may terminate this Agreement at any time, provided that the Attorney shall give the City thirty (30) days written notice before the termination becomes effective.

3. PAYMENT.

A. **General Civil Municipal:** Attorneys - \$130.00 per hour, Legal Assistants and Law Clerks - \$70.00 per hour.

B. **Pass-through Legal Services:** The customary hourly rate of the particular attorney doing the work, currently ranging from \$130.00 to \$225.00 per hour, for legal services that are to be passed through to third parties according to the City's policies.

C. **Costs:** Out-of-pocket costs without mark-up. Costs include:

- Westlaw
- recording fees
- postage of 50¢ or more
- photocopies at 20¢ per copy
- long distance telephone calls

litigation (court filing fees, expert witnesses, acquisitions, subpoenas, service of process, etc.)

D. **Payments:** Payments for legal services provided the City shall be made in the manner provided by law. The City will normally pay for services within thirty (30) days of receipt of a statement for services rendered.

4. **INSURANCE.** The Attorney will purchase and maintain sufficient insurance to protect Attorney against claims for legal malpractice.

5. **MISCELLANEOUS.**

A. **Governing Law.** This Agreement shall be governed by the laws of the State of Minnesota.

B. **Assignment.** The Attorney may not assign or refer any of the legal services to be performed hereunder without the written consent of the Falcon Heights City Council.

C. **Effective Date.** This Agreement shall become effective upon its execution by the City and the Attorney. This Agreement shall not be modified or amended without the approval in writing of the Falcon Heights City Council.

Dated: January 11, 2006.

CITY OF FALCON HEIGHTS

BY: _____
Susan L. Gehrz, Mayor

AND _____
Heather M. Worthington, City Administrator

Dated: _____, 2006.

CAMPBELL KNUTSON
Professional Association

BY: _____
Roger N. Knutson
Vice President