

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

**AGENDA**  
**October 24, 2007**

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL:           GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ HARRIS \_\_\_\_  
                              LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                              MILLER \_\_\_\_ KREUSER \_\_\_\_
- C. PRESENTATIONS:
  - 1. 2007 Community Garden update
- D. APPROVAL OF MINUTES: October 10, 2007 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General disbursements through 10/18/07: \$69,707.30  
Payroll through 10/15/07: \$14,726.30 **TAB 2**
  - 2. Approval of an application for an exempt permit to conduct raffles for the  
Falcon Heights Elementary PTSA **TAB 3**
  - 3. Increase the 2007 Bond Fee Expenditure Budget for the 1996 TIF Larpenteur  
Bond Fund #316 **TAB 4**
  - 4. City Licenses **TAB 5**
  - 5. Statutory Tort Limits Liability Coverage for City **TAB 6**
  - 6. Increase Budget for Park Program Special Revenue Fund 201 **TAB 7**
- G. POLICY AGENDA:
  - 1. Residential Parking Fee Adjustment **TAB 8**
  - 2. Approval of Pavement Rating Contract with Goodpointe Technology  
Corporation **TAB 9**
  - 3. \*ADDENDUM\* Sanitary Sewer Repairs **TAB 10**
- H. COMMUNITY FORUM:
- I. INFORMATION/ANNOUNCEMENTS:
- J. ADJOURN:

Meeting Minutes of the Falcon Heights City Council  
October 10, 2007

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

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

The minutes of the September 26, 2007 meeting were approved as submitted.

Consent Agenda:

Council member Kuettel asked about what would happen to the paper records once they go to the Historical Society. Miller replied some may be scanned depending on the condition of the record, but they would continue to be preserved as paper records.

The following five items were moved for approval by Council member Kuettel. The motion passed unanimously.

1. General disbursements through 10/4/07: \$104,651.97  
Payroll through 9/26/07: \$15,341.85
2. Resolution authorizing SCORE Grant application
3. Approval of election judges for November 6
4. Approval of donation of documents to Ramsey County Historical Society
5. 2007 License

Policy Agenda:

1. Proclamation of October 15 as University of Minnesota Equine Center Day

Mayor Gehrz explained that Minneapolis, St. Paul and Falcon Heights were asked by the U to proclaim October 15 as Equine Center Day. The grand opening for the center is at 2:00 p.m. on the 15<sup>th</sup>, in addition to walking tours of the facility and equipment.

Council member Kuettel moved to approve the proclamation. The motion passed unanimously.

2. Establishment of a Flexible Spending Account Plan for City Employees

Administrator Miller began the item by stating the plan made financial sense to both the employee and the City, by saving money paid in taxes. He explained the plan contribution is decided by the employee, up to \$2500 for health care and \$5000 for dependent care, with administration of the plan handled outside the city to maintain privacy. He added that employees were on board with the plan.

Council member Harris stated that in her office the administration of the plan is handled internally. Council member Kuettel stated she liked having that distance for privacy. Harris countered by saying it raises the fees paid.

Council member Talbot asked what would be covered by the administration company. Miller replied they handle all reporting, claims, processing payments, among other duties. Talbot said he was behind going with a private administrator.

Council member Lindstrom asked about the \$2500 maximum. Miller replied that whatever the maximum dollar amount contributed by the employee was, it is available the first of the calendar year. Having a limit, he added, protects the city from having to spend dollars should an employee leave mid-year, using all his/her contribution. He said there also would be a three

month grace period at the beginning of each year to use up the previous year's contribution dollars.

Mayor Gehrz asked where the unused money goes. Miller replied that it stays in the city account to spend should the city have an employee contribution to cover if they left. He said that employees can estimate their expenses and can set aside that amount to spend, tax-free.

Council member Kuettel stated it is not as scary as it sounds.

Mayor Gehrz asked Harris about her concerns about privacy with internal administration. Harris said it never bothered her. Council member Lindstrom said he could see the concern, especially with sensitive medical data.

Mayor Gehrz asked if there were enough employees to meet the minimum enrollment of seven. Miller stated that at least five employees were interested, and some were undecided.

Council member Talbot moved to approve the establishment of a flexible spending account plan for City employees. The motion passed unanimously.

#### Information/Announcements:

Council member Harris said she attended the Parks and Rec Commission meeting earlier in the week, where they discussed the budget and items relating to the parks plan. At the next meeting, the commission will begin to discuss Winterfest planning.

Council member Lindstrom announced he went to the Environment Commission meeting. He stated Dorothy Walz would be speaking about rain gardens at an upcoming meeting, which will be publicized.

Mayor Gehrz said having a how-to and development guidelines for a rain garden would be a great idea for the commission to undertake.

Council member Talbot reminded residents of the election coming up on November 6, and that precinct two voters will cast their ballots at the church.

Administrator Miller announced the Fire Department Open House on Saturday from 10 a.m. to 2 p.m. The public is welcome to attend to see the equipment, fire hall, and the firefighters put out a car fire as a drill.

Mayor Gehrz adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Stacey Kreuser

Assistant City Administrator/Deputy Clerk

**CONSENT F1**  
**10/24/07**

**ITEM:**                    **General disbursements and payroll**

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

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

**EXPLANATION:**

General disbursements through 10/18/07: \$69,707.30

Payroll through 10/15/07: \$14,726.30

**ATTACHMENTS:**

General disbursements, payroll

**ACTION REQUESTED:**

Approval

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	10/12/2007	703.68	072276
1035	AUGER SR, JOSEPH J	R	10/12/2007	304.15	072277
0034	KURHAJETZ, CLEMENT	R	10/12/2007	151.92	072278
0066	HERNANDEZ, ALFRED	R	10/12/2007	122.36	072279
0074	ALLEN, MARK J	R	10/12/2007	89.12	072280
0090	SCHIPPEL, ANDREW P	R	10/12/2007	49.40	072281
0095	POESCHL, MICHAEL J	R	10/12/2007	162.08	072282
0097	GAFFNEY, PATRICK	R	10/12/2007	103.89	072283
0101	HUFF, DALE E	R	10/12/2007	132.29	072284
0104	VANN, VINCENT A	R	10/12/2007	112.43	072285
0105	FEHRENBACH, ANTON M	R	10/12/2007	121.64	072286
0106	TESCH, SCOTT A	R	10/12/2007	24.70	072287
0112	LESKE, CHRIS M	R	10/12/2007	77.81	072288
0117	EISCHEN, RONALD B	R	10/12/2007	39.48	072289
0118	HARPEL, JOHN M	R	10/12/2007	63.03	072290
0119	WICK, JEFFREY M	R	10/12/2007	66.72	072291
1030	PITTMAN, TIMOTHY J	R	10/12/2007	1,437.36	072292
1016	ABERNATHY, LISA A	R	10/12/2007	1,161.98	072293
2121	RAJCIC, KAREN E	R	10/12/2007	193.93	072294

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\* PAY PERIOD ENDING 10/15/2007

EMP #	NAME	AMOUNT
01 002	JUSTIN J MILLER	2,356.28
01 008	STACEY T KREUSER	1,279.43
01-1009	MELANIE M LEEHY	316.54
01-1136	ROLAND O OLSON	800.00
01-1141	MICHAEL C YARD	333.01
01-2154	MAUREEN A ANDERSON	138.52
01-1038	DEBORAH K JONES	1,551.03
01-0040	KEVIN ANDERSON	20.41
01-0085	DANIEL S JOHNSON-POWERS	65.26
01-0087	MICHAEL A MCKAY	102.51
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSEVEN	1,209.95
01-1143	COLIN B CALLAHAN	1,135.39

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

REGULAR CHECKS:	19	5,117.97
DIRECT DEPOSIT REGULAR CHECKS:	13	9,608.33
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
-----		
TOTAL CHECKS:	32	14,726.30

PACKET: 00138 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-86641		POST-ITS, MARKERS,CLIPS,TAGS	56.58			
10/17/2007	APBNK	DUE: 10/17/2007 DISC: 10/17/2007				
		POST-ITS, MARKERS,CLIPS,TAGS		101 4112-70100-000	SUPPLIES	56.58
		=== VENDOR TOTALS ===	56.58			
=====						
01-00250	AMERIPRIDE LINEN&APPAREL					
I-M364728		LINEN CLEANING	32.37			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		LINEN CLEANING		101 4124-82010-000	CLEANING & WASTE REMOVAL	32.37
		=== VENDOR TOTALS ===	32.37			
=====						
01-00283	ANDERSON, KEVIN					
I-200710160768		REIMB: FIRE EQUIP-SAW/HAMMER	250.24			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		REIMB:SAW/BLADES/HAMMER/PRYBAR		101 4124-70100-000	SUPPLIES	250.24
		=== VENDOR TOTALS ===	250.24			
=====						
01-00295	AVR, INC					
I-93417		CURTISS BENCH TRASH CAN PADS	259.47			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		CURTISS BENCH TRASH CAN PADS		403 4403-92000-000	PARK DEDICATION IMPROVEM	259.47
I-94069		HOYT & SNELLING SIDEWALK	796.62			
10/17/2007	APBNK	DUE: 10/17/2007 DISC: 10/17/2007				
		HOYT & SNELLING SIDEWALK		412 4412-92020-000	SIDEWALK/ADA COMPLIANT	796.62
		=== VENDOR TOTALS ===	1,056.09			
=====						
01-00869	BENEFIT EXTRAS, INC					
I-23987		FLEX BENEFIT PLAN SETUP FEE	600.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		FLEX BENEFIT PLAN SETUP FEE		101 4112-89000-000	MISCELLANEOUS	600.00
		=== VENDOR TOTALS ===	600.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03001	CAMPBELL KNOTSON					
I-200710160757		SEPT/07 LEGALS	297.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		SEPT/07 LEGALS		101 4114-80200-000	LEGAL FEES	297.00
		=== VENDOR TOTALS ===	297.00			
=====						
01-03089	CASH					
I-200710160766		SUPPLIES	104.33			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		ELECTION JUDGES FOOD		101 4115-70100-000	SUPPLIES	49.00
		KITCHEN SUPPLIES/GLASSES		101 4131-70110-000	SUPPLIES	24.47
		POSTAGE		101 4112-70500-000	POSTAGE	4.60
		KEYS FOR CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	26.26
		=== VENDOR TOTALS ===	104.33			
=====						
01-03123	CINTAS CORPORATION #470					
I-470733401		RUG SERVICE	26.29			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		RUG SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	26.29
		=== VENDOR TOTALS ===	26.29			
=====						
01-06290	CITY OF ROSEVILLE					
I-6144		OCT/07 TECH SUPPORT	920.42			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		OCT/07 TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	920.42
		=== VENDOR TOTALS ===	920.42			
=====						
01-03121	CITY OF ST PAUL					
I-100758		JULY/07 FUEL - PW	421.36			
10/16/2007	APBNK	MANUAL CK# 072275 10/05/2007				
		JULY/07 FUEL - PW		602 4602-74000-000	FUEL & LUBRICANTS	81.36
		JULY/07 FUEL - PW		601 4601-74000-000	MOTOR FUEL & LUBRICANTS	340.00
		=== VENDOR TOTALS ===	421.36			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03042	COACHING SYSTEMS, LLC					
I-5585		FIRE RESPONSE DRIVING BOOKS	98.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		FIRE RESPONSE DRIVING BOOKS		101 4124-86020-000	TRAINING	98.00
		=== VENDOR TOTALS ===	98.00			
=====						
01-04000	EHLERS AND ASSOCIATES					
I-335790		REVIEW TIF & DEVELOPER ISSUES	1,485.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		REVIEW TIF & DEVELOPER ISSUES		414 4414-81900-000	OTHER PROFESSIONAL SERVI	1,215.00
		TIF PROJECTIONS 2008		412 4412-81900-000	OTHER PROFESSIONAL SERVI	135.00
		TIF PROJECTIONS 2008		413 4413-81900-000	OTHER PROFESSIONAL SERVI	135.00
		=== VENDOR TOTALS ===	1,485.00			
=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-32874		#757 REPAIR BELT	340.55			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		#757 REPAIR BELT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	340.55
I-32875		#752 - FREON, ESTER OIL	359.29			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		#752 - FREON, ESTER OIL		101 4124-87029-000	REPAIR OTHER EQUIPMENT	359.29
		=== VENDOR TOTALS ===	699.84			
=====						
01-04055	FACTORY MOTOR PARTS COMPANY					
I-41-098541		HOSES & HOSE CLAMPS	172.31			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		HOSES & HOSE CLAMPS		101 4131-70110-000	SUPPLIES	172.31
I-41-098566		HOSE	18.99			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		HOSE		101 4131-70110-000	SUPPLIES	18.99
		=== VENDOR TOTALS ===	191.30			
=====						
01-04084	FIRE EQUIPMENT SPECIALTIES					
I-5306		6 x 50' FIRE HOSES	953.33			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		6 x 50' FIRE HOSES		402 4402-92000-000	OTHER IMPROVEMENTS	953.33



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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
=====						
01-04084		FIRE EQUIPMENT SPECIALTIES ( ** CONTINUED ** )				
I-5314		REPAIR AIR TANK	96.61			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		REPAIR AIR TANK		101 4124-87029-000	REPAIR OTHER EQUIPMENT	96.61
		=== VENDOR TOTALS ===	1,049.94			
=====						
01-05166		GRAINGER, W. W., INC.				
I-9463667510		MERCURY LIGHT BULBS - LOBBY	128.50			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		MERCURY LIGHT BULBS - LOBBY		101 4131-70110-000	SUPPLIES	128.50
I-9469513775		STREET LIGHTS - LARP AVE	127.78			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		STREET LIGHTS - LARP AVE		101 4132-87120-000	STREET LIGHT MAINTENANCE	127.78
I-9469513783		HAND SOAP - SHOP	23.05			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		HAND SOAP - SHOP		101 4131-89000-000	MISCELLANEOUS	23.05
I-9469782420		STREET LIGHTS - LARP AVE	330.12			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		STREET LIGHTS - LARP AVE		101 4132-87120-000	STREET LIGHT MAINTENANCE	330.12
I-9470517591		LIGHTS FOR SHOP	142.18			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		LIGHTS FOR SHOP		101 4131-70110-000	SUPPLIES	142.18
I-9470517609		SPOT LIGHTS FOR CITY LOGO	7.77			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		SPOT LIGHTS FOR CITY LOGO		101 4131-70110-000	SUPPLIES	7.77
I-9472757815		LINERS - 100 PK	95.69			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		LINERS - 100 PK		101 4141-70100-000	SUPPLIES	95.69
		=== VENDOR TOTALS ===	855.09			
=====						
01-05153		HOME DEPOT CRC/GECP				
I-200710160769		WATER HEATER PIPE PARTS	115.41			
10/16/2007	APBNK	MANUAL CK# 072296 10/15/2007				
		WATER HEATER PIPE PARTS		101 4131-87010-000	CITY HALL MAINTENANCE	115.41
		=== VENDOR TOTALS ===	115.41			

PACKET: 00138 Regular Payables

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SEQUENCE : ALPHABETIC

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-200710160760		OCT/07 PROSECUTIONS	2,627.85			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		OCT/07 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,627.85
		=== VENDOR TOTALS ===	2,627.85			
=====						
01-05404	KURHAJETZ, CLEM					
I-200710160756		DOOR PRIZES FOR OPEN HOUSE	93.36			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		DOOR PRIZES FOR OPEN HOUSE		101 4124-89000-000	MISCELLANEOUS	93.36
		=== VENDOR TOTALS ===	93.36			
=====						
01-05510	LEAGUE OF MN CITIES					
I-31951		MN CITIES STORMWATER COALITIO	470.00			
10/18/2007	APBNK	DUE: 10/18/2007 DISC: 10/18/2007				
		MN CITIES STORMWATER COALITION		602 4602-86110-000	MEMBERSHIPS	470.00
		=== VENDOR TOTALS ===	470.00			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-203701		QTRLY MAINT CHARGE - COPIER	449.84			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		QTRLY MAINT CHARGE - COPIER		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	449.84
		=== VENDOR TOTALS ===	449.84			
=====						
01-05663	METRO GARAGE DOOR CO.					
I-166933		INSPECT & ADJUST OVERHEAD DOO	164.79			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		INSPECT & ADJUST OVERHEAD DOOR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	164.79
		=== VENDOR TOTALS ===	164.79			
=====						
01-05665	METROPOLITAN COUNCIL					
I-857970		NOV/07 S.S.	31,588.02			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		NOV/07 S.S.		601 4601-85060-000	METRO SEWER CHARGES	31,588.02
		=== VENDOR TOTALS ===	31,588.02			

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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
=====						
01-05730	MINNEAPOLIS PAPER COMPANY					
I-132374		MINNEAPOLIS PAPER COMPANY	117.65			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		MINNEAPOLIS PAPER COMPANY		101 4112-70100-000	SUPPLIES	117.65
		=== VENDOR TOTALS ===	117.65			
=====						
01-05739	MN DEPT EMPLOYMENT AND ECONOMI					
I-200710160764		UNEMPLOYMENT BENEFITS BILL	103.37			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		UNEMPLOYMENT BENEFITS BILL		201 4201-89000-000	MISCELLANEOUS	103.37
		=== VENDOR TOTALS ===	103.37			
=====						
01-05824	MUSKA LIGHTING CENTER					
I-117596		SPOT LIGHTS ON CITY SIGNS	36.74			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		SPOT LIGHTS ON CITY SIGNS		101 4132-87120-000	STREET LIGHT MAINTENANCE	36.74
		=== VENDOR TOTALS ===	36.74			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-031		CELL PHONE SEPT/07	112.48			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		CELL PHONE SEPT/07		101 4124-85015-000	CELL PHONE	112.48
		=== VENDOR TOTALS ===	112.48			
=====						
01-05949	NFPA INTERNATIONAL					
I-200710160762		MEMBERSHIP DUES 2007	150.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		MEMBERSHIP DUES 2007		101 4124-86110-000	MEMBERSHIPS	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
01-03212	NORTH SUBURBAN ACCESS CO.					
I-07-773		SONY RACKMOUNT KIT - CABLE TV	249.95			
10/17/2007	APBNK	DUE: 10/17/2007 DISC: 10/17/2007				
		SONY RACKMOUNT KIT - CABLE TV		401 4401-90100-000	FURNITURE & EQUIPMENT	249.95
		=== VENDOR TOTALS ===	249.95			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06030	OLSON,ROLAND					
I-200710180771		OLSON,ROLAND	43.46			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		OLSON,ROLAND		101 4113-86010-000	MILEAGE	43.46
		=== VENDOR TOTALS ===	43.46			
=====						
01-05115	ONE CALL CONCEPTS, INC					
I-7090468		LOCATES SEPT/07	155.35			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		LOCATES SEPT/07		601 4601-88030-000	ONE CALL CONCEPTS-LOCATE	155.35
		=== VENDOR TOTALS ===	155.35			
=====						
01-06054	ORCHARD TRUST COMPANY					
I-200710160767		OCT/07 MN DEF COMP	240.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		OCT/07 MN DEF COMP		101 21709-000	OTHER PR WH PAYABLE	235.00
		OCT/07 MN DEF COMP		201 21709-000	OTHER PR WH PAYABLE	5.00
		=== VENDOR TOTALS ===	240.00			
=====						
01-06065	OXYGEN SERVICE COMPANY					
I-3066540		AIR TANK RENTAL	48.88			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		AIR TANK RENTAL		101 4124-70100-000	SUPPLIES	48.88
		=== VENDOR TOTALS ===	48.88			
=====						
01-06108	DEREK PETERSON					
I-200710160759		COLLAPSE RESCUE AWARENESS TRN	440.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		COLLAPSE RESCUE AWARENESS TRNG		101 4124-86020-000	TRAINING	440.00
		=== VENDOR TOTALS ===	440.00			
=====						
01-06115	TIMOTHY PITTMAN					
I-200710160758		REIMB: MILEAGE	75.84			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		REIMB: MILEAGE		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	75.84
		=== VENDOR TOTALS ===	75.84			

PACKET: 00138 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06945	QWEST					
I-200710160761		TELEPHONE LANDLINE	111.41			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		TELEPHONE - PUMP STATION		601 4601-85011-000	TELEPHONE - LANDLINE	57.79
		LANDLINE - PARK BLDG		101 4141-85011-000	TELEPHONE - LANDLINE	53.62
		=== VENDOR TOTALS ===	111.41			
=====						
01-06185	RAMSEY COUNTY					
I-RISK-1098		OCT/07 INSURANCE	6,394.11			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		OCT/07 INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,394.11
		=== VENDOR TOTALS ===	6,394.11			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-COMGR-681		911 DISPATCH FEE SEPT/07	958.67			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		911 DISPATCH FEE SEPT/07		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	778.92
		911 DISPATCH FEE SEPT/07		101 4121-86700-000	EMERGENCY DISPATCH SVCS-	179.75
		=== VENDOR TOTALS ===	958.67			
=====						
01-06330	ROSEVILLE ROTARY CLUB					
I-325		OCT-DEC DUES/MEETING EXP	235.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		OCT-DEC DUES/MEETING EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	235.00
		=== VENDOR TOTALS ===	235.00			
=====						
01-06386	S & S TREE SPECIALISTS IN					
I-15927		TREE & STUMP REMOVAL	1,289.65			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		TREE & STUMP REMOVAL		419 4419-85000-000	TREE REMOVAL	1,289.65
		=== VENDOR TOTALS ===	1,289.65			
=====						
01-06441	SCOTT WEMYSS (PARTAGS)					
I-03-114		PARTAGS FOR WICK	8.26			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		PARTAGS FOR WICK		101 4124-70100-000	SUPPLIES	8.26
		=== VENDOR TOTALS ===	8.26			

PACKET: 00138 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03127		ST PAUL AREA CHAMBER OF COMMER				
-----						
I-81470		LEADERSHIP TUITION - MILLER	1,600.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		LEADERSHIP TUITION - MILLER		101 4112-86100-000	CONFERENCES/EDUCATION/AS	1,600.00
		=== VENDOR TOTALS ===	1,600.00			
=====						
01-06525		SUBURBAN ACE HARDWARE				
-----						
I-200710160765		WATER HEATER PIPE, SUPPLIES	114.04			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		WATER HEATER PIPE PARTS		101 4131-87010-000	CITY HALL MAINTENANCE	62.80
		CAPRET CLEANER		101 4131-70110-000	SUPPLIES	27.99
		PVC PIPE		101 4132-70120-000	SUPPLIES	10.10
		FASTENERS		101 4124-70100-000	SUPPLIES	13.15
		=== VENDOR TOTALS ===	114.04			
=====						
01-06625		T.A. SCHIFSKY & SONS, INC				
-----						
I-43002		DUMPING CONCRETE BLOCKS	20.00			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		DUMPING CONCRETE BLOCKS		101 4132-75000-000	BITUMINOUS PATCHING	20.00
		=== VENDOR TOTALS ===	20.00			
=====						
01-03115		TRUGREEN-CHEMLAWN				
-----						
I-71148		FERTILIZER PLUS WEED CONTROL	200.22			
10/17/2007	APBNK	DUE: 10/17/2007 DISC: 10/17/2007				
		FERTILIZER PLUS WEED CONTROL		101 4131-87010-000	CITY HALL MAINTENANCE	200.22
-----						
I-71149		FERTILIZER PLUS WEED CONTROL	119.28			
10/17/2007	APBNK	DUE: 10/17/2007 DISC: 10/17/2007				
		FERTILIZER PLUS WEED CONTROL		101 4141-87120-000	REPAIRS & MAINTENANCE	119.28
		=== VENDOR TOTALS ===	319.50			
=====						
01-06921		UNITED RENTALS				
-----						
I-67940302		DRAIN SNAKE FOR FIRE DEPT SIN	41.85			
10/16/2007	APBNK	DUE: 10/16/2007 DISC: 10/16/2007				
		DRAIN SNAKE FOR FIRE DEPT SINK		101 4124-89000-000	MISCELLANEOUS	41.85
		=== VENDOR TOTALS ===	41.85			

PACKET: 00138 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-08888	VERNIX FORESTRY CONSULTANT				
I-72517-02		1,285.16			
10/16/2007	APBNK				
	DUE: 10/16/2007 DISC: 10/16/2007				
	DUTCH ELM DISEASE INSPECTIONS		101 4134-80330-000	FORESTRY CONSULTANT	1,285.16
=== VENDOR TOTALS ===		1,285.16			
=====					
01-07900	WILS				
I-200710170770		15.00			
10/17/2007	APBNK				
	DUE: 10/17/2007 DISC: 10/17/2007				
	WILS MEETING EXP - LISA		101 4141-86100-000	CONFERENCES/EDUCATION/AS	15.00
=== VENDOR TOTALS ===		15.00			
=====					
01-05870	XCEL ENERGY				
I-200710160763		2,260.45			
10/16/2007	APBNK				
	DUE: 10/16/2007 DISC: 10/16/2007				
	ELECTRIC SEPT/07		101 4132-85020-000	STREET LIGHTING	1,983.32
	ELECTRIC SEPT/07		101 4132-85020-000	STREET LIGHTING	41.63
	ELECTRIC SEPT/07		101 4132-85020-000	STREET LIGHTING	137.74
	ELECTRIC SEPT/07		101 4132-85020-000	STREET LIGHTING	8.90
	ELECTRIC SEPT/07		101 4132-85020-000	STREET LIGHTING	21.64
	ELECTRIC SEPT/07		101 4141-85020-000	ELECTRIC/GAS	8.52
	ELECTRIC SEPT/07		101 4141-85020-000	ELECTRIC/GAS	39.00
	GAS SEPT/07		101 4141-85030-000	NATURAL GAS	19.70
=== VENDOR TOTALS ===		2,260.45			
=== PACKET TOTALS ===		60,079.94			
	Federal tax deposit	5,853.93			
	State tax deposit	1,028.36			
	Pera Ck 72295	2,303.07			
	ICMA wire deposit	442.00			
<b>TOTAL:</b>		<b>69,707.30</b>			

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

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

**Explanation:**

The Falcon Heights Elementary PTA desires to hold raffles at their annual carnival 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 PTA 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 PTA to conduct lawful gambling activity at their annual carnival.



**ITEM:**                   **Increase the 2007 Bond Fee Expenditure Budget for the 1996  
TIF Larpenteur Bond Fund # 316**

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

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

**EXPLANATION:**

Summary: Every five years the IRS requires an arbitrage calculation to be completed on each of our tax exempt bonds. This calculation determines if the City owes the IRS any additional tax from the investment income on funds within this bond fund. This calculation was performed during 2007 for our 1996 TIF Larpenteur Bond. There was no additional tax due.

Originally, the 2007 “Bond Fee” line item expenditure was budgeted at \$3,000. With this additional required arbitrage expenditure, staff recommends this bond fee expenditure line item be increased to \$5,000. The cost of the arbitrage calculation was \$2,750. Other bond fee expenditures would include yearly continuing disclosure statements and fees from US Bank for payment maintenance on the bond. Sufficient funds are currently available in this bond fund for this required expenditure.

**ACTION REQUESTED:**

Increase the budgeted expenditure line item “Bond Fees” up to the \$5,000 level.

**ITEM: City Licenses**

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

**Explanation:**

The following business has applied for a municipal business license. Staff has received the necessary documents for licensure.

- Central Pediatrics PA

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

- MH Plumbing
- Larson Plumbing Inc.

The following business has applied for a tree trimming/removal license. Staff has received the necessary documents for licensure.

- Tree Works

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

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

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

**EXPLANATION/DESCRIPTION:**

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 has voted not to waive the statutory tort limits.

**ACTION REQUESTED:**

Enact a motion Not To Waive the city's statutory tort limit of \$1,000,000.

**ITEM: Increase Budget for Park Program Special Revenue Fund 201**

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

**REVIEWED BY: Justin Miller, City Administrator**  
**Matt Mayer, CPA, Kern, DeWinter & Viere Ltd**

**EXPLANATION:**

The revenues in the Park Program Special Revenue Fund (201) are approximately \$11,000 higher than what was originally budgeted primarily due to new programs such as Adult/Youth golf classes and Tae Kwon Do being added during 2007. These are programs that use specialty instructors. These specialty instructors are paid by an agreement of receiving a percentage of the revenue received for their specific class. This increased revenue has resulted in increased expenses for the Park Program Fund. A "specialty instructor" expense line item needs to be added. An \$8,000 expenditure for specialty instructor is estimated for 2007.

In addition, an error was made in the 2007 parks program budget for the fringe benefits associated with the parks program recreation supervisor's salary. The fringe benefits associated with this percentage of salary needs to be added since no amounts were budgeted for 2007. This total amount is estimated to be \$2,000. These fringe benefits include FICA, health, dental, disability and life insurance.

**ACTION REQUESTED:**

Approval of increase of \$11,000 for park program revenue budget for 2007 and \$10,000 to the parks program special revenue fund expenditure budget for 2007.

**ITEM: Residential Parking Fee Adjustment**

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

**EXPLANATION:**

In an effort to provide more services on our website ([www.falconheights.org](http://www.falconheights.org)), staff has been providing a greater number of opportunities to obtain permits and licenses online. Recently, staff has developed an online form for residents to apply and pay for residential parking permits. When paying for these services online, a credit card is required. For the convenience, the city is charged a processing fee, just like any business who accepts credit cards. As a result, the city receives less than the actual amount of the permit fee.

In addition, staff continues to take a closer look at all of the city's fees and will be recommending changes to the overall fee schedule towards the end of 2007. However, since parking permit renewals will be mailed out before the end of the year, the city will need to amend our fee schedule immediately if we wish to capture the increased fee this year. The current fee for parking permits has been the same for many years, probably since the program was introduced. Changing the fees now reflects both inflationary pressures as well as staff time needed to administer the program.

	<u>Current Fee</u>	<u>Proposed Fee</u>
Application fee for residential area permit parking	\$150	\$200
Annual residential area parking permits		
First two vehicles	\$10/vehicle	\$15/vehicle
Third and subsequent vehicles	\$20/vehicle	\$25/vehicle
Lost permit replacement	\$5.00	\$7.00
Temporary parking permit (up to 3 weeks)	\$1.00/vehicle	\$3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time, one-day event	\$15.00/event	\$25.00/event

**REQUESTED ACTION:**

Staff recommends that the Falcon Heights City Council approve the above listed amendments to the 2007 fee schedule.

**ITEM:                   Approval of Pavement Rating Contract with Goodpointe Technology Corporation**

**SUBMITTED BY:   Justin Miller, City Administrator; Deb Bloom, City Engineer**

**EXPLANATION:**

Under GASB 34 governmental accounting regulations, cities are now required to account for infrastructure assets such as streets and sewers. Part of this also requires that cities review the condition of their streets every three years. Falcon Heights has a pavement management program which includes routine maintenance, sealcoating, and inspections. The last time our street system was rated in its entirety was 2004.

Staff asked our city engineer to pursue options on how to approach this round of street inspections and ratings. The City of Roseville currently uses a program known as ICON to provide PCI (Pavement Condition Index) ratings on their city streets. Joining in on their existing license is a cost-effective way to rate our city streets, and allows us to review and update our ratings on a more regular basis. These ratings are used to prioritize street projects and adequately plan for future capital improvement budgets.

Goodpointe Technology Corporation has provided a quote to perform our pavement ratings yet this year. The cost breakout is as follows:

- Pavement rating                   \$250/ mile for a total of \$3,125.
- Software license payment       \$750/ annually (Roseville pays \$1500 for it's license, FH would pay a reduced rate)
- 10 hour consulting package     \$900 (necessary for GASB 34 reporting and CIP budget recommendations).

The overall cost for this PCI update would be \$4,775. Our current Capital Improvements Plan has \$7,000 budgeted in 2008 for this project. However, due to the time between our last rating cycle, and by the recommendation of our city engineer and auditors, staff is asking for approval to complete this project in 2007.

**REQUESTED ACTION:**

Staff recommends that the Falcon Heights City Council approve an agreement with Goodpointe Technology Corporation in the amount of \$4,775 to conduct Pavement Condition Index (PCI) ratings on our city streets.

**ITEM: Sanitary Sewer Repairs**

**SUBMITTED BY: Tim Pittman, Director of Public Works and Parks**

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

**BACKGROUND:**

On February 28, 2007 council approved a contract with Midwest Trenchless Technologies Inc. to clean and televise the complete sanitary sewer system. During this process, the contractor identified two areas that require excavation to make the proper repairs. The two areas are located at 1958 Summer St. and the Roselawn walking path adjacent to 1915 Prior Ave. Staff contacted Tom Perkins Excavating to get a quote for budget purposes for such repairs. The amount of \$4000.00 was quoted for each repair.

On October 23, 2007 staff met with Mr. Perkins to review the two locations. Mr. Perkins offered to work on an hourly rate of \$150.00 per hour with the assistance of the public works department. This rate includes the machine and operator and one laborer. The estimated time to do both of the repairs is 15 hours. Materials and asphalt for the repairs would be furnished by the city at an estimated cost of \$500.00.

The estimated total for both of these repairs is \$2,750. Staff is requesting that \$3500.00 be allocated towards these repairs in case unforeseen complications arise.

**ACTION REQUESTED:**

Staff recommends that the city council approves \$3500 for contracted services with Tom Perkins Excavating Inc. to assist in two repairs of the City of Falcon Heights sanitary sewer system.