

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

AGENDA

January 14, 2009

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ KUETTEL ____
LONG ____ MERCER-TAYLOR ____
MILLER ____
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: December 10, 2008 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through 1/8/09: \$273,530.31 **TAB 2**
Payroll through 12/30/08: \$31,764.36
 2. Designation of official newspaper for 2009 **TAB 3**
 3. City License Renewals **TAB 4**
 4. Resolution designating official depositories for 2009 **TAB 5**
 5. Council liaison assignments **TAB 6**
 6. Review of Elected Official Out-of-State Travel Policy **TAB 7**
 7. Appointment of City Engineer **TAB 8**
 8. Appointment of Prosecuting Attorney **TAB 9**
 9. Appointment of City Auditor **TAB 10**
 10. Accept Resignation of Deputy Clerk/Asst City Administrator **TAB 11**
Stacey Kreuser
 11. Review and adopt Council standing rules **TAB 12**
 12. Designation of 2009 Acting Mayor **TAB 13**
 13. City Administrator Performance Review **TAB 14**
 14. Appointment of new firefighter, Rich Hinrichs **TAB 15**
 15. Approval of DNR Urban Forest Grant **TAB 16**
 16. Commission Appointments **TAB 17**
- G. POLICY AGENDA:
1. Recreation Program Refund Policy **TAB 18**
 2. Agreement between the City of Falcon Heights and the City of Lauderdale **TAB 19**
Regarding program fee charges
 3. Salary Adjustment/Recognition of Additional Duties for Lisa Abernathy **TAB 20**
 4. Joint Powers Agreement with the City of Little Canada for the Purchase **TAB 21**
of a Streetsweeper
 5. Delay of 2009 Cost of Living Adjustments for City Employees **TAB 22**

H. INFORMATION/ANNOUNCEMENTS:

I. COMMUNITY FORUM:

J. ADJOURNMENT:

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

Falcon Heights City Council Minutes
December 10, 2008

Members present: Mayor Lindstrom, Council members Harris, Kuettel, Long and Mercer-Taylor, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser.

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

The minutes of the November 12 and December 1 council minutes were approved as submitted.

Consent Agenda:

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

1. General disbursements through 11/22/08: \$35,076.62 and 12/4/08: \$74,830.60
Payroll through 11/15/08: \$16,848.19 and 11/30/08: \$14,988.12
2. City License Renewals - 2009
3. Revised 2007 Pay Equity Report
4. Change of funding source for the 2008 General Fund transfer
5. New Mileage Reimbursement rate for 2009
6. Petition for vacation of Walk 4 to 1742 Tatum Street

Policy Agenda:

1. Adoption of 2009 Tax Levy and Budget

Administrator Miller summarized the actions of the council to date. He said there is a special levy included for 2009 to pay for debt, and said the city is worried about the status of its LGA for 2009 due to the economy. The council looked at some expenditure cuts and new revenue sources for the 2009 budget, and Miller said that the enterprise and special revenue funds are increasing in 2009. Both the water and sewer charges are increasing slightly as well. Finally, he stated the budget this year would include a management letter, a change from 2008's budget that explains the situation and rationale for budget items in 2009. He asked the council to adopt the resolution of the tax levy, followed by the resolution adopting the budget.

Council member Kuettel said the council has been working on the budget for 2009 for about six months and applauded the staff for really being conservative with the budget.

Mayor Lindstrom said he was approached by a neighboring city and was proud to say the levy was reasonable and the city is heading the right direction.

Council member Harris asked about the unallotment of LGA. Miller replied the city gets two payments from the state, with the second payment coming after Christmas. The amount would be \$155,000 for Falcon Heights but with the state's deficit, there is talk that LGA and MVHC would be cut or eliminated. Currently there is 20% of the city's revenue due to LGA, so about 10% of the City of Falcon Heights' revenue for the year with two weeks left to spare in the year could be lost. The city would likely have to dip into reserves to cover it. In 2009, the city is slated to get \$475,000 in LGA. If it is cut, the council will have to look at the budget for next year with a hard eye to make up the shortfall.

Council member Mercer-Taylor said there are no service cuts that would affect the residents, but do affect the staff. In the future, it would affect the core services for residents.

Kuettel added that the city and councilors are in contact with the legislature and they are aware of the city's situation with limited tax base. Miller added the legislature made it doubly hard since there were levy limits placed on cities for 2009, so the lost LGA revenue cannot be made up for by taxes. Council member Harris moved to adopt resolution 08-14. The motion passed unanimously. Council member Harris moved to adopt 08-15. The motion passed unanimously.

2. Resolution 08-17 to Eliminate a Portion of 2009 debt levy on General Obligation Debt

Administrator Miller stated the city could choose to use reserves or special levy for debt. \$28,000 is left to pay out of reserves, and the remainder of \$96,000 would be levied. The debt was incurred for the '99 street bonds.

Council member Kuettel moved to adopt 08-17. The motion passed unanimously.

3. Increase in Uniform Parking Fee

Administrator Miller summarized that with the new budget, the city is looking for additional revenue sources. The current parking fee has not been raised since at least 1993. Police Chief Ohl said the force issues about 500 tickets per year, many during the State Fair from out-of-town guests. This would apply to any parking – snow emergency, illegally parked, any routine violations.

Mayor Lindstrom stated that he has seen cars towed during the Fair as well.

Council member Mercer-Taylor noted this is keeping up with other cities.

Council member Mercer-Taylor moved to adopt ordinance 08-05. The motion passed unanimously.

4. Ordinance Authorizing Charges for Fire Department Response to Vehicle Accidents

Administrator Miller said the fire department responds to about two vehicle accidents per month, and the city does incur costs for responding to these. State law does allow cities to collect the costs for these types of events. The fee is billed to the driver's insurance company. If it is not paid, it allows the city to assess against property taxes for those who live in Falcon Heights, and send to collections those who do not live in the city. The city responds to about 24 accidents a year and it would bring in about \$8400 per year.

Mayor Lindstrom stated the charge is very close to what it actually costs the city to respond through wages, trucks, and materials.

Mercer-Taylor asked if the fee is levied per vehicle. Miller replied it was.

Long added other cities are doing this, and it allows Falcon Heights to keep up with other cities. He moved to adopt 08-06. The motion passed unanimously.

5. Resolution 08-18 Ordering the Feasibility Report for the 2009 Pavement Management Program

Administrator Miller said that each year the city engineer performs a function that rates the city's streets. Routine maintenance is important to avoid big repairs in the future. Prior Ave, Maple Knoll Drive, Garden, and Fry were identified as needing repair. Staff thought initially the repairs could be put off for a year; however, the water utility needs to get in and fix the water mains. The city would like work on the street once. In addition, the bidding environment for next year will benefit the city due to the current economic times. The engineer's estimate is \$245,000 for the project and about 40% is assessable to property owners. The rest, the city could use state MSA funds for. The plan approval would allow for estimates, engineering, and more research on the project. After it comes back, that is when the plan would go to council to send to bid.

Mercer-Taylor asked about the assessment per home. Miller said there is no information on that yet. There have been calls about the water mains, the condition of the street is not good in that neighborhood, and there have been calls about that as well.

Long asked about the state aid for the project. Since it comes through the gas tax, he asked if it could not be approved for the project. Miller said the money is approved statutorily, and we have money in that account.

Council member Kuettel moved to approve 08-18. The motion passed unanimously.

6. Resolution 08-19 to adopt 2009 Fee Schedule

Administrator Miller said the highlights are included in the 2009 fee schedule, and the city looks at it every year in order to avoid big increases every few years, and in order to stay competitive with other cities. He said there are some increases for permit fees, room rental fees, false alarm fees for police calls, enterprise and special revenue fees are also included. Some new fees include the vehicle accident fees, rental licensing, and room fees for hobby groups that the city houses for meetings.

There is an appeal process for addressing the city council to request free use.

Mercer-Taylor asked about the fees for the parks. Miller replied those are comparable to other cities.

Long moved to adopt 08-19. The motion passed unanimously.

Information/Announcements:

Mercer-Taylor said she would attend the sustainability meeting tomorrow night of students at the U. She would keep an eye out for any good ideas to bring back to city hall.

Harris wished everyone happy holidays at the last meeting of the year. Kuettel echoed.

Long announced Friday Dec 19 is the craft class at city hall with a holiday theme. The schedule for 2009 is online. There are lots of holiday recreation classes scheduled for this month, so check out the website. Rinks will open on Dec 22. Warming house at Community Park, FHE, Curtiss Field and a rink at Grove Park - check online for times and dates. Thanks to PW for the flooding. Winterfest is Jan. 25 from 1-4 at Community Park with horse rides, bonfire, and games. In 2009 the parks commission has two openings, and the applications are available online.

Mayor Lindstrom congratulated The Source for being named the best game store by City Pages. In '02, they were named the best game store in the nation. He said that more and more he is hearing that Falcon Heights is being recognized due to that store.

Mayor Lindstrom adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Stacey Kreuser

Assistant City Administrator/Deputy Clerk

ITEM: **General Disbursements and Payroll**

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

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

EXPLANATION:

General Disbursements through 1/8/09: \$273,530.31

Payroll through 12/30/08: \$31,764.36

ATTACHMENTS:

General disbursements and payroll

ACTION REQUESTED:

Approval

PACKET: 00262 Payables Dec 5-Dec 12

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-00892	BEARCOM					
I-200812101522		BATTERY PACK	94.39			
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N		
		BATTERY PACK		101 4124-87092-000	REPAIR RADIOS	94.39
		=== VENDOR TOTALS ===	94.39			
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01-03001	CAMPBELL KNOTSON					
I-200812101525		NOVEMBER/08 LEGALS	174.60			
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N		
		NOVEMBER/08 LEGALS		101 4114-80200-000	LEGAL FEES	174.60
		=== VENDOR TOTALS ===	174.60			
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01-05099	CHECKER AUTO PARTS					
I-200812101531		2 LIGHT BULBS FOR ENGINE 752	4.79			
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N		
		2 LIGHT BULBS FOR ENGINE 752		101 4124-87029-000	REPAIR OTHER EQUIPMENT	4.79
		=== VENDOR TOTALS ===	4.79			
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01-03123	CINTAS CORPORATION #470					
I-470200478		RUG SVC CITY HALL	26.98			
12/11/2008	APBNK	DUE: 12/11/2008 DISC: 12/11/2008		1099: N		
		RUG SVC CITY HALL		101 4131-70110-000	SUPPLIES	26.98
		=== VENDOR TOTALS ===	26.98			
=====						
01-06290	CITY OF ROSEVILLE					
I-0009230		DECEMBER/08 TECH SUPPPORT	1,149.58			
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N		
		DECEMBER/08 TECH SUPPPORT		101 4116-85070-000	TECHNICAL SUPPORT	1,149.58
		=== VENDOR TOTALS ===	1,149.58			
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01-05175	CONTINENTAL RESEARCH CORPORATI					
I-305263-CRC-1		PENETRATING FLUID	207.74			
12/11/2008	APBNK	DUE: 12/11/2008 DISC: 12/11/2008		1099: N		
		PENETRATING FLUID		101 4132-70120-000	SUPPLIES	207.74
		=== VENDOR TOTALS ===	207.74			

PACKET: 00262 Payables Dec 5-Dec 12

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
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01-04027  EMERGENCY APPARATUS MAINT
    
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I-39438          752: LIGHTS & TIRE REPAIR          229.74
12/11/2008  APBNK  DUE: 12/11/2008 DISC: 12/11/2008    1099: N
          752: LIGHTS & TIRE REPAIR          101 4124-87029-000  REPAIR OTHER EQUIPMENT          229.74

=== VENDOR TOTALS ===          229.74
    
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01-07174  FALCON HEIGHTS LIMITED PARTNER
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I-200812111533  2NE HALF PAY AS GO PYMT          49,503.00
12/11/2008  APBNK  DUE: 12/11/2008 DISC: 12/11/2008    1099: N
          2NE HALF PAY AS GO PYMT          414 4414-93000-000  DEBT PAY AS YOU GO PYMT          49,503.00

=== VENDOR TOTALS ===          49,503.00
    
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01-04084  FIRE EQUIPMENT SPECIALTIES
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I-5972          REPAIR GAS METER          175.90
12/11/2008  APBNK  DUE: 12/11/2008 DISC: 12/11/2008    1099: N
          REPAIR GAS METER          101 4124-87092-000  REPAIR RADIOS          175.90

=== VENDOR TOTALS ===          175.90
    
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01-05161  HAMLINE MIDWAY COALITON
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I-200812111537  RECYLING/CLEAN UP/COMMUNITY      2,074.87
12/11/2008  APBNK  DUE: 12/11/2008 DISC: 12/11/2008    1099: N
          RECYLING/CLEAN UP/COMMUNITY      206 4206-89010-000  CLEANUPDAY/EVENTS/ORG CO          1,775.47
          RECYLING/CLEAN UP/COMMUNITY      101 4116-89010-000  SPECIAL EVENTS          299.40

=== VENDOR TOTALS ===          2,074.87
    
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01-05137  HEALTHPARTNERS MEDICAL GP
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I-200812101526  HEP B SHOT FOR MIKE ARCAND        63.00
12/10/2008  APBNK  DUE: 12/10/2008 DISC: 12/10/2008    1099: N
          HEP B SHOT FOR MIKE ARCAND        101 4124-86200-000  MEDICAL EXAMINATIONS          63.00

=== VENDOR TOTALS ===          63.00
    
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01-05138  HELENA CHEMICAL CO
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I-134712476    CHEMICALS FOR LAWNS/PARKS          2,738.78
12/11/2008  APBNK  DUE: 12/11/2008 DISC: 12/11/2008    1099: N
          CHEMICALS FOR LAWNS/PARKS          101 4131-70110-000  SUPPLIES          912.00
          CHEMICALS FOR LAWNS/PARKS          101 4141-70100-000  SUPPLIES          1,826.78

=== VENDOR TOTALS ===          2,738.78
    
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PACKET: 00262 Payables Dec 5-Dec 12

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

01-05555 MEDICS TRAINING

I-8471		EMT/1ST RESPONDER TNG	1,940.00			
12/11/2008	APBNK	DUE: 12/11/2008 DISC: 12/11/2008		1099: N		
		EMT/1ST RESPONDER TNG		101 4124-86020-000	TRAINING	1,940.00
=== VENDOR TOTALS ===			1,940.00			

01-05665 METROPOLITAN COUNCIL

I-887375		JAN/09 S.S.	37,543.37			
12/11/2008	APBNK	DUE: 12/11/2008 DISC: 12/11/2008		1099: N		
		JAN/09 S.S.		601 15500-000	PREPAID EXPENSE	37,543.37
=== VENDOR TOTALS ===			37,543.37			

01-05679 NELSON CHEESE/DELI

I-200812111534		ELECTION JUDGE FOOD	88.33			
12/11/2008	APBNK	DUE: 12/11/2008 DISC: 12/11/2008		1099: N		
		ELECTION JUDGE FOOD		101 4115-70100-000	SUPPLIES	88.33
=== VENDOR TOTALS ===			88.33			

01-07263 NEXTEL COMMUNICATIONS, INC

I-200812101523		CELL PHONE FIRE TRUCKS	137.45			
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N		
		CELL PHONE FIRE TRUCKS		101 4124-85015-000	CELL PHONE	137.45
=== VENDOR TOTALS ===			137.45			

01-06053 OREILLY AUTO PARTS

I-200812101528		WINDOW AND EXHAUST PIPE	60.34			
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N		
		C.H. WINDOW		101 4131-87010-000	CITY HALL MAINTENANCE	46.12
		EXHAUST PIPE		101 4132-70120-000	SUPPLIES	14.22
=== VENDOR TOTALS ===			60.34			

01-06065 OXYGEN SERVICE COMPANY

I-03100814		BREATHING AIR	54.76			
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N		
		BREATHING AIR		101 4124-70100-000	SUPPLIES	54.76
=== VENDOR TOTALS ===			54.76			

PACKET: 00262 Payables Dec 5-Dec 12

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

01-06945 QWEST

I-200812101527		LANDLINE TELEPHONE	111.74		
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N	
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE 58.02
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE 53.72
		=== VENDOR TOTALS ===	111.74		

01-07173 TOWNSQUARE SENIOR LLC

I-200812111532		2ND HALF PAY AS GO PYMT	21,083.00		
12/11/2008	APBNK	DUE: 12/11/2008 DISC: 12/11/2008		1099: N	
		2ND HALF PAY AS GO PYMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT 21,083.00
		=== VENDOR TOTALS ===	21,083.00		

01-06930 U.S. POSTMASTER

I-200812101521		12 ROLLS 42 CENTS	504.00		
12/10/2008	APBNK	MANUAL CK# 074225 12/08/2008		1099: N	
		12 ROLLS 42 CENTS		101 4112-70500-000	POSTAGE 504.00
		=== VENDOR TOTALS ===	504.00		

01-00878 US BANCORP

I-200812111536		ELECTION JUDGE FOOD/CERT EXCE	345.77		
12/11/2008	APBNK	MANUAL CK# 074226 12/10/2008		1099: N	
		ELECTION JUDGE FOOD		101 4115-70100-000	SUPPLIES 67.61
		SHIRTS WITH LOGO		101 4111-70100-000	SUPPLIES 110.05
		CERT EXCERCISE FOOD		207 4207-86105-000	CERT TRAINING EXERCISES 168.11
		=== VENDOR TOTALS ===	345.77		

01-07901 WASTE MANAGEMENT- BLAINE

I-200812101520		DEC/08 COMMERICAL RECYCLING	1,858.45		
12/10/2008	APBNK	DUE: 12/10/2008 DISC: 12/10/2008		1099: N	
		DEC/08 COMMERICAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS 1,858.45
		=== VENDOR TOTALS ===	1,858.45		

PACKET: 00262 Payables Dec 5-Dec 12

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
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01-05870  XCEL ENERGY

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I-200812101524	ELECT & GAS	3,995.05		
12/10/2008	APBNK DUE: 12/10/2008 DISC: 12/10/2008		1099: N	
	ELECT		101 4132-85020-000 STREET LIGHTING	42.53
	ELECT		101 4141-85020-000 ELECTRIC/GAS	335.66
	GAS		101 4141-85030-000 NATURAL GAS	392.02
	ELECT		101 4132-85020-000 STREET LIGHTING	194.46
	ELECT		101 4132-85020-000 STREET LIGHTING	9.40
	ELECT		101 4132-85020-000 STREET LIGHTING	18.57
	ELECT		101 4132-85020-000 STREET LIGHTING	2,030.13
	ELECT		101 4132-85020-000 STREET LIGHTING	117.65
	ELECT		101 4141-85020-000 ELECTRIC/GAS	8.52
	GAS		101 4131-85030-000 NATURAL GAS	705.38
	ELECT		601 4601-85020-000 ELECTRIC	28.80
	ELECT		101 4141-85020-000 ELECTRIC/GAS	24.88
	ELECT		101 4132-85020-000 STREET LIGHTING	40.91
	ELECT		101 4132-85020-000 STREET LIGHTING	37.62
	ELECT		101 4132-85020-000 STREET LIGHTING	8.52

=== VENDOR TOTALS === 3,995.05

=== PACKET TOTALS === 124,165.63

PACKET: 00265 PAYABLES DEC 12

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-01010	ABERNATHY, LISA					
I-200812181547		4TH QTR MILEAGE REIMB	96.52			
12/18/2008	APBNK	DUE: 12/18/2008 DISC: 12/18/2008		1099: N		
		4TH QTR MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	96.52
		=== VENDOR TOTALS ===	96.52			
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01-00250	AMERIPRIDE LINEN&APPAREL					
I-100000045681		LINEN CLEANING	35.43			
12/17/2008	APBNK	DUE: 12/17/2008 DISC: 12/17/2008		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.43
		=== VENDOR TOTALS ===	35.43			
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01-00869	BENEFIT EXTRAS, INC					
I-28699		4TH QTR FLEX ADMIN	90.00			
12/18/2008	APBNK	DUE: 12/18/2008 DISC: 12/18/2008		1099: N		
		4TH QTR FLEX ADMIN		101 4112-89000-000	MISCELLANEOUS	90.00
		=== VENDOR TOTALS ===	90.00			
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01-03123	CINTAS CORPORATION #470					
I-470204107		RUG SERVICE-CITY HALL	21.35			
12/15/2008	APBNK	DUE: 12/15/2008 DISC: 12/15/2008		1099: N		
		RUG SERVICE-CITY HALL		101 4131-70110-000	SUPPLIES	21.35
		=== VENDOR TOTALS ===	21.35			
=====						
01-03122	CITY OF ST PAUL					
I-107828		REPAIR HOYT STREET LIGHT	119.09			
12/15/2008	APBNK	DUE: 12/15/2008 DISC: 12/15/2008		1099: N		
		REPAIR HOYT STREET LIGHT		101 4132-87120-000	STREET LIGHT MAINTENANCE	119.09
		=== VENDOR TOTALS ===	119.09			
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01-04027	EMERGENCY APPARATUS MAINT					
I-200812151539		757: AIR HORN/LIGHTS/FUSE REP	793.77			
12/15/2008	APBNK	DUE: 12/15/2008 DISC: 12/15/2008		1099: N		
		757:AIR HORN/LIGHTS/FUSE REPR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	793.77
		=== VENDOR TOTALS ===	793.77			

PACKET: 00265 PAYABLES DEC 12

/ENDOR 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
=====						
01-05180	HSBC	BUSINESS SOLUTIONS				
I-200812181546		SIGN POST REPAIRS	51.92			
12/18/2008	APBNK	DUE: 12/18/2008 DISC: 12/18/2008		1099: N		
		STREET SIGN POST REPAIRS		101 4132-75100-000	STREET SIGNS	51.92
		=== VENDOR TOTALS ===	51.92			
=====						
01-05450	LEAGUE MN CITIES	INS TRST				
I-0200010228		2009 WORKMAN'S COMP INS	16,736.00			
12/18/2008	APBNK	DUE: 12/18/2008 DISC: 12/18/2008		1099: N		
		2009 WORKMAN'S COMP INS		101 15500-000	PREPAID EXPENDITURES	16,736.00
		=== VENDOR TOTALS ===	16,736.00			
=====						
01-05789	DAN MALONE					
I-200812151540		TAE KWON DO INSTRUCTOR	530.56			
12/15/2008	APBNK	DUE: 12/15/2008 DISC: 12/15/2008		1099: N		
		TAE KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	530.56
		=== VENDOR TOTALS ===	530.56			
=====						
01-01002	JUSTIN MILLER					
I-200812171543		4TH QTR MILEAGE REIMB	142.15			
12/17/2008	APBNK	DUE: 12/17/2008 DISC: 12/17/2008		1099: N		
		4TH QTR MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	142.15
		=== VENDOR TOTALS ===	142.15			
=====						
01-05742	MINNESOTA CONWAY					
I-378144		CHECK/FILL FIRE EXTINGUISHERS	147.99			
12/18/2008	APBNK	DUE: 12/18/2008 DISC: 12/18/2008		1099: N		
		CHECK/FILL FIRE EXTINGUISHERS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	147.99
		=== VENDOR TOTALS ===	147.99			
=====						
01-05813	MN STATE FIRE CHIEF ASSOC					
I-200812151541		MEMBERSHIP FEE 2009	185.00			
12/15/2008	APBNK	DUE: 12/15/2008 DISC: 12/15/2008		1099: N		
		MEMBERSHIP FEE 2009		101 4124-86110-000	MEMBERSHIPS	185.00
		=== VENDOR TOTALS ===	185.00			

PACKET: 00265 PAYABLES DEC 12

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

```

-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-04875  MOBILE MINI, INC.

```

```

I-200812151542  WARMING HOUSE RENTAL-FH SCHOO  650.75
12/15/2008  APBNK  DUE: 12/15/2008 DISC: 12/15/2008  1099: N
WARMING HOUSE RENTAL-FH SCHOOL  101 4141-87130-000  MINI WARMING HOUSE  650.75

=== VENDOR TOTALS ===  650.75

```

01-06024 ON SITE SANITATION

```

I-A-353762  PORTABLE TOILET CURTISS FIELD  63.90
12/18/2008  APBNK  DUE: 12/18/2008 DISC: 12/18/2008  1099: N
PORTABLE TOILET CURTISS FIELD  601 4601-85080-000  PORTABLE TOILET PARKS  63.90

I-A-353763  PORTABLE TOILET COMM PARK  63.90
12/18/2008  APBNK  DUE: 12/18/2008 DISC: 12/18/2008  1099: N
ON SITE SANITATION  601 4601-85080-000  PORTABLE TOILET PARKS  63.90

=== VENDOR TOTALS ===  127.80

```

01-05115 ONE CALL CONCEPTS, INC

```

I-8070477  LOCATES AUGUST/08  193.55
12/15/2008  APBNK  DUE: 12/15/2008 DISC: 12/15/2008  1099: N
LOCATES AUGUST/08  601 4601-88030-000  ONE CALL CONCEPTS-LOCATE  193.55

=== VENDOR TOTALS ===  193.55

```

01-06301 SAMS CLUB DISCOVER CARD

```

I-200812181545  MUFFLER & SHOP DOOR REPAIR PA  821.39
12/18/2008  APBNK  DUE: 12/18/2008 DISC: 12/18/2008  1099: N
MUFFLER  101 4132-70120-000  SUPPLIES  10.00
SHOP DOOR REPAIR PARTS  101 4132-87000-000  REPAIR EQUIPMENT  811.39

=== VENDOR TOTALS ===  821.39

```

01-05110 SRF CONSULTING GROUP INC

```

I-6527-6  STREETSCAPE PLANNING SVCS11/3  1,326.54
12/18/2008  APBNK  DUE: 12/18/2008 DISC: 12/18/2008  1099: N
STREETSCAPE PLANNING SVCS11/30  412 4412-81910-000  CONSULTING-STREETSCAPE  1,326.54

=== VENDOR TOTALS ===  1,326.54

```

PACKET: 00265 PAYABLES DEC 12

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

```

-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-07228  CITY OF ST ANTHONY
    
```

```

I-2120          JAN/09 POLICE SVCS          48,187.50
12/18/2008  APBNK  DUE: 12/18/2008 DISC: 12/18/2008  1099: N
          JAN/09 POLICE SVCS          101 15500-000  PREPAID EXPENDITURES          48,187.50

=== VENDOR TOTALS ===          48,187.50
    
```

01-00935 ST PAUL REGIONAL WATER SERVICE

```

I-200812181544  WATER AND S.S.          139.76
12/18/2008  APBNK  DUE: 12/18/2008 DISC: 12/18/2008  1099: N
          HWO          101 4131-85040-000  WATER          41.20
          S.S.          101 4131-85070-000  SEWER          15.00
          H2O          101 4141-85040-000  WATER          53.56
          S.S.          101 4141-85070-000  SEWER          30.00

=== VENDOR TOTALS ===          139.76
    
```

01-05870 XCEL ENERGY

```

I-200812181548  ELECTRICITY          58.05
12/18/2008  APBNK  DUE: 12/18/2008 DISC: 12/18/2008  1099: N
          ELECTRICITY          101 4141-85020-000  ELECTRIC/GAS          41.01
          ELECTRICITY          101 4132-85020-000  STREET LIGHTING          17.04

=== VENDOR TOTALS ===          58.05

=== PACKET TOTALS ===          70,455.12
    
```

```

Federal Withholdings  5592.28
State Withholdings    932.84
Pera wire tx          2477.24
ICMA wire tx          317.00
-----
79,774.48
    
```

12/23/2008 3:46 PM

PACKET: 00268 PAYABLES DEC 24

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-04423			ACS FIREHOUSE SOLUTIONS				
I-350520	12/23/2008	APBNK	SOFTWARE SUPPORT:FIREHOUSE DUE: 12/23/2008 DISC: 12/23/2008	106.37	1099: N		
			SOFTWARE SUPPORT:FIREHOUSE				
=== VENDOR TOTALS ===				106.37			106.37
01-05083			MICHAEL ARCAND				
I-200812221554	12/22/2008	APBNK	REIMB: FIRE TNG EXPENSE DUE: 12/22/2008 DISC: 12/22/2008	70.00	1099: N		
			REIMB: FIRE TNG EXPENSE				
=== VENDOR TOTALS ===				70.00			70.00
01-01049			BUREAU CRIMINAL APPREHEN.				
I-200812221550	12/22/2008	APBNK	4 BACKGROUND CHECKS DUE: 12/22/2008 DISC: 12/22/2008	60.00	1099: N		
			4 BACKGROUND CHECKS				
=== VENDOR TOTALS ===				60.00			60.00
1-03117			CITY OF LITTLE CANADA				
I-200812221552	12/22/2008	APBNK	MIELAGE FOR BUILDING INSPECTR DUE: 12/22/2008 DISC: 12/22/2008	1,174.04	1099: N		
			MIELAGE FOR BUILDING INSPECTR				
=== VENDOR TOTALS ===				1,174.04			1,174.04
122			CITY OF ST PAUL				
08027	12/23/2008	APBNK	FUEL DUE: 12/23/2008 DISC: 12/23/2008	44.62	1099: N		
			FUEL				
=== VENDOR TOTALS ===				44.62			44.62
12221551			DEBORAH JONES				
008	12/22/2008	APBNK	REIMB: MILEAGE/POSTAGE/SUPPLI DUE: 12/22/2008 DISC: 12/22/2008	224.94	1099: N		
			REIMB: MILEAGE - INSPECTIONS				
			KITCHEN SUPPLIES REIMB				
			REMB: CERTIFIED POSTAGE				
=== VENDOR TOTALS ===				224.94			194.03 14.03 16.88

PACKET: 00268 PAYABLES DEC 24
 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
=====						
01-05409	STACEY KREUSER					
I-200812221553		REIMB: MILEAGE - ELECTIONS	12.32			
12/22/2008	APBNK	DUE: 12/22/2008 DISC: 12/22/2008		1099: N		
		REIMB: MILEAGE - ELECTIONS		101 4115-86010-000	MILEAGE	12.32
=== VENDOR TOTALS ===			12.32			
=====						
01-05986	NANCY GAGNER					
I-200812231557		SPECIALTY CLASS EXPENSES	81.00			
12/23/2008	APBNK	DUE: 12/23/2008 DISC: 12/23/2008		1099: N		
		MOM n' ME CLASS EXPS		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	39.00
		CANDY CREATION CLASS EXP		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	42.00
=== VENDOR TOTALS ===			81.00			
=====						
01-05983	NORTHERN TOOL AND EQUIPMENT					
I-200812231556		LIGHTS FOR PLOW SETUP ON TRK	151.55			
12/23/2008	APBNK	DUE: 12/23/2008 DISC: 12/23/2008		1099: N		
		LIGHTS FOR PLOW SETUP ON TRK		403 4403-91000-000	MACHINERY & EQUIPMENT	151.55
=== VENDOR TOTALS ===			151.55			
=====						
01-06115	TIMOTHY PITTMAN					
I-200812221555		MILEAGE: SNOW PLOWING DEC 21	37.44			
12/22/2008	APBNK	DUE: 12/22/2008 DISC: 12/22/2008		1099: N		
		MILEAGE: SNOW PLOWING DEC 21		101 4132-86101-000	MILEAGE	37.44
=== VENDOR TOTALS ===			37.44			
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM-296		NOV-DEC FLEET RADIO SUPPORT	112.32			
12/23/2008	APBNK	DUE: 12/23/2008 DISC: 12/23/2008		1099: N		
		NOV-DEC FLEET RADIO SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	112.32
=== VENDOR TOTALS ===			112.32			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM-332		DEC/08 911 DISPATCH	958.67			
12/22/2008	APBNK	DUE: 12/22/2008 DISC: 12/22/2008		1099: N		
		DEC/08 911 DISPATCH		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	958.67
=== VENDOR TOTALS ===			958.67			
=== PACKET TOTALS ===			3,033.27			

PACKET: 00272 DEC 31 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
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-100000058027		LINEN CLEANING	35.35			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.35
		=== VENDOR TOTALS ===	35.35			
=====						
01-03089		CASH				
I-200812311561		LICENSE TABS/OSHA EXP/POSTAGE	65.29			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		LICENSE TABS FOR TRAILER		101 4132-70120-000	SUPPLIES	27.25
		OSHA TNG EXP-MULTI CITY		101 4132-70120-000	SUPPLIES	13.24
		POSTAGE		101 4112-70500-000	POSTAGE	4.80
		MUFFLER		101 4132-87000-000	REPAIR EQUIPMENT	20.00
		=== VENDOR TOTALS ===	65.29			
=====						
01-03123		CINTAS CORPORATION #470				
I-470211348		RUG SVC CITY HALL	21.35			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		RUG SVC CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	21.35
		=== VENDOR TOTALS ===	21.35			
=====						
01-03122		CITY OF ST PAUL				
I-108018		FUEL	102.40			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	102.40
		=== VENDOR TOTALS ===	102.40			
=====						
01-05090		DEEP ROCK WATER COMPANY				
I-200812311564		H2O	10.89			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		H2O		101 4131-85040-000	WATER	10.89
		=== VENDOR TOTALS ===	10.89			

PACKET: 00272 DEC 31 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
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-100000058027		LINEN CLEANING	35.35			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.35
=== VENDOR TOTALS ===			35.35			
=====						
01-03089		CASH				
I-200812311561		LICENSE TABS/OSHA EXP/POSTAGE	65.29			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		LICENSE TABS FOR TRAILER		101 4132-70120-000	SUPPLIES	27.25
		OSHA TNG EXP-MULTI CITY		101 4132-70120-000	SUPPLIES	13.24
		POSTAGE		101 4112-70500-000	POSTAGE	4.80
		MUFFLER		101 4132-87000-000	REPAIR EQUIPMENT	20.00
=== VENDOR TOTALS ===			65.29			
=====						
01-03123		CINTAS CORPORATION #470				
I-470211348		RUG SVC CITY HALL	21.35			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		RUG SVC CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	21.35
=== VENDOR TOTALS ===			21.35			
=====						
01-03122		CITY OF ST PAUL				
I-108018		FUEL	102.40			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	102.40
=== VENDOR TOTALS ===			102.40			
=====						
01-05090		DEEP ROCK WATER COMPANY				
I-200812311564		H2O	10.89			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		H2O		101 4131-85040-000	WATER	10.89
=== VENDOR TOTALS ===			10.89			

PACKET: 00268 PAYABLES DEC 24

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
=====						
01-05409	STACEY KREUSER					
I-200812221553		REIMB: MILEAGE - ELECTIONS	12.32			
12/22/2008	APBNK	DUE: 12/22/2008 DISC: 12/22/2008		1099: N		
		REIMB: MILEAGE - ELECTIONS		101 4115-86010-000	MILEAGE	12.32
		=== VENDOR TOTALS ===	12.32			
=====						
01-05986	NANCY GAGNER					
I-200812231557		SPECIALTY CLASS EXPENSES	81.00			
12/23/2008	APBNK	DUE: 12/23/2008 DISC: 12/23/2008		1099: N		
		MOM n' ME CLASS EXPS		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	39.00
		CANDY CREATION CLASS EXP		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	42.00
		=== VENDOR TOTALS ===	81.00			
=====						
01-05983	NORTHERN TOOL AND EQUIPMENT					
I-200812231556		LIGHTS FOR PLOW SETUP ON TRK	151.55			
12/23/2008	APBNK	DUE: 12/23/2008 DISC: 12/23/2008		1099: N		
		LIGHTS FOR PLOW SETUP ON TRK		403 4403-91000-000	MACHINERY & EQUIPMENT	151.55
		=== VENDOR TOTALS ===	151.55			
=====						
01-06115	TIMOTHY PITTMAN					
I-200812221555		MILEAGE: SNOW PLOWING DEC 21	37.44			
12/22/2008	APBNK	DUE: 12/22/2008 DISC: 12/22/2008		1099: N		
		MILEAGE: SNOW PLOWING DEC 21		101 4132-86101-000	MILEAGE	37.44
		=== VENDOR TOTALS ===	37.44			
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM-296		NOV-DEC FLEET RADIO SUPPORT	112.32			
12/23/2008	APBNK	DUE: 12/23/2008 DISC: 12/23/2008		1099: N		
		NOV-DEC FLEET RADIO SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	112.32
		=== VENDOR TOTALS ===	112.32			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM-332		DEC/08 911 DISPATCH	958.67			
12/22/2008	APBNK	DUE: 12/22/2008 DISC: 12/22/2008		1099: N		
		DEC/08 911 DISPATCH		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	958.67
		=== VENDOR TOTALS ===	958.67			
		=== PACKET TOTALS ===	3,033.27			

PACKET: 00272 DEC 31 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
=====						
01-05169	ROCHELLE HAWTHORNE					
I-200812311568		REIMB: FIRE TNG/EMT EXPS	145.00			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		REIMB: FIRE TNG/EMT EXPS		101 4124-86020-000	TRAINING	145.00
=== VENDOR TOTALS ===			145.00			
=====						
01-05153	HOME DEPOT CRC/GECF					
I-200812311565		HAZMAT STORAGE TUBES-FLOURESC	42.76			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		HAZMAT STORAGE TUBES-FLOURESC		101 4131-70110-000	SUPPLIES	42.76
=== VENDOR TOTALS ===			42.76			
=====						
01-05409	STACEY KREUSER					
I-200812311562		MILEAGE REIMB	8.74			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		MILEAGE REIMB - ELECTIONS		101 4115-86010-000	MILEAGE	8.74
=== VENDOR TOTALS ===			8.74			
=====						
01-04875	MOBILE MINI, INC.					
I-151001988		DEC/08 WARMING HOUSE FH ELEM	394.55			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		DEC/08 WARMING HOUSE FH ELEM		101 4141-87130-000	MINI WARMING HOUSE	394.55
=== VENDOR TOTALS ===			394.55			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-12252008		CELL PHONES	334.49			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		CELL PHONES		101 4121-85015-000	CELL PHONE	70.40
		CELL PHONES		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONES		101 4141-85015-000	CELL PHONE	31.57
		CELL PHONES		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONES		601 4601-85015-000	CELL PHONE	60.70
		CELL PHONES		602 4602-85015-000	CELL PHONES	65.48
		CELL PHONES		101 4124-85015-000	CELL PHONE	49.57
		CELL PHONES		403 4403-91000-000	MACHINERY & EQUIPMENT	37.37
=== VENDOR TOTALS ===			334.49			

PACKET: 00272 DEC 31 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
=====						
01-06030	OLSON,ROLAND					
I-200812311560		4TH QTR MILEAGE REIMB	56.63			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		4TH QTR MILEAGE REIMB		101 4113-86010-000	MILEAGE	56.63
		=== VENDOR TOTALS ===	56.63			
=====						
01-06090	GENE PAKOY					
I-200812311567		4TH QTR MECHANICALS	1,590.00			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		4TH QTR MECHANICALS		101 4117-81220-000	MECHANICAL INSPECTORS	1,590.00
		=== VENDOR TOTALS ===	1,590.00			
=====						
01-06535	SPEEDWAY SUPERAMERICA					
I-200812311566		FUEL	46.19			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	46.19
		=== VENDOR TOTALS ===	46.19			
=====						
01-06585	THE OFFICE CLEANERS					
I-20081231		DEC/08 CLEANING SVC	340.80			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		DEC/08 CLEANING SVC		101 4131-87010-000	CITY HALL MAINTENANCE	340.80
		=== VENDOR TOTALS ===	340.80			
=====						
01-05870	XCEL ENERGY					
I-200812311563		ELECTRICITY	34.52			
12/31/2008	APBNK	DUE: 12/31/2008 DISC: 12/31/2008		1099: N		
		AUTO PROTECTIVE LIGHTS		101 4141-85020-000	ELECTRIC/GAS	27.96
		AUTO PROTECTIVE LIGHTS		101 4121-85020-000	ELECTRIC	6.56
		=== VENDOR TOTALS ===	34.52			
		=== PACKET TOTALS ===	3,228.96			
		Federal Withholdings	5626.98			
		State Withholdings	907.75			
		ICMA wire	317.00			
		PERA wire	2301.55			

12382.24

PACKET: 00276 JAN 1-JAN 8

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00800		ALLIED WASTE SERVICES				
I-200901081579		JAN/09 WASTE REMOVAL	237.90			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		JAN/09 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	237.90
		=== VENDOR TOTALS ===	237.90			
=====						
01-00540		AMEM				
I-200901081582		2009 MEMBERSHIP DUES- JUSTIN	100.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		2009 MEMBERSHIP DUES- JUSTIN		101 4121-86100-000	MILEAGE/CONF/EDUC/ASSOCI	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-05196		BRIGGS & MORGAN, P.A.				
I-200901081590		LEGAL FEES-TIF DIST 1-3	5,000.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		LEGAL FEES-TIF DIST 1-3		412 20200-000	ACCOUNTS PAYABLE	5,000.00
		=== VENDOR TOTALS ===	5,000.00			
=====						
01-03101		CAPITOL CITY REGION 1				
I-12272008A		2009 MEMBERSHIP	50.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		2009 MEMBERSHIP		101 4124-86110-000	MEMBERSHIPS	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-03123		CINTAS CORPORATION #470				
I-470207757		RUG SERVICE CITY HALL	26.98			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		RUG SERVICE CITY HALL		101 20200-000	ACCOUNTS PAYABLE	26.98
I-470214941		RUG SERVICE CITY HALL	26.98			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		RUG SERVICE CITY HALL		101 20200-000	ACCOUNTS PAYABLE	26.98
		=== VENDOR TOTALS ===	53.96			

PACKET: 00276 JAN 1-JAN 8

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
=====						
01-06290		CITY OF ROSEVILLE				
I-0009296		JAN/09 TECH SUPPORT	1,149.58			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		JAN/09 TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	1,149.58
		=== VENDOR TOTALS ===	1,149.58			
=====						
01-04083		FIRE ENGINEERING				
I-200901081588		3 YEAR MAGAZINE RENEWAL	67.95			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		3 YEAR MAGAZINE RENEWAL		101 4124-86120-000	SUBSCRIPTIONS	67.95
		=== VENDOR TOTALS ===	67.95			
=====						
01-07276		HUGHES & COSTELLO				
I-200901081587		JAN/09 PROSECUTIONS	2,906.50			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		JAN/09 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,906.50
		=== VENDOR TOTALS ===	2,906.50			
=====						
01-05399		JONES & BARTLETT PUBLISHR				
I-200901081591		BOOKS FF1-FF2 HAW/ ARCAND	179.18			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		BOOKS FF1-FF2 HAW/ ARCAND		101 20200-000	ACCOUNTS PAYABLE	179.18
		=== VENDOR TOTALS ===	179.18			
=====						
01-05500		LEAGUE OF MINNESOTA HUMAN RIGH				
I-200901081578		2009 MEMBERSHIP DUES	55.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		2009 MEMBERSHIP DUES		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	55.00
		=== VENDOR TOTALS ===	55.00			
=====						
01-05564		MED-COMPASS				
I-13606		2008 SCBA MED EXAM/FIT TEST	1,212.50			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		2008 SCBA MED EXAM/FIT TEST		101 20200-000	ACCOUNTS PAYABLE	1,212.50
		=== VENDOR TOTALS ===	1,212.50			

PACKET: 00276 JAN 1-JAN 8

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
=====						
01-05585		METROPOLITAN AREA MANAGEMENT A				
I-200901081571		MEETING EXPENSE	20.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		MEETING EXPENSE		101 20200-000	ACCOUNTS PAYABLE	20.00
=====						
I-200901081574		MEETING EXPENSE	43.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		MEETING EXPENSE		101 20200-000	ACCOUNTS PAYABLE	43.00
		=== VENDOR TOTALS ===	63.00			
=====						
01-05730		MINNEAPOLIS PAPER COMPANY				
I-141285		COPY PAPER	181.43			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		COPY PAPER		101 20200-000	ACCOUNTS PAYABLE	181.43
		=== VENDOR TOTALS ===	181.43			
=====						
01-05760		MINNESOTA GFOA				
I-200901081577		MNGFOA 2009 MEMBERSHIP	60.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		MNGFOA 2009 MEMBERSHIP		101 4113-86100-000	CONFERENCES/EDUCATION/AS	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-05843		MN NCPERS LIFE INSURANCE				
I-200901081581		JAN/09 INSURANCE-DEB	16.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		JAN/09 INSURANCE-DEB		101 21709-000	OTHER PAYABLE	15.20
		JAN/09 INSURANCE-DEB		206 21709-000	OTHER PAYABLE	0.80
		=== VENDOR TOTALS ===	16.00			
=====						
01-05797		MN STATE FIRE DEPT. ASSOC				
I-200901081580		MEMBERSHIP FOR 2009	216.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		MEMBERSHIP FOR 2009		101 4124-86110-000	MEMBERSHIPS	216.00
		=== VENDOR TOTALS ===	216.00			

PACKET: 00276 JAN 1-JAN 8

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
=====						
01-04700		MN STREET SUPERINTNT ASSOC				
I-200901081585		2009 MEMBERSHIP	35.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		2009 MEMBERSHIP		101 4132-86100-000	CONFERENCES/EDUCATION/AS	35.00
		=== VENDOR TOTALS ===	35.00			
=====						
01-07263		NEXTEL COMMUNICATIONS, INC				
I-200901081573		CELL PHONES FIRE DEPART	136.17			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		CELL PHONES FIRE DEPART		101 20200-000	ACCOUNTS PAYABLE	136.17
		=== VENDOR TOTALS ===	136.17			
=====						
01-05994		NORTHWEST YOUTH & FAMILY				
I-200901081584		COOPERATIVE SERVICES 2009	8,341.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		COOPERATIVE SERVICES 2009		101 4111-86500-000	COOPERATIVE SERVICE	8,341.00
		=== VENDOR TOTALS ===	8,341.00			
=====						
01-05115		ONE CALL CONCEPTS, INC				
I-8120481		LOCATES DEC/08	13.05			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		LOCATES DEC/08		601 20200-000	ACCOUNTS PAYABLE	13.05
		=== VENDOR TOTALS ===	13.05			
=====						
01-06053		OREILLY AUTO PARTS				
I-200901081575		SHOP, J.D., AND F-250 PARTS	143.12			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		SHOP, J.D., AND F-250 PARTS		101 20200-000	ACCOUNTS PAYABLE	143.12
		=== VENDOR TOTALS ===	143.12			
=====						
01-06185		RAMSEY COUNTY				
I-PUBW-009144		SNOW REMOVAL	21,565.85			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		SNOW REMOVAL		101 20200-000	ACCOUNTS PAYABLE	21,565.85
I-RISK-001211		JAN/09 INSURANCE	7,275.48			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		JAN/09 INSURANCE		101 4112-89000-000	MISCELLANEOUS	7,275.48
		=== VENDOR TOTALS ===	28,841.33			

PACKET: 00276 JAN 1-JAN 8

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
=====						
01-05107		ROTARY CLUB OF ROSEVILLE				

I-200901081586		MEMBERSHIP DUES & MEALS	265.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		MEMBERSHIP DUES & MEALS		101 4112-86100-000	CONFERENCES/EDUCATION/AS	265.00
		=== VENDOR TOTALS ===	265.00			
=====						
01-06415		SCHARBER & SONS				

I-1015963		BROOM REPAIR	86.80			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		BROOM REPAIR		101 20200-000	ACCOUNTS PAYABLE	86.80
		=== VENDOR TOTALS ===	86.80			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				

I-200901081576		ANNUAL AUTOMATIC FIRE SUPP	213.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		ANNUAL AUTOMATIC FIRE SUPP		101 4131-85040-000	WATER	106.50
		ANNUAL AUTOMATIC FIRE SUPP		101 4141-85040-000	WATER	106.50
		=== VENDOR TOTALS ===	213.00			
=====						
01-06525		SUBURBAN ACE HARDWARE				

I-200901081572		SHOVEL, SALT, FAN, MOUNT, KEYS	158.04			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		SHOVEL, SALT, FAN, BLO MOUNT		101 20200-000	ACCOUNTS PAYABLE	123.59
		MINI MOBIL KEYS		201 20200-000	ACCOUNTS PAYABLE	34.45
		=== VENDOR TOTALS ===	158.04			
=====						
01-05195		TYLER TECHNOLOGIES				

I-73,048		ANNUAL SOFTWARE MAINT	3,687.00			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		ANNUAL SOFTWARE MAINT		101 4113-80600-000	SOFTWARE MAINTENANCE	3,687.00
		=== VENDOR TOTALS ===	3,687.00			
=====						
01-07901		WASTE MANAGEMENT- BLAINE				

I-200901081583		JAN/09 COMMERCIAL RECYCLING	620.26			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
		JAN/09 COMMERCIAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	620.26
		=== VENDOR TOTALS ===	620.26			

PACKET: 00276 JAN 1-JAN 8

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05870	XCEL	ENERGY				
<hr/>						
I-200901081570	ELECT		85.92			
1/08/2009	APBNK	DUE: 1/08/2009 DISC: 1/08/2009		1099: N		
	ELECT			101 20200-000	ACCOUNTS PAYABLE	55.64
	ELECT			601 20200-000	ACCOUNTS PAYABLE	30.28
	===	VENDOR TOTALS ===	85.92			
	===	PACKET TOTALS ===	54,174.69			



DEC 9 2008



December Statement for activity from Nov. 05, 2008 through Dec. 03, 2008 Inquiries: 1-866-485-4545
CITY OF FALCON HEIGHT , JUSTIN J MILLER (CPN 000107109) BUS 78 02 Page 1 of 2

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

Activity Summary

Previous Balance.....	\$4.80
Payments and Credits.....	\$4.80
Purchases, Advances & Other Debits	\$345.77
FINANCE CHARGES	\$0.00
New Balance.....	\$345.77

Credit and Payment Information

Credit Line	\$21,000.00
Available Credit.....	\$20,654.23
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. 23, 2008

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$345.77 by 12/23/08. 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					
11/17	11/17	0093	PAYMENT THANK YOU.....	\$4.80 CR	-----
Purchases, Advances, Debits					
11/06	11/04	5155	PIZZA HUT #02248226310 FALCON HGTS MN	\$34.87	Election's Pizza
11/06	11/04	5163	PIZZA HUT #02248226310 FALCON HGTS MN	\$32.74	Election's Pizza
11/12	11/11	2814	LANDSENBUSINESS 800-338-2000 WI.....	\$110.05	Council 3471's
11/20	11/19	6559	CUB FOODS ROSEVILLE MN.....	\$21.35	Drinks CFT Exercise
11/20	11/19	0537	FALCON HEIGHTS GAS & C FALCON HEIGHT MN	\$3.78	Ice "-----"
11/21	11/19	0515	PIZZA HUT #02248226310 FALCON HGTS MN	\$142.98	Pizza "-----"

Company Approval (This area for use by your company)

Signature/Approval: dlc JM Accounting Code: _____

Continued on Next Page

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,320.54
01-1008	STACEY T KREUSER	1,331.42
01-1136	ROLAND O OLSON	1,300.00
01-2154	MAUREEN A ANDERSON	83.11
01-1038	DEBORAH K JONES	1,580.40
01-0040	KEVIN ANDERSON	122.75
01-0085	DANIEL S JOHNSON-POWERS	108.17
01-0087	MICHAEL A MCKAY	113.59
01-0101	DALE E HUFF	108.63
01-0106	SCOTT A TESCH	167.84
01-0121	JESSICA L ADAMS	110.20
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSEVEN	1,305.69
01-1143	COLIN B CALLAHAN	1,043.41
TOTAL PRINTED: 14		9,995.75

12-12-2008 9:37 AM PAYROLL CHECK REGISTER

PAGE: 1
 PAYROLL DATE: 12/12/2008

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	12/12/2008	547.37	074249
1142	HERZOG, PATRICK J	R	12/12/2008	278.02	074250
0034	KURHAJETZ, CLEMENT	R	12/12/2008	177.66	074251
0066	HERNANDEZ, ALFRED	R	12/12/2008	119.13	074252
0074	ALLEN, MARK J	R	12/12/2008	69.15	074253
0095	POESCHL, MICHAEL J	R	12/12/2008	143.14	074254
0097	GAFFNEY, PATRICK	R	12/12/2008	177.77	074255
0104	VANN, VINCENT A	R	12/12/2008	158.04	074256
0105	FEHRENBACH, ANTON M	R	12/12/2008	130.60	074257
0112	LESKE, CHRIS M	R	12/12/2008	103.66	074258
0117	EISCHEN, RONALD B	R	12/12/2008	64.18	074259
0119	WICK, JEFFREY M	R	12/12/2008	64.18	074260
0120	HAWTHORNE, ROCHELLE L	R	12/12/2008	83.52	074261
1030	PITTMAN, TIMOTHY J	R	12/12/2008	1,600.07	074262
1016	ABERNATHY, LISA A	R	12/12/2008	1,387.95	074263
2121	RAJCIC, KAREN E	R	12/12/2008	230.87	074264
2173	EWAN, EMILY N	R	12/12/2008	83.11	074265
2174	SAGEHORN, MATT J	R	12/12/2008	98.30	074266

12-12-2008 9:37 AM PAYROLL CHECK REGISTER

PAGE: 4
 PAYROLL DATE: 12/12/2008

*** REGISTER TOTALS ***

REGULAR CHECKS:	18	5,516.72
DIRECT DEPOSIT REGULAR CHECKS:	14	9,995.75
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	32	15,512.47

EMP #	NAME	AMOUNT
01-0012	LAURA A KUETTEL	277.05
01-0013	PETER C LINDSTROM	330.57
01-0016	PAMELA M HARRIS	277.05
01-1002	JUSTIN J MILLER	2,320.54
01-1008	STACEY T KREUSER	1,331.42
01-1136	ROLAND O OLSON	1,300.00
01-1038	DEBORAH K JONES	1,580.40
01-0040	KEVIN ANDERSON	15.03
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,305.69
01-1143	COLIN B CALLAHAN	119.52

TOTAL PRINTED: 11 9,157.27

12-29-2008 1:08 PM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 12/29/2008

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	12/29/2008	277.05	074300
0018	LONG, CHARLES E	R	12/29/2008	277.05	074301
1136	OLSON, ROLAND O	R	12/29/2008	547.37	074302
1142	HERZOG, PATRICK J	R	12/29/2008	229.86	074303
0034	KURHAJETZ, CLEMENT	R	12/29/2008	593.08	074304
0074	ALLEN, MARK J	R	12/29/2008	184.70	074305
0095	POESCHL, MICHAEL J	R	12/29/2008	92.35	074306
0097	GAFFNEY, PATRICK	R	12/29/2008	92.35	074307
1030	PITTMAN, TIMOTHY J	R	12/29/2008	1,600.07	074308
2015	COYNE, KEVIN M	R	12/29/2008	73.88	074309
2025	HOIUM, CHARLOTTE R	R	12/29/2008	247.40	074310
2119	RAAEN, DREW P	R	12/29/2008	196.44	074311
2138	RAAEN, COLIN P	R	12/29/2008	132.92	074312
2146	ROBERTSON-SMITH, TYLER J	R	12/29/2008	99.04	074313
2160	COYNE, ANDREW P	R	12/29/2008	77.57	074314
2168	DEILEY, JOSEPH M	R	12/29/2008	90.26	074315
2175	RITCHIE, BRIAN D	R	12/29/2008	129.34	074316
2176	HARTMAN, JARED C	R	12/29/2008	167.56	074317
1016	ABERNATHY, LISA A	R	12/29/2008	1,360.96	074318
2121	RAJCIC, KAREN E	R	12/29/2008	189.32	074319
2164	MILLER, ALLISON	R	12/29/2008	54.75	074320
2173	EWAN, EMILY N	R	12/29/2008	20.77	074321

REGULAR CHECKS: 22 6,734.09
 DIRECT DEPOSIT REGULAR CHECKS: 11 9,157.27
 MANUAL CHECKS:
 PRINTED MANUAL CHECKS:
 DIRECT DEPOSIT MANUAL CHECKS:
 VOIDED CHECKS:
 NON CHECKS:

 TOTAL CHECKS: 33 15,891.36

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1143	CALLAHAN, COLIN B	R	12/31/2008	301.19	074338

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
2172	ARCAND, MICHAEL W	R	12/22/2008	59.34	074287

ITEM: Designation of official newspaper for 2009

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

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 2009 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 \$3.50 per column inch charge for the Roseville Review is lowest.

ACTION REQUESTED:

Designate the Roseville Review as the City's legal newspaper for 2009.

ITEM: City License Renewals

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

The following businesses have applied for municipal business licenses for 2009. Staff has received the necessary documents for licensure.

- Central Pediatrics
- Jackson Hewitt Tax Service
- MN State Horticultural Society
- Assoc of Metropolitan School Districts
- National Youth Leadership Council
- Warners' Stellan
- Coffee Grounds
- MN Planetarium Society
- TIES
- Blomberg Pharmacy
- MN Congress of Parents, Teachers and Students
- Curves
- Arthur Williams Opticians
- Midwest Youth Dance Theatre
- Parents United
- Peterson Dental
- James Kernik DDS
- Tiffany Salon
- Edward Jones

The following businesses have applied for tree trimming/removal licenses for 2009. Staff has received the necessary documents for licensure.

- A-1 Walsh Inc.
- 4 Seasons Tree Care Inc.
- Pioneer Tree & Landscape
- Northern Arborists
- St. Croix Tree Service
- S & S Tree and Horticultural Specialist, Inc.
- Carr's Tree & Landscape
- Branch and Bough Tree Service

The following individuals have applied for massage therapy for 2009. Staff has received the necessary documents for licensure.

- Susan Lindquist

The following businesses have applied for mechanical contractor's licenses for 2009. Staff has received the necessary documents for licensure.

- Yale Mechanical
- Genz-Ryan Plumbing & Heating
- River City Sheet Metal
- South -Town Refrigeration
- Krinkie Heating & AC
- Norblom Plumbing
- Wenzel Heating & AC
- Fireside Hearth & Home
- Hoffman Corner Heating & AC
- Bonfe's Plumbing, Heating & Air
- Sedgwick Heating

The following businesses have applied for general contractor's licenses for 2009. Staff has received the necessary documents for licensure.

- Kraus-Anderson Construction Co.
- Asphalt Driveway Co.

The following have applied for a home occupation license for 2009. Staff has received the necessary documents for licensure.

- Minnesota Internet Products
- David Wasson Graphic Design

The following businesses have applied for refuse/recycling licenses for 2009. Staff has received the necessary documents for licensure.

- Gene's Disposal Service
- Veolia Environmental
- Walter's Recycling & Refuse
- Keith Krupenny & Son

ITEM: Resolution designating official depositories for 2009

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION:

All investments are made according to State law and the City's Investment Policy. 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 is furnished by the financial institutions as required by law.

ACTION REQUESTED:

Adoption of Resolution 09-01 approving the official depositories for 2009.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

January 14, 2009

No. 09-01

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 Public Fund Services
Smith/Barney Citigroup Global Markets, Inc.
Wachovia Securities
Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)
PMA Securities Inc (4M and 4M Plus Investment Pools)
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: _____
Peter Lindstrom, Mayor
January 14, 2009

LINDSTROM _____ In Favor
KUETTEL
HARRIS _____ Against
LONG
MERCER-TAYLOR

Attested by: _____
Justin Miller
City Administrator
January 14, 2009

ITEM: Council liaison assignments

SUBMITTED BY: Peter Lindstrom, Mayor

EXPLANATION:

Council members are each assigned to serve as a liaison between the City Council and the various Commissions each year. Assignments for 2009 are as follows:

- Environment - Peter Lindstrom
- Parks and Recreation - Chuck Long
- Planning - Laura Kuettel
- Human Rights - Pam Harris
- Neighborhood - Beth Mercer-Taylor
- U of MN Campus Area Coordinating Committee, Stadium Area Advisory Group, and Master Planning Committee - Peter Lindstrom
- Ramsey County League of Local Governments - Pam Harris (Lindstrom alternate)
- Northwest Youth and Family Services - Peter Lindstrom
- North Suburban Cable Commission - Rick Talbot (Chuck Long alternate)

ACTION REQUESTED:

Approval

ITEM: Review of Elected Official Out-of-State Travel Policy

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

In 2005, the Minnesota state legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the city council.

REQUESTED ACTION:

Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

City of Falcon Heights

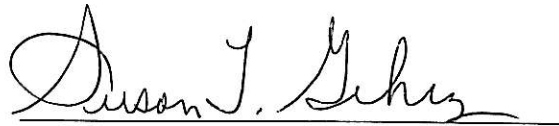
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

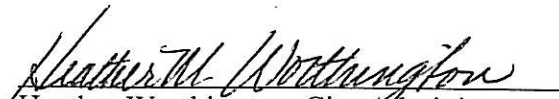
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator

ITEM: Appointment of City Engineer

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Staff recommends that the contract with the City of Roseville be continued for 2009, 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 2009.

ITEM: Appointment of Prosecuting Attorneys

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

For several years, the City of Falcon Heights has contracted our prosecuting attorney services to outside attorneys. The law firm of Hughes & Costello has provided this service for numerous years and has done so in quite satisfactory fashion.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the law firm of Hughes & Costello to provide prosecution legal services for 2009.

ITEM: Appointment of City Auditor for 2009

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION:

Each year we are required to have an independent firm audit our financial records. For the past several years, we have used Kern-DeWenter-Viere as our auditors, and we have been very happy with their services.

A formal contract will be presented to the council at a coming meeting to establish their rates for the coming year, but in the meantime staff is asking the council to appoint KDV as our city's auditor in case any issues arise before a contract can be approved.

ACTION REQUESTED:

Approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2009.

ITEM: Accept Resignation of Deputy Clerk/ Assistant City Administrator
Stacey Kreuser

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

It is with sadness that I am recommending that the city council accept the resignation of Deputy Clerk/ Assistant City Administrator Stacey Kreuser effective January 2, 2009. Stacey has been an integral part of our city organization since August 2005, but she has had an opportunity arise that she simply could not pass up. We wish her the best of luck in her new endeavors.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council accept the resignation of Stacey Kreuser effective January 2, 2009.

ITEM: Review and adopt Council standing rules

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

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 2/8/2006 for 2009.

Amended February 8, 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 recorded and the recording 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. Council workshop sessions are open to the public but will not be recorded.
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 identify themselves, their address, 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.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 - General motions are lowest in rank, and #7 - Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

ITEM: Designation of 2009 Acting Mayor

SUBMITTED BY: Mayor Peter Lindstrom

EXPLANATION:

Periodically, the mayor's absence requires that official duties (such as signing official documents, running city council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various city councilmembers. The 2008 acting mayor was Councilmember Kuettel.

The mayor still retains the right to name other council members as acting mayor when planned absences are anticipated, but the formal designation of an acting mayor allows for continuity of operations in the case of an emergency or unplanned absence.

REQUESTED ACTION:

I recommend that the Falcon Heights City Council appoint Pam Harris as acting mayor for 2009.

ITEM: City Administrator Performance Review

SUBMITTED BY: Mayor Peter Lindstrom

EXPLANATION:

In June 2008, the city council and city administrator agreed to delay his annual performance review and salary adjustment until the end of the year so that it coincided with the budget year and the rest of the staff's performance reviews. I recently discussed the city administrator's performance with the city council and select city staff. The findings were very positive, and at this time I am recommending that his salary be increased to \$89,200 retroactive to June 19, 2008 (the date which his previous contract expired). This amount is consistent with the city's policy of compensating our employees at 90% of the average level for comparable cities. As is being recommended for all other employees, his 2009 salary will remain the same as this adjusted 2008 amount.

REQUESTED ACTION:

I recommend that the city council adjust City Administrator Miller's annual salary to \$89,200 retroactive to June 19, 2008.

ITEM: Firefighter appointment

SUBMITTED BY: Clem Kurhajetz, Fire Chief

EXPLANATION:

Rich Hinrichs is recommended for approval as a firefighter with the Falcon Heights Fire Department.

ACTION REQUESTED:

Approval

ITEM: Approval of DNR Community Forest Bonding Grant

SUBMITTED BY: Andy Hovland, City Forester

EXPLANATION:

The Minnesota Department of Natural Resources recently announced that they are accepting applications for the removal, disposal and replacement of dead or dying boulevard trees. The City of Falcon Heights has an extensive urban forest, and replacing dead or diseased trees has historically been a high priority of the city.

The grant application is for \$21,750, which is 50% of our 2009 budgeted removal, disposal and replacement schedule. The grant requires a 50% local match. The maximum award for existing programs such as ours is \$75,000. If awarded, we will be required to approve and submit an updated shade tree ordinance, annual maintenance plan, and community public education plan.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt an application for the 2008-2010 Community Forest Bonding Grant program through the Minnesota Department of Natural Resources in the amount of \$21,750.

ITEM: Commission Appointments

SUBMITTED BY: Peter Lindstrom, Mayor

EXPLANATION:

I recommend that the following individuals be appointed to city commissions:

Human Rights Commission

- Roy Garza (reappointment for second term)

Environment Commission

- Gretel Keene (reappointment for second term)

Planning Commission

- Randall Gustafson
- Keith Gosline

Neighborhood Commission

- Felicia Turner

ACTION REQUESTED:

Approval.

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

DATE: 9-9-08

NAME: Randall C Gustafson

ADDRESS: [REDACTED]

PHONE: (H) [REDACTED] (W) [REDACTED]

HOW LONG AT ABOVE ADDRESS? 25 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? Planning Commission

REASON YOU WISH TO SERVE ON ABOVE: Interested in direction of city to keep balance of residence, business and impact of UofM and State Fair

PRIOR PUBLIC (OR RELATED) SERVICE: None really official

OTHER RELEVANT BACKGROUND (OR COMMENTS): Resident for 25 years in Falcon Heights, raised in Landovale, attended Roseville schools. Raised family in F.H. Involved in political activities from 1988 to 1998. Small business owner in St Paul Midway 1988 to 2002. Post Brimhall PTA Co-President.

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: 11/05/08

NAME: Keith P. Gosline

ADDRESS: [REDACTED]

PHONE: (H) [REDACTED] (W) [REDACTED]

EMAIL ADDRESS: [REDACTED]

HOW LONG AT ABOVE ADDRESS? 6 months

IN WHAT CAPACITY DO YOU WISH TO SERVE? any advisory,
council, or executive capacity.

REASON YOU WISH TO SERVE ON ABOVE: A life of service
to others is the expectation I want to pass
to my children.

PRIOR PUBLIC (OR RELATED) SERVICE: policy review committee
Manorland school district, Manorland, MD

OTHER RELEVANT BACKGROUND (OR COMMENTS): _____

MD Technical College Student Association State V.P.
& campus President, Knights of Columbus deputy Grand
Knight, Grand Knight council 6465, School Director - Fraga
Saint Cloud, MD Campus Sister Rosalind Schools & Clinics
of Massaga, Business Network Intern'l (BNI) Chapter President & V.P.

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

DATE: 10/9/08

NAME: Felicia Turner

ADDRESS: [REDACTED]

PHONE: (H) [REDACTED] (W) [REDACTED]

HOW LONG AT ABOVE ADDRESS? Since June 08

IN WHAT CAPACITY DO YOU WISH TO SERVE? Falcon Heights
Apartments - Neighborhood Commission

REASON YOU WISH TO SERVE ON ABOVE: To be able to help
my community, To be a great resource for them
to get know what's going on in my neighborhood ^{to be}
a great source to my community

PRIOR PUBLIC (OR RELATED) SERVICE: Neighborhood ^{hood} Libson for
my building

OTHER RELEVANT BACKGROUND (OR COMMENTS): Am also a
Volunteer for the Hennipen City Correctional fac
in plymouth at the Workhouse I do Bible
Study with the Women inmates every 4th and 5th
Monday of the Month have been doing it for 5yrs
My Church has also just started a food shelf which am on the
Committee for that.

Policy Item: Recreation Program Refund Policy
Submitted By: Lisa Abernathy, Recreation Supervisor
Reviewed By: Tim Pittman, Director of Parks and Public Works

Summary: Currently if a participant wishes to back out of a program and it was done before the programs begins or within the first week they would receive a full refund. This time frame for refunds has raised concerns for the status of certain programs as well as it has become time consuming for both the Recreation Supervisor and Finance Director to process these refunds. To decrease the amount of last minute withdrawals the Commission is looking at charging an administrative fee that would be charged for any type of program refund. After exploring other community's policies the Commission is looking at making the following changes to the refund policy:

Present Refund Policy:

Refunds will only be issued if or when:

- A class is cancelled due to low enrollment.
- A participant wishes to withdraw before the class begins or during the first week of the program.
- Refunds will not be issued after the first week of the program.

New Refund Policy:

If a program cancellation is initiated by individual there is a \$5.00 administrative charge. Refunds will only be issued if requested one business week before the start of the program. If requested after this time, no refund will be issued.

Action Required: The Parks Commission recommends city council approval of the changes made to the current refund policy.

ITEM: Agreement between the City of Falcon Heights and the City of Lauderdale regarding program fee charges

Submitted By: Lisa Abernathy, Recreation Supervisor

Reviewed By: Tim Pittman, Director of Parks and Public Works

Summary: The City of Lauderdale currently does not provide recreational programs to its residents therefore many of their residents participate in Falcon Heights programs. The City of Lauderdale would like to help Falcon Heights continue this service to its residents by providing additional marketing and publicity for our programs. In return they would like their residents to receive the "resident rate" for a recreation program. As part of this agreement the City of Falcon Heights will track the Lauderdale registrations and bill the City of Lauderdale the difference between the non-resident rate and the resident rate for the programs Lauderdale residents register for. The City of Lauderdale will then reimburse Falcon Heights the difference for these registrations.

Attached is a Recreation Reimbursement Agreement stating what each City will be responsible for in this agreement. Pending approval this will take effect at the start of spring/summer registration in March.

Action Required: The Parks Commission recommends council approval of the Recreation Reimbursement Agreement between the City of Falcon Heights and the City of Lauderdale.

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113
Phone: 651-792-7650 Fax: 651-631-2066

Recreation Reimbursement Agreement

This agreement made the ___ day of January, 2009 by and between the City of Lauderdale and the city of Falcon Heights for services outlined below:

Scope of Agreement:

The City of Falcon Heights agrees to:

1. register Lauderdale residents for recreation programs at the Falcon Heights resident rate.
2. provide the City of Lauderdale with a quarterly invoice for the difference between the resident and non-resident rate.
3. provide the City of Lauderdale with a quarterly report delineating the fees, reimbursements and users.
4. place a public service announcement in the brochure regarding the coordinated effort.
5. provide the City of Lauderdale with copies of the recreation brochure as needed for Lauderdale residents.

The City of Lauderdale agrees to:

1. inform Lauderdale residents of the new service.
2. encourage resident participation in said programs via; newsletters, cable television and public service announcements in local papers.
3. make program brochures available at City Hall for resident convenience.
4. make quarterly payments for recreation reimbursements of Lauderdale residents.

Signed:

Lauderdale City Administrator

Falcon Heights City Administrator

ITEM: Salary Adjustment/Recognition of Additional Duties for Lisa
Abernathy

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

The resignation of Deputy Clerk/ Assistant City Administrator Stacey Kreuser leaves us one person short in terms of staffing at city hall. With the uncertain budget situation at the state level (and the possible reductions in local government aid), staff is searching for ways to lower expenditures as quickly as possible.

At this time, staff is recommending that Lisa Abernathy assume the duties of deputy clerk in addition to her role as recreation supervisor. This arrangement will not be without difficulties, especially as we get closer to the summer months when the recreation programs begin. Other staff members will also pick up duties that normally fall under the role of the deputy clerk.

This will mean that some items and/or services will be delayed or eliminated due to fewer staff being available. One example will be how minutes of city council meetings are prepared. In order to keep Lisa from attending too many meetings (avoiding burnout and overtime expenses), the city administrator will take notes during the meeting, but the official minutes will only denote who made motions and the roll call vote on each item. If there are visitors who make presentations, their topic will be denoted, but staff will not attempt to articulate what their message was. Further, a listing of speakers on each item will be listed (as in public hearings), but their comments will not be included. Basically, the minutes will denote actions and outcomes only. As always, copies of the meetings will be available for viewing or purchase at city hall.

Other items that will be impacted will include postponing the scanning of historical documents, longer processing of building permits and licenses, slower updates of the city website, less staff assistance for the neighborhood commission, and longer wait times on phone calls when the office is short-staffed.

In recognition of taking on these additional duties, staff is recommending that Lisa's salary be increased from \$42,778 to \$47,155 annually. This arrangement will be in effect through June 30th or until other arrangements are made. If this arrangement were to be extended throughout the year, estimated savings would near \$50,000. This is not a long term solution, especially as we enter election seasons. However, staff is very appreciative of Lisa taking on these additional duties, as well as the rest of the staff for stepping up to the plate and filling in gaps that this vacancy causes.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the assumption of deputy clerk duties by Lisa Abernathy and adjust her pay to the scale listed above.

ITEM: Joint Powers Agreement with the City of Little Canada for the Purchase of a Streetsweeper

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Last year, staff investigated the possibility of purchasing a streetsweeper for our street cleaning operations. Historically, the city has contracted with local companies to perform both our spring and fall street sweeping duties. Purchasing a sweeper on our own was determined not to be cost effective. However, we were approached by the City of Little Canada who was also looking at purchasing a sweeper about sharing in the cost and conducting a joint purchase.

The benefits of having our own streetsweeper will be numerous. We will be better able to control when the sweeping occurs thereby avoiding late-falling leaves and late snowfalls. It will also allow us to conduct additional sweeps as needed in the case of heavy storms or other times when the streets are uncharacteristically dirty. All of our public works staff have obtained the necessary licenses to operate the equipment, so additional staff will not be needed.

Together, we were able to obtain a very reasonable price for the streetsweeper. The total cost is \$164,317.79 (including tax), and based upon our percentage of lane miles, we will be responsible for 34.62% of the purchase price, or \$56,886.82. For 2009, the storm drainage budget contains \$25,000 for streetsweeping operations. We will still incur some disposal and maintenance costs associated with our sweeping, but it is anticipated that purchasing this unit will pay for itself in less than five years. The expected life expectancy of the sweeper is ten to fifteen years.

The attached joint powers agreement spells out the particulars of the purchase and how both cities will work together on the sharing and operation of the sweeper. The city attorney has reviewed it and finds it acceptable. Key points of the agreement include:

- We will be joint owners of the equipment, and the title documents will reflect the joint ownership.
- Primary storage will be in Little Canada, except when in use by Falcon Heights.
- General maintenance will be the responsibility of Little Canada.
- The public works directors of each city will establish a cleaning schedule annually.
- Little Canada will insure the sweeper through the League of Minnesota Cities Insurance Trust
- Maintenance costs will be paid by each city in proportion to the number of hours used by each city.
- Either city may terminate the agreement with 12 months notice, and the cancelling city will be reimbursed their pro-rated share of the purchase price.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the attached Joint Powers Agreement with the City of Little Canada for the purchase of a streetsweeper.

JOINT POWERS AGREEMENT

CITY OF LITTLE CANADA – CITY OF FALCON HEIGHTS

Process for Joint Purchase/Operation of Street Sweeper

PARTIES

This Agreement is entered into pursuant to Minn. Stat. Section 471.59 between the City of Falcon Heights (Falcon Heights) and the City of Little Canada (Little Canada), both Minnesota municipal corporations within Ramsey County, Minnesota.

PURPOSE

The purpose of this agreement is to define the process by which a regenerative air street sweeper will be jointly acquired, operated, and financed by the municipalities in an attempt to generate cost savings and efficiencies not available to each city acting individually.

AGREEMENT

Now, therefore, in consideration of the mutual undertakings herein expressed, Falcon Heights and Little Canada agree as follows:

1. Purchase Process

Little Canada will oversee the purchase of the street sweeper in consultation with Falcon Heights. The following provisions shall guide the purchase:

- a. A 2009 Elgin Crosswind J+/M2 regenerative air sweeper on a Freightliner M2 chassis shall be purchased utilizing the State of Minnesota's Cooperative Purchasing Venture pricing.
- b. The purchase price shall be \$154,289 plus sales tax of \$10,028.79 for a total price of \$164,317.79.
- c. The options to be included on the sweeper shall consist of the following:
 - ✓ Dual Air Ride High Back Cloth Seats
 - ✓ In Cab Hopper Dump
 - ✓ Air Dryer
 - ✓ AM/FM CD Radio

- ✓ Right Hand Gutter Broom Tilt
 - ✓ El. Hydraulic Pump
 - ✓ Hopper Inspection Door with Step & Handle
 - ✓ Strobe
 - ✓ S/S Heated Power Mirrors
 - ✓ LED Light Package
 - ✓ Hopper Deluge
 - ✓ Anti-Siphon
- d. The City Councils of both Little Canada and Falcon Heights are approving the purchase of the street sweeper by their approval of this agreement.
- e. The street sweeper shall be purchased as soon as practical with the goal of having it available for operation by no later than April 1, 2009. Falcon Heights and Little Canada shall be joint owners of the sweeper and title to the sweeper shall indicate same.

2. Operations and Maintenance

- a. The sweeper will be housed primarily in Little Canada. When in use at Falcon Heights, Falcon Heights shall provide suitable, indoor protection for the sweeper.
- b. Each city will be responsible for the dumping of its respective debris including any costs and liabilities associated with same.
- c. The Public Works Superintendents for each city shall jointly establish a daily schedule for the operator(s) of the sweeper to follow to ensure the sweeper is properly maintained.
- d. Little Canada will be responsible for all maintenance of the sweeper beyond that needed for daily operation. Little Canada will follow the maintenance guidelines established for the sweeper by the manufacturer and provide documentation of same. Should Falcon Heights be aware of any maintenance or repairs needed on the sweeper beyond daily maintenance, they shall promptly inform Little Canada of same. In no event shall either city operate the sweeper if maintenance or repairs are needed that could result in damage to the sweeper.
- e. Each city shall designate at least one person to be trained on the operation and maintenance of the sweeper from the vendor/manufacturer. Any new operator shall be properly trained by their respective city. In no event shall an employee operate the sweeper who has not been properly trained. Each city shall document the training received by each employee.
- f. The Public Works Superintendents of each city shall jointly establish a sweeping schedule for the coming year. Spring sweeping shall commence as soon as weather

permits. Falcon Heights shall have the first usage of the sweeper for spring sweeping in odd-numbered years and Little Canada in even-numbered years. Nothing in this agreement will prevent the respective Public Works Superintendents from modifying these arrangements when they deem it mutually beneficial. Furthermore, each city will cooperate with the other to accommodate special or emergency needs that could not have been anticipated.

- g. Little Canada shall insure the street sweeper either through the League of Minnesota Cities Insurance Trust or another insurer agreed upon by both parties.
- h. Should the sweeper be damaged as a result of negligence on the part of the operator, then the City whose operator caused the negligent act shall be responsible for the costs to repair said damage. Should a negligent act of Falcon Heights result in an insurance claim, then Falcon Heights shall be responsible for reimbursing Little Canada for any additional costs incurred as a result of the insurance claim based on calculations provided by the carrier documenting the additional cost including lost dividend income.

3. Financial Relationship and Responsibilities

- a. Little Canada shall issue the full payment for the street sweeper based on the terms of purchase. Falcon Heights shall remit its share of the purchase price within five (5) days of Little Canada's remittance to the vendor. Little Canada shall provide copies of all invoices or other records deemed necessary by Falcon Heights relative to the purchase.
- b. The cost of acquisition shall be divided between the two parties based on lane miles of streets within each City. Falcon Heights' lane miles equal 39.06 miles. Little Canada's lane miles total 73.75. Based on this information, the initial costs of acquisition shall be divided between the two cities with Falcon Heights paying 34.62% (\$56,886.82) of the total acquisition cost and Little Canada paying the remainder (\$107,430.97).
- c. Little Canada will be responsible for primary maintenance and will establish a separate general ledger account to track costs associated with the operation of the sweeper. (The costs of the operator will not be included in the operating account if each city hires its own operator.) Costs to be included in the operation account will be fuel, oil, tires, brooms, repair costs, parts, supplies, and labor related to the maintenance/repair of the sweeper, staff time expended

for maintenance activities not associated with daily operations charged at hourly rates with benefits, insurance, contracted maintenance, cleaning, etc. To the extent that Falcon Heights incurs these costs in association with its usage of the sweeper, they shall provide copies of invoices documenting said expenses; the total of which shall also be accounted for in the final allocation of costs. The final allocation of costs shall be based upon a proration of hours of use by each city, including travel time, as documented by the sweeper's hour meter. These costs will be prorated between the cities based on hours of use including travel time. In consideration of Little Canada's advancing of the majority of costs for operation and maintenance, Falcon Heights shall be responsible for travel from and to Little Canada when they utilize the sweeper. Both cities pledge their cooperation to resolving any logistical issues associated with this provision and will endeavor to manage expenses in a cost effective manner.

INDEMNIFICATION & HOLD HARMLESS

Falcon Heights agrees to defend, indemnify, and hold harmless Little Canada against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of Falcon Heights and Falcon Heights' employees or agents. Little Canada agrees to defend, indemnify, and hold harmless Falcon Heights against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement for which Little Canada is responsible and Little Canada's employees or agents. All parties to this agreement recognize that liability for any claims arising under this agreement are subject to the provisions of the Minnesota Municipal Tort Claims Law; Minnesota Statutes, Chapter 466. In the event of any claims or actions filed against either party, nothing in this agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual parties.

WAIVER.

Any and all persons engaged in the work to be performed by Falcon Heights shall not be considered employees of Little Canada for any purpose, including Worker's Compensation, or any and all claims that may or might arise out of said employment context on behalf of said

employees while so engaged. Any and all claims made by any third party as a consequence of any act or omission on the part of said Falcon Heights employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of Little Canada. The opposite situation shall also apply: Falcon Heights shall not be responsible under the Worker's Compensation Act for any employees of Little Canada.

F. DISPUTE RESOLUTION

Any dispute under this Agreement shall first be discussed between the Mayor and City Administrator of each respective City within ten (10) days of written notice from one city to the other. Should the joint discussion not result in the resolution of the issue, then the dispute shall be arbitrated by Little Canada and Falcon Heights under the auspices of the American Arbitration Association. It is understood that each party will bear its own respective costs resulting from these proceedings. It is further understood that each party shall be responsible for one-half of the costs imposed by the American Arbitration Association.

G. DURATION OF AGREEMENT

This Agreement shall continue for an indefinite term. Either party may terminate this agreement with 12 months written notice to the other. The City cancelling this agreement shall be paid its share (as outline in provision 3.b. of this agreement) of the depreciated value of sweeper. The value of the sweeper shall be determined by a qualified appraiser at the effective date of cancellation with said appraiser to be mutually agreed upon by both cities

H. SUCCESSORS BOUND

This Agreement shall be binding upon and inure to the benefit of any successor governmental subdivision of the parties.

I. COMPLETENESS OF THE AGREEMENT

This document contains all the terms and conditions of this Agreement, and any alterations or variations of the terms of this Agreement shall be invalid unless made in writing and signed by the parties. There are no other understandings, representations or agreements, written or oral, not incorporated herein. If any part of this Agreement is declared null and void by law, the remaining paragraphs of said Agreement shall be valid.

J. NOTICES

Whenever it shall be required or permitted by this Agreement that notice or demand be given or served by either party to or on the other party, such notice or demand shall be delivered personally or mailed by United States mail to the addresses hereinafter set forth by certified mail. Such notice or demand shall be deemed timely given when delivered personally or when deposited in the mail in accordance with the

above. The addresses of the parties hereto for such mail purposes are as follows, until written notice of such address has been given:

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

City Administrator
City of Little Canada
515 Little Canada Road East
Little Canada, MN 55117

IN WITNESS WHEREOF, Little Canada and Falcon Heights have caused this Agreement to be executed by authority of their respective city councils and have caused their corporate seals to be affixed.

Pursuant to Council authorization granted at Council meeting held on the _____ day of January, 2009.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

(SEAL)

BY: _____
Justin Miller, City Administrator

Pursuant to Council authorization granted at Council meeting held on the _____ day of January, 2009.

CITY OF LITTLE CANADA

BY: _____
William Blesener, Mayor

(SEAL)

BY: _____
Joel R. Hanson, City Administrator

ITEM: Delay of 2009 Cost of Living Adjustments for City Employees

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Even as the city council approved the 2009 budget last December, the economic outlook was becoming more and more disturbing. In late December, Governor Pawlenty unalotted roughly \$50,000 in our Local Government Aid distribution, and with a \$4.5 billion deficit facing the state in the upcoming biennium, further cuts to LGA are expected.

It is only prudent that the city begin to anticipate this loss of revenue with budget adjustments as soon as possible. It is not unreasonable to believe that up to \$150,000 of LGA could be taken away from us mid-year, and making tough decisions now will keep us from having to make even tougher decisions later in the year. Unfortunately, one of those difficult decisions that needs to be made is in regards to staff salaries.

The approved 2009 budget includes a 3.5% cost of living adjustment (COLA) for all full-time personnel. Freezing salaries at the 2008 level will save an estimated \$21,266 (but only \$15,694 can be attributed to the general fund). While not an ideal situation, it is staff's recommendation that 2009 salary adjustments be delayed until July 1st so we know exactly how the legislature and governor address the state's budget deficit.

A worst case scenario would be that after July 1, the COLA delay will need to be extended through the entire year. A best case scenario would be that the state leaves our LGA distribution in tact, and we could apply the salary adjustments retroactively. There could also be solutions between those two extremes, such as a smaller COLA or alternative compensation packages like additional sick or vacation leave.

This is not an action that is being taken lightly, as rewarding and compensating our employees is a high priority. However, delaying COLA increases now does not preclude the city council from awarding them later in the year. This simply gives us a little more flexibility when difficult budget choices are going to need to be made.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council delay implementing 2009 cost of living adjustments for all full time city personnel until July 1, 2009, at which point the matter will be reconsidered.