

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

AGENDA
November 18, 2009

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ KUETTEL ____
LONG ____ MERCER-TAYLOR ____
MILLER ____
- C. PRESENTATIONS: Jerry Hromatka, Northwest Youth and Family Services
- D. APPROVAL OF MINUTES: October 28, 2009
- E. PUBLIC HEARINGS: Proposed Streetlight Utility Public Hearing
- F. CONSENT AGENDA:
 - 1. General Disbursements through 11/05/09: \$83,351.43
Payroll through 11/15/09: \$32,929.83
 - 2. City License Renewal
 - 3. Appointment of Fire Fighter Michael Kruse
 - 4. Change of Health Insurance Provider for Employees
 - 5. Resolution authorizing SCORE Grant application ADDENDUM
- G. POLICY ITEMS
 - 1. Tobacco Sale Violation Stipulation Agreement
 - 2. Cooperative Agreement with Capital Region Watershed District for
Improvements to Gottfried's Pit.
 - 3. Emerald Ash Borer Preparedness Program and Grant Application
UPDATED
- 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

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Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

MINUTES
October 28, 2009

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM __X__ HARRIS __X__ KUETTEL __X__
LONG __X__ MERCER-TAYLOR __X__
MILLER __X__
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: October 14, 2009 APPROVED
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: KUETTEL MOVED APPROVAL 5-0
 - 1. General Disbursements through 10/21/09: \$20,160.87
Payroll through 10/15/09: \$14,647.57
 - 2. City License Renewal
 - 3. Appointment of Fire Fighters Michael Barkman and Bryan Sullivan
 - 4. Lawful Gambling Permit for Falcon Heights Elementary PTA
 - 5. Setting Date of Canvassing Board Meeting
- G: POLICY ITEMS
 - 1. Changes in Ordinance Regarding Dogs in Public Parks HARRIS MOVED APPROVAL 5-0 AS AMENDED
 - 2. Election Services Contract with Ramsey County MERCER-TAYLOR MOVED APPROVAL 5-0 AS AMENDED
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 7:42PM

ITEM: **Proposed Streetlight Utility Public Hearing**

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

EXPLANATION:

The proposed 2010 budget currently factors in the establishment of a streetlight utility to be charged to all properties with in the City of Falcon Heights. This fee will be used to pay for all electricity and maintenance expenses that are associated with the streetlight system throughout the community.

For the most part, there are two types of streetlights in the City of Falcon Heights. The first type is the standard gray cobra-head style that line most of our streets. These lights are maintained by Xcel Energy, but the electricity cost is paid by the city. The second type is the decorative green lamps along Larpenteur Avenue near the intersection of Snelling Avenue. The maintenance of these lamps (replacement bulbs, painting, etc.), as well as the electricity, is the responsibility of the city.

The past practice of the city has been to pay for these expenses through the general fund, which is paid for by taxpaying properties within the city. However, roughly 2/3 of the city is tax-exempt, which means that these properties do not pay taxes into the city's general fund. Many of the lights about these tax-exempt parcels, so they are receiving a benefit without paying for the expense. As a result, our taxpaying residents and businesses have been subsidizing the non-taxpaying properties for quite some time.

By establishing a fee, tax-exempt properties can be charged, similar to our current sanitary and stormwater sewer fees. The fee would appear on monthly or quarterly water bills. The current proposal calls for all single-family residential properties to pay \$2/month and all other properties to pay \$.02/lineal foot of street frontage. It is estimated that this rate structure will collect between \$35,000 and \$40,000 per year. Estimated electricity and maintenance expenses for 2010 are approximately \$35,000.

A public hearing has been scheduled to allow for public comment regarding this proposal. Due to software configuration challenges at St. Paul Regional Water Systems, the fee cannot be put onto water bills until February 2010 at the earliest. If the council wishes to proceed, an ordinance amendment (draft attached) authorizing the establishment of this fee will be presented in January 2010.

ACTION REQUESTED:

No action is requested at this time. Staff recommends holding the public hearing and directing staff to conduct any further research as needed.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 50 OF THE
CITY OF FALCON HEIGHTS CITY CODE
ESTABLISHING A CITY STREET LIGHT UTILITY SYSTEM

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 50 of the Falcon Heights City Code is amended by adding Article IV to provide as follows:

50-60. STREET LIGHT UTILITY. A City street lighting utility system is hereby established and continued. The utility system consists of all street lighting whether owned by the City or otherwise, for which the City purchases and supplies electrical energy from a public utility and any additional facilities acquired or operated by the City in the future.

50-61. COST OF SYSTEM.

- A. The cost of the street lighting utility system are the administrative costs, capital costs, maintenance and energy costs associated with the operation of the street lighting utility system.
- B. The City Council shall by resolution establish a fee schedule to pay for the cost of the street lighting utility system. The City Council shall apportion the cost of the system against all developed property in the City. Single family residential property shall be charged based upon a per unit charge and all other property shall be charged based upon a front foot charge.
- C. Street lighting costs shall be billed with water bills.

50-62. CERTIFICATION OF UNPAID BILLS. On or before October 1st of each year, the clerk must list the total unpaid charges for street lighting against each separate lot or parcel to which they are attributable. The Council will then spread the charges against property benefited as a special assessment under Minnesota Statutes, Section 429.101 and other pertinent statutes for certification to the County and collection the following with real estate taxes.

50-63. STREE LIGHTING UTILITY FUND. All fees and assessments received pursuant to this Article shall be place in a dedicated for the purpose of paying the costs of the street lighting system.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective immediately upon its passage and publication according to law.

ADOPTED this ____ day of _____, 20__, by the City Council of the City of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

ATTEST:

Justin Miller, City Clerk/Administrator

CONSENT F1
11/18/09

ITEM: **General Disbursements and Payroll**

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

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

EXPLANATION:

General Disbursements through 11/05/09: \$83,351.43

Payroll through 11/15/09: \$32,929.83

ATTACHMENTS:

General disbursements and payroll

ACTION REQUESTED:

Approval

PACKET: 00358 PAYABLES OCT 23-31

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-1000324741		LINEN CLEANING	35.48			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.48
		=== VENDOR TOTALS ===	35.48			
=====						
01-00295	AVR, INC					
I-200910302066		CONCRETE SIDEWALK PANELS	852.33			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		CONCRET SIDEWALK PANELS		412 4412-92022-000	SIDEWALK PANELS	852.33
		=== VENDOR TOTALS ===	852.33			
=====						
01-03123	CINTAS CORPORATION #470					
I-470362436		RUG SERVICE	31.56			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		RUG SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	31.56
		=== VENDOR TOTALS ===	31.56			
=====						
01-03181	CITY OF NEW BRIGHTON					
I-200910232052		HAZMAT CHARGES	62.25			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		HAZMAT CHARGES		101 4124-87100-000	HAZMAT	62.25
		=== VENDOR TOTALS ===	62.25			
=====						
01-06290	CITY OF ROSEVILLE					
I-0010296		ENGINEERING	18,533.07			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		GEN. ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES	512.93
		SS LINING PROJECT		601 4601-80100-000	ENGINEERING	190.92
		CITY PARKING LOT ENG.		426 4426-92030-000	PARKING LOT- PW & FIRE	5,896.81
		MILL AND OVERLAY ENG.		419 4419-92040-000	MAPLE/PRIOR MILL & OVERL	11,582.66
		CLEVELAND AVE SS		601 4601-80100-000	ENGINEERING	349.75
		=== VENDOR TOTALS ===	18,533.07			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03122	CITY OF ST PAUL					
I-111988		FUEL SEPT/09	49.28			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		FUEL SEPT/09		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	49.28
=== VENDOR TOTALS ===			49.28			
=====						
01-04084	FIRE EQUIPMENT SPECIALTIES					
I-6353		FIRE GLOVES	1,008.99			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		FIRE GLOVES		402 4402-91000-000	MACHINERY & EQUIPMENT	1,008.99
=== VENDOR TOTALS ===			1,008.99			
=====						
01-05153	HOME DEPOT CRC/GEFC					
I-200910302054		SUPPLIES/REPAIRS	335.42			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		GARAGE DOOR REPAIR		101 4131-87010-000	CITY HALL MAINTENANCE	24.20
		SUPPLIES		101 4131-70110-000	SUPPLIES	21.52
		SHOP SUPPLIES		101 4131-70110-000	SUPPLIES	212.11
		GARAGE DOOR REPAIR		101 4131-87010-000	CITY HALL MAINTENANCE	66.45
		GARAGE DOOR REPAIR		101 4131-87010-000	CITY HALL MAINTENANCE	2.67
		FACILITIES REPAIR		101 4141-87120-000	FACILITIES & GROUND MAIN	8.47
=== VENDOR TOTALS ===			335.42			
=====						
01-05239	INTR NATL ASSOC FIRECHIEF					
I-200910302064		MEMBERSHIP OF CHIEF 2010	204.00			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		MEMBERSHIP OF CHIEF 2010		101 4124-86110-000	MEMBERSHIPS	204.00
=== VENDOR TOTALS ===			204.00			
=====						
01-03255	KEEPERS, INC.					
I-126111-01		FIRE BADGES	134.64			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		FIRE BADGES		101 4124-77000-000	CLOTHING	134.64
=== VENDOR TOTALS ===			134.64			

PACKET: 00358 PAYABLES OCT 23-31

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05261	MICHELLE KRUZEL					
I-200910302062		REFUND	45.00			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		REFUND		201 34340-000	NON-RESIDENT FEE	45.00
		=== VENDOR TOTALS ===	45.00			
=====						
01-05730	MINNEAPOLIS PAPER COMPANY					
I-146918		COPY/LASER PAPER	85.68			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		COPY/LASER PAPER		101 4112-70100-000	SUPPLIES	85.68
		=== VENDOR TOTALS ===	85.68			
=====						
01-05742	MINNESOTA CONWAY					
I-387053		DOT REQUIREMENT	81.85			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		DOT REQUIREMENT		101 4132-87000-000	REPAIR EQUIPMENT	81.85
		=== VENDOR TOTALS ===	81.85			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-200910302057		CELL PHONE	176.32			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		CELL PHONE		101 4121-85015-000	CELL PHONE	70.40
		CELL PHONE		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONE		101 4141-85015-000	CELL PHONE	31.57
		CELL PHONE		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONE		601 4601-85015-000	CELL PHONE	54.95
		=== VENDOR TOTALS ===	176.32			
=====						
01-06024	ON SITE SANITATION					
I-377786		PORTABLE TOILET RENTALS	64.13			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		PORTABLE TOILET RENTALS		601 4601-85080-000	PORTABLE TOILET PARKS	64.13
I-377939		PORTABLE TOILET RENTALS	64.13			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		PORTABLE TOILET RENTALS		601 4601-85080-000	PORTABLE TOILET PARKS	64.13
		=== VENDOR TOTALS ===	128.26			

PACKET: 00358 PAYABLES OCT 23-31

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06115	TIMOTHY PITTMAN					
I-200910302058		REIMBURSE SHOP WORK CLOTHES	101.96			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		REIMBURSE SHOP WORK CLOTHES		101 4132-77000-000	CLOTHING	101.96

I-200910302061		MILEAGE REIMBURSEMENT	77.00			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		MILEAGE REIMBURSEMENT		101 4141-86101-000	MILEAGE	35.20
		MILEAGE REIMBURSEMENT		101 4132-89000-000	MISCELLANEOUS	41.80
		=== VENDOR TOTALS ===	178.96			
=====						
01-06945	QWEST					
I-200910302056		LANDLINE TELEPHONE	54.05			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	54.05
		=== VENDOR TOTALS ===	54.05			
=====						
01-06185	RAMSEY COUNTY					
I-0361135-IN		ABSTRACT RECORDING FEE	46.00			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		ABSTRACT RECORDING FEE		101 4112-89000-000	MISCELLANEOUS	46.00

I-0412814-IN		ABSTRACT RECORDING FEE	92.00			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		ABSTRACT RECORDING FEE		101 4112-89000-000	MISCELLANEOUS	92.00
		=== VENDOR TOTALS ===	138.00			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM-800639		OCT/09 911 DISPATCH	958.67			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		OCT/09 911 DISPATCH		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	958.67
		=== VENDOR TOTALS ===	958.67			
=====						
01-06535	SPEEDWAY SUPERAMERICA					
I-200910302063		FUEL	302.00			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	302.00
		=== VENDOR TOTALS ===	302.00			

PACKET: 00358 PAYABLES OCT 23-31

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
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-200910302059		H2O AND SS	495.75			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		H2O		101 4131-85040-000	WATER	392.68
		SS		101 4131-85070-000	SEWER	32.00
		H2O		101 4141-85040-000	WATER	55.07
		SS		101 4141-85070-000	SEWER	16.00
		=== VENDOR TOTALS ===	495.75			
=====						
01-07282	SURPLUS SERVICES					
I-200910302065		WRENCHES	30.00			
10/23/2009	APBNK	DUE: 10/23/2009 DISC: 10/23/2009		1099: N		
		WRENCHES		101 4131-70110-000	SUPPLIES	30.00
		=== VENDOR TOTALS ===	30.00			
=====						
01-06660	TARGET					
I-200910302060		JUICE FOR TOUCH-A-TRUCK	6.87			
10/23/2009	APBNK	MANUAL CK# 075544 10/23/2009		1099: N		
		JUICE FOR TOUCH-A-TRUCK		101 4116-89010-000	SPECIAL EVENTS	6.87
		=== VENDOR TOTALS ===	6.87			
=====						
01-06900	UNIFORMS UNLIMITED					
I-8456		CLOTHING	23.85			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		CLOTHING		101 4124-77000-000	CLOTHING	23.85
		=== VENDOR TOTALS ===	23.85			
=====						
01-05870	XCEL ENERGY					
I-200910302055		ELECTRICITY	35.12			
10/30/2009	APBNK	DUE: 10/30/2009 DISC: 10/30/2009		1099: N		
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	7.15
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	27.97
		=== VENDOR TOTALS ===	35.12			
		=== PACKET TOTALS ===	23,987.40			

federal withholding 5,476.83
 state withholding 889.37
 pera wire transfer 2,343.77
 icma wire transfer 427.00
 Total 33,124.37

PACKET: 00361 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00800	ALLIED WASTE SERVICES					
I-0923-001343522		NOV/09 WASTE REMOVAL	233.25			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		NOV/09 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	233.25
		=== VENDOR TOTALS ===	233.25			
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-104186I		OFFICE SUPPLIES	13.26			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	13.26
I-104219I		OFFICE SUPPLIES	128.54			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	128.54
		=== VENDOR TOTALS ===	141.80			
=====						
01-00250	AMERIPRIDE LINEN&APPAREL					
I-1000336923		LINEN CLEANING	35.48			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.48
		=== VENDOR TOTALS ===	35.48			
=====						
01-00295	AVR, INC					
I-28259		CONCRETE FOR SIDEWALKS	556.09			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		CONCRETE FOR SIDEWALKS		412 4412-92022-000	SIDEWALK PANELS	556.09
		=== VENDOR TOTALS ===	556.09			
=====						
01-00975	BOYER TRUCKS INC					
I-339887		GAS TANK STRAP	80.87			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		GAS TANK STRAP		101 4132-87000-000	REPAIR EQUIPMENT	80.87
		=== VENDOR TOTALS ===	80.87			

PACKET: 00361 Regular Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-03123		CINTAS CORPORATION #470					
I-470369422		RUG AND TOWEL SHOP SVC	31.56				
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N			
		RUG AND TOWEL SHOP SVC		101 4131-87010-000	CITY HALL MAINTENANCE		31.56
		=== VENDOR TOTALS ===	31.56				
=====							
01-06290		CITY OF ROSEVILLE					
I-10302		DOT INSPECTION OF DUMP TRUCK	20.28				
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N			
		DOT INSPECTION OF DUMP TRUCK		101 4132-87000-000	REPAIR EQUIPMENT		20.28
		=== VENDOR TOTALS ===	20.28				
=====							
01-03300		DISCOUNT STEEL, INC					
I-1561282		STEEL TUBING	95.05				
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N			
		STEEL TUBING		101 4131-70110-000	SUPPLIES		95.05
		=== VENDOR TOTALS ===	95.05				
=====							
01-04027		EMERGENCY APPARATUS MAINT					
I-45097		OIL AND LUBE & INSPECTON 752	757.26				
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N			
		OIL AND LUBE		101 4124-74000-000	MOTOR FUEL & LUBRICANTS		187.76
		INSPECTION		101 4124-87029-000	REPAIR OTHER EQUIPMENT		569.50
I-45098		OIL/LUBE/INSPECTION 753	608.75				
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N			
		OIL AND LUBE		101 4124-74000-000	MOTOR FUEL & LUBRICANTS		152.11
		INSPECTION 753		101 4124-87029-000	REPAIR OTHER EQUIPMENT		456.64
I-45106		OIL LUBE INSPECTION 757	2,054.21				
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N			
		OIL AND LUBE		101 4124-74000-000	MOTOR FUEL & LUBRICANTS		320.76
		INSPECTION 757		101 4124-87029-000	REPAIR OTHER EQUIPMENT		1,733.45
		=== VENDOR TOTALS ===	3,420.22				

PACKET: 00361 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-04055		FACTORY MOTOR PARTS COMPANY				
I-41-183572		BATTERY FOR AIR COMPRESSOR	40.42			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		BATTERY FOR AIR COMPRESSOR		101 4132-87000-000	REPAIR EQUIPMENT	40.42
		=== VENDOR TOTALS ===	40.42			
=====						
01-05115		GOPHER STATE ONE CALL				
I-9100494		OCT LOCATES	56.55			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		OCT LOCATES		601 4601-88030-000	ONE CALL CONCEPTS-LOCATE	56.55
		=== VENDOR TOTALS ===	56.55			
=====						
01-05166		GRAINGER, W. W., INC.				
I-9083870023		EYEWEAR SAFETY & 2 WHEELS	204.14			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		EYEWEAR SAFETY & 2 WHEELS		101 4124-70100-000	SUPPLIES	204.14
I-9109956277		FLASHLIGHT	29.81			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		FLASHLIGHT		601 4601-70100-000	SUPPLIES	29.81
		=== VENDOR TOTALS ===	233.95			
=====						
01-05161		HAMLIN MIDWAY COALITION				
I-104		2009 FALL CLEANUP EVENT	1,961.16			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		2009 FALL CLEANUP EVENT		206 4206-89010-000	CLEANUPDAY/EVENTS/ORG CO	1,961.16
		=== VENDOR TOTALS ===	1,961.16			
=====						
01-07272		LILLIE SUBURBAN NEWSPAPER				
I-200911022069		NOTICE-GEN ELECT & VOTE EQUIP	42.38			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		NOTICE-GEN ELECT		101 4111-70410-000	LEGAL NOTICES	37.13
		NOTICE-VOTING EQUIP		101 4111-70410-000	LEGAL NOTICES	5.25
		=== VENDOR TOTALS ===	42.38			

PACKET: 00361 Regular Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05843	MN NCPERS	LIFE INSURANCE				
I-200911022067		NOV/09 INSURANCE DEB	16.00			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		NOV/09 INSURANCE DEB		101 21709-000	OTHER PAYABLE	15.20
		NOV/09 INSURANCE DEB		206 21709-000	OTHER PAYABLE	0.80
		=== VENDOR TOTALS ===	16.00			
=====						
01-07263	NEXTEL	COMMUNICATIONS, INC				
I-172868921-056		CELL PHONES	106.19			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		CELL PHONES		101 4124-85015-000	CELL PHONE	106.19
		=== VENDOR TOTALS ===	106.19			
=====						
01-06185	RAMSEY	COUNTY				
I-RISK-001287		NOV/09 INSURANCE	6,566.48			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		NOV/09 INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,566.48
		=== VENDOR TOTALS ===	6,566.48			
=====						
01-06441	SCOTT	WEMYSS (PARTAGS)				
I-03-159		NAME TAGS - FIRE FIGHTER	9.28			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		NAME TAGS - FIRE FIGHTER		101 4124-70100-000	SUPPLIES	9.28
		=== VENDOR TOTALS ===	9.28			
=====						
01-07228	CITY OF	ST ANTHONY				
I-2275		NOV/09 POLICE SERVICE	33,789.54			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		NOV/09 POLICE SERVICE		101 4122-81000-000	POLICE SERVICES	33,789.54
		=== VENDOR TOTALS ===	33,789.54			
=====						
01-06585	THE	OFFICE CLEANERS				
I-20091031		OCT OFFICE CLEANING	341.92			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		OCT OFFICE CLEANING		101 4131-87010-000	CITY HALL MAINTENANCE	341.92
		=== VENDOR TOTALS ===	341.92			

PACKET: 00361 Regular Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07901		WASTE MANAGEMENT- BLAINE				

I-5228550-0500-8		NOV/09 COMMERCIAL RECYCLING	620.26			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		NOV/09 COMMERCIAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	620.26
		=== VENDOR TOTALS ===	620.26			
=====						
01-05870		XCEL ENERGY				

I-200911022068		ELECTRICITY	904.49			
11/02/2009	APBNK	DUE: 11/02/2009 DISC: 11/02/2009		1099: N		
		ELECTRICITY		101 4131-85020-000	ELECTRIC	760.58
		ELECTRICITY		601 4601-85020-000	ELECTRIC	25.92
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	9.28
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	35.60
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	38.24
		ELECTRICITY		101 4141-85020-000	ELECTRIC/GAS	25.59
		ELECTRICITY		101 4141-85020-000	ELECTRIC/GAS	9.28

I-200911052071		XCEL ENERGY	923.84			
11/05/2009	APBNK	DUE: 11/05/2009 DISC: 11/05/2009		1099: N		
		ELECTRICAL		101 4132-85020-000	STREET LIGHTING	39.51
		ELECTRICAL		101 4141-85020-000	ELECTRIC/GAS	577.68
		ELECTRICAL		101 4131-85030-000	NATURAL GAS	306.65
		=== VENDOR TOTALS ===	1,828.33			
		=== PACKET TOTALS ===	50,227.06			



November Statement for activity from Oct. 03, 2009 through Nov. 03, 2009 Inquiries: 1-866-485-4545
 CITY OF FALCON HEIGHT, JUSTIN J MILLER (CPN 000107109) BUS 678 02 Page 1 of 1

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

Activity Summary

Credit and Payment Information

Previous Balance.....	\$211.89	Credit Line	\$24,000.00
Payments and Credits	\$211.89	Available Credit	\$23,909.51
Purchases, Advances & Other Debits	\$90.49	Minimum Payment Due (Current Month) ...	\$10.00
FINANCE CHARGES	\$0.00	Minimum Payment Due (Past Due)	\$0.00
New Balance	\$90.49	Total New Minimum Payment Due	\$10.00
		Payment Due Date	Nov. 30, 2009

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$90.49 by 11/30/09. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

Transactions

Post Date	Trans Nbr	Ref. Description of Transaction	Amount	Notation
10/20	10/20	0036 PAYMENT THANK YOU.....	\$211.89	CR
Purchases, Advances, Debits				
10/09	10/08	7183 JIMMY JOHN'S # 305 FALCON HEIGHT MN.....	\$26.78	<i>Wkshp Megs</i>
10/14	10/12	7866 PIZZA HUT #02248226310 FALCON HGTS MN	\$25.00	<i>Lisken Gift Card</i>
10/20	10/19	0882 USPS 26835100133401720 SAINT PAUL MN	\$11.48	<i>Dog Hearing Center</i>
11/03	11/02	9122 CUB FOODS ROSEVILLE MN.....	\$27.23	<i>Election Refund</i>

Company Approval (This area for use by your company)

Signature/Approval: ckjm Accounting Code: _____

Rate Summary

Balance Type	Balance By Type	Avg. Daily Balance	Daily Periodic Rate	Rate Type	Interest	Corresp APR	***APR***	Grace Period
BALANCE TRANSFER	\$0.00	\$0.00	0.035589%	VARIABLE	\$0.00	12.99%	0.00%	N
PURCHASES	\$90.49	\$0.00	0.035589%	VARIABLE	\$0.00	12.99%	0.00%	Y
ADVANCES	\$0.00	\$0.00	0.057506%	VARIABLE	\$0.00	20.99%	0.00%	N

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	2,473.02
01-1136	ROLAND O OLSON	1,500.00
01-2154	MAUREEN A ANDERSON	152.38
01-1038	DEBORAH K JONES	1,597.90
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,465.21
01-1143	COLIN B CALLAHAN	1,038.39

TOTAL PRINTED: 10 9,411.57

10-28-2009 3:15 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 10/28/2009

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	10/28/2009	277.05	075545
0018	LONG, CHARLES E	R	10/28/2009	277.05	075546
1016	ABERNATHY, LISA A	R	10/28/2009	1,432.14	075547
1136	OLSON, ROLAND O	R	10/28/2009	213.97	075548
1142	HERZOG, PATRICK J	R	10/28/2009	757.40	075549
0034	KURHAJETZ, CLEMENT	R	10/28/2009	362.46	075550
0086	HINRICH, RICHARD H	R	10/28/2009	244.73	075551
0095	POESCHL, MICHAEL J	R	10/28/2009	95.58	075552
0097	GAFFNEY, PATRICK	R	10/28/2009	95.58	075553
0105	FEHRENBACH, ANTON M	R	10/28/2009	94.61	075554
1146	ULRICH, JOSEPH M	R	10/28/2009	625.44	075555
1030	PITTMAN, TIMOTHY J	R	10/28/2009	1,729.97	075556
2121	RAJCIC, KAREN E	R	10/28/2009	295.52	075557
2178	JORDAN, JOSHUA L	R	10/28/2009	522.70	075558

10-28-2009 3:15 PM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 4
PAYROLL DATE: 10/28/2009

*** REGISTER TOTALS ***

REGULAR CHECKS:	14	7,024.20
DIRECT DEPOSIT REGULAR CHECKS:	10	9,411.57
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	24	16,435.77

*** NO ERRORS FOUND ***

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 11/09/2009

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1016	ABERNATHY, LISA A	R	11/09/2009	1,436.71	075607
1136	OLSON, ROLAND O	R	11/09/2009	649.54	075608
1047	BEACH, MARGARETHA K	R	11/09/2009	67.50	075609
1048	FACE, KIM K	R	11/09/2009	67.50	075610
1051	GOODSPEED, BRIAN A	R	11/09/2009	57.38	075611
1052	HANSON, AMY C	R	11/09/2009	59.06	075612
1053	HAUPT, JONATHAN R	R	11/09/2009	57.38	075613
1056	OLEARY, TERRENCE P	R	11/09/2009	67.50	075614
1057	OLEARY, BARBARA M	R	11/09/2009	67.50	075615
1058	PHILLIPS, PATRICIA	R	11/09/2009	59.06	075616
1059	ROSS, DIANE G	R	11/09/2009	57.38	075617
1099	DAVIS, RICE L	R	11/09/2009	67.50	075618
1104	PETERSON, MARY P	R	11/09/2009	25.31	075619
1158	GRAHAM, STEVEN R	R	11/09/2009	105.13	075620
1181	WEBER-SANDERS, MELISSA L	R	11/09/2009	59.06	075621
1198	EVEREST, MARTHA V	R	11/09/2009	59.06	075622
2024	SEIDEL, JOAN T	R	11/09/2009	49.48	075623
2027	HOWELL, ANDREA K	R	11/09/2009	67.50	075624
2033	ZAHARIADES, LILY J	R	11/09/2009	67.50	075625
2062	LONG, VICTORIA L	R	11/09/2009	121.44	075626
2143	CHRISTIANSEN, RITA R	R	11/09/2009	57.38	075627
2153	KWONG, GARY W	R	11/09/2009	67.50	075628
2155	BAILEY, JUDITH A	R	11/09/2009	67.50	075629
0034	KURHAJETZ, CLEMENT	R	11/09/2009	179.40	075630
0066	HERNANDEZ, ALFRED	R	11/09/2009	63.04	075631
0086	HINRICHS, RICHARD H	R	11/09/2009	93.39	075632
0095	POESCHL, MICHAEL J	R	11/09/2009	90.72	075633
0097	GAFFNEY, PATRICK	R	11/09/2009	177.62	075634
0104	VANN, VINCENT A	R	11/09/2009	92.98	075635
0105	FEHRENBACH, ANTON M	R	11/09/2009	99.73	075636
0112	LESKE, CHRIS M	R	11/09/2009	67.44	075637
0117	EISCHEN, RONALD B	R	11/09/2009	85.36	075638
0119	WICK, JEFFREY M	R	11/09/2009	94.52	075639
0120	HAWTHORNE, ROCHELLE L	R	11/09/2009	101.46	075640
0122	RADIC, CHRISTOPHER M	R	11/09/2009	108.74	075641
2172	ARCAND, MICHAEL W	R	11/09/2009	108.63	075642
1146	ULRICH, JOSEPH M	R	11/09/2009	234.25	075643
1030	PITTMAN, TIMOTHY J	R	11/09/2009	1,726.17	075644
2121	RAJCIC, KAREN E	R	11/09/2009	78.50	075645
2165	PUGA, LISA M	R	11/09/2009	29.09	075646
2173	EWAN, EMILY N	R	11/09/2009	166.23	075647
2174	SAGEHORN, MATT J	R	11/09/2009	118.11	075648

CONSENT F2
11/18/09

ITEM: City License Renewals

SUBMITTED BY: Lisa Abernathy -Deputy Clerk

The following individuals have applied for a Mechanical Contractors License for 2009. Staff has received the necessary documents for licensure.

- Skarda Plumbing & Heating

The following individuals have applied for a Christmas Tree License for 2009. Staff has received the necessary documents for licensure.

- Falcon Heights/Lauderdale Lions
- Glen Tower Pines

CONSENT F3
11/18/09

ITEM: **Firefighter Appointment**

SUBMITTED BY: **Clem Kurhajetz, Fire Chief**

EXPLANATION:

Michael Kruse is recommended for approval as a firefighter with the Falcon Heights Fire Department.

ACTION REQUESTED:

Approval

ITEM: Change of Health Insurance Providers for City Employees

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

For many years, the City of Falcon Heights has acquired city employee health insurance, as well as other benefits, through Ramsey County. As a larger group, they have been able to find lower prices than we could have as a smaller group, and they have graciously allowed us to join their plans.

Over the years, as with most other organizations, our health insurance expenses have steadily increased. Recently staff has investigated what price the city may receive if we did not purchase insurance through Ramsey County, and this year we found a comparable plan that is much less expensive.

The plan that staff is proposing to join is called the Public Employees Insurance Program (PEIP) and it is managed through the State of Minnesota. As such, we will enjoy the benefits of being part of a larger group to spread our risk and claims across, hopefully limiting the annual increases we will see.

The rates for this plan are very competitive when compared to the 2010 rates through Ramsey County:

	2010 Ramsey County	2010 PEIP Advantage Plan
Single Coverage	\$684.94	\$515.92
Family Coverage	\$1,630.13	\$1,377.52

It is estimated that the total savings to the City by joining this plan will be roughly \$11,000, or a 16% savings over the Ramsey County plan. The city will continue to participate in the Ramsey County plans for other benefits such as life, dental, and long-term disability insurance. We did seek quotes for these plans as well, but the savings were not substantial enough at this time to switch away from the Ramsey County plans.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve switching employee health insurance coverage to the Public Employees Health Insurance Program (PEIP).

ADDENDUM

11/18/09

ITEM: Resolution authorizing SCORE Grant application

SUBMITTED BY: Deb Jones, Planning and Zoning Director

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

EXPLANATION:

The Council is being asked to authorize the Mayor and Administrator to sign the 2010 SCORE recycling grant contract from Ramsey County and adopt the attached resolution. The grant is in the amount of \$11,612.00.

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

ATTACHMENT:

- Resolution 2009-17

**CITY OF FALCON HEIGHTS
RESOLUTION 2009-17**

**RESOLUTION AUTHORIZING THE MAYOR AND STAFF TO SIGN THE 2010
RAMSEY COUNTY SCORE GRANT, AND ENTER INTO AN AGREEMENT
WITH RAMSEY COUNTY FOR FUNDING**

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

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

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

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

The Mayor and City Administrator are authorized to enter into an agreement with Ramsey County for funding under the 2010 SCORE Grant.

Adopted, unanimously, by the City Council of Falcon Heights on November 18, 2009.

APPROVED: _____

Peter Lindstrom, Mayor
November 18, 2009

ATTEST: _____

Justin Miller
City Administrator
November 18, 2009

POLICY G1
11/18/09

ITEM: **Tobacco Sale Violation Stipulation Agreement**

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

EXPLANATION:

On October 15, 2009, during a routine tobacco compliance check, a clerk at J's Liquors sold cigarettes to an underage person. Per state law, the clerk was given a citation, and the city council can impose a penalty of no less than \$75 for this first violation.

Attached to this report is a stipulation agreement that was drafted by the city attorney and has been approved by the store's owner. The fine of \$500 is consistent with first-time penalties identified in our city code for alcohol sales to minors.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt the attached stipulation agreement with J's Liquor, Inc.

CITY OF FALCON HEIGHTS

RAMSEY COUNTY, MINNESOTA

In Re:

City of Falcon Heights Tobacco
FACTS
Licensing Complaint Against
J's Liquor, Inc.

STIPULATION OF
AND CIVIL SANCTION

The City of Falcon Heights, through its undersigned City Administrator, and J's Liquor, Inc., through its undersigned authorized officer, hereby agree and stipulate as follows:

1. J's Liquor, Inc. is licensed under Falcon Heights City Code Chapter 14, Article IX, to sell retail tobacco related products at 1559 West Larpenteur Avenue, in the City of Falcon Heights.
2. On October 15, 2009, _____, a clerk at J's Liquor, Inc., did sell tobacco to an underage person on the licensed premises of J's Liquor, Inc. in violation of Falcon Heights City Code § 14-295.
3. A copy of the Police Department report regarding this incident is incorporated into this Stipulation by reference.
4. This violation constitutes J's Liquor, Inc.'s first violation.
5. J's Liquor, Inc. was afforded a hearing pursuant to City Code §14-297 before the City Council.
6. J's Liquor, Inc. will pay a civil sanction of \$500.00 by December 1st, 2009.

7. The civil sanction set forth in paragraph 6 is contingent upon the approval of the Falcon Heights City Council. If the City Council rejects the sanction agreed to in this Stipulation in favor of more severe sanctions, J's Liquor, Inc. has the absolute right to withdraw this Stipulation and to have a hearing before the City Council.

Dated _____, 2009

City of Falcon Heights

By: _____

Justin Miller
Falcon Heights, City

Administrator

Dated: _____, 2009

J'S LIQUOR, INC.

By: _____

Title: _____

ITEM: Cooperative Agreement with Capitol Region Watershed District for Improvements to Gottfried's Pit

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

In 2003, the Capitol Region Watershed District (CRWD) completed an engineering evaluation of the Como Subwatershed District 7, which includes Falcon Heights, St. Paul, and Roseville. Through this study, it was determined that Gottfried's Pit, a stormwater holding pond in Roseville (at the intersection of Larpenteur Avenue and Fernwood Street), collects runoff from approximately 522 acres within the cities named above. The pond was constructed in the 1960's and it has been modified in 1990 and in 2000. The pond eventually drains into Como Lake.

The current configuration of the pond does not meet current design standards and large storms result in flooding along Larpenteur Avenue. Upgrades to this pond have been planned for years, but lack of funding has prevented the project from occurring.

Recently, CRWD district staff approached the participating cities about a funding opportunity that they have available. Due to savings in other projects, the district has roughly \$294,000 available, but it must be committed to a project by the end of the year or it has to be returned to their debt service fund. CRWD has agreed to pledge these funds to this project, making the other cities shares much lower.

The Como Subwatershed District 7 study determined a cost-sharing formula for improvements that occur within this area. The breakdown is as follows:

City of Roseville	60.14%
City of Falcon Heights	31.23%
Ramsey County	2.22%
City of St. Paul	6.41%

Further, per a resolution approved by Ramsey County, Roseville and Falcon Heights annually share in the operational maintenance costs associated with this pond.

It is estimated that this project will cost \$508,626, which after the \$294,000 CRWD contribution is applied, calls for a Falcon Heights share of \$67,028. If this project were completed without the use of CRWD funds, the Falcon Heights share would be \$158,843 (31.23% of \$508,626).

Attached to this report is a cooperative agreement between the City of Falcon Heights and CRWD, similar to the agreement approved in 2006 when the improvements at Como Lake were constructed.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the attached cooperative construction agreement with the Capitol Region Watershed District.

JOINT POWERS AGREEMENT

THIS AGREEMENT is entered into between the Capitol Region Watershed District, a Minnesota watershed district established under the authority of Minnesota Statutes Chapter 103D (the CRWD), and the city of Falcon Heights, a municipal corporation under the laws of the State of Minnesota (the City), pursuant to the provisions of Minn. Stat. §103D.335, subd. 2, and §471.59.

Recitals

WITNESSETH:

WHEREAS, the CRWD and the City have been planning to bring about stormwater improvements to the Gottfried's Pit Stormwater System (the Project); and

WHEREAS, the Project contemplates and includes pump and pipe replacement and upgrades; and

WHEREAS, the Project has been identified and financing participation was determined in the "Como 7 Subwatershed Analysis" report dated November 2, 2003, and prepared by Emmons & Oliver Resources; and

WHEREAS, these stormwater improvements are proposed at the Ramsey County Stormwater Lift Station adjacent to the Larpenteur Ave. and Fernwood St. intersection in the cities of Roseville and St. Paul, See Exhibit "A"; and

WHEREAS, Capitol Region Watershed District is planning to construct these improvements and commits \$294,000 towards the cost of these improvements; and

WHEREAS, the City and the County of Ramsey, City of St. Paul, and the City of Roseville (collectively, the Project Partners) have agreed to participate in financing the total cost of the Project, and such participation for the City as is defined herein.

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive herefrom, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to define the funding shares, direction, management and control, contracting, supervision, and liability of the parties in connection with the Project.

2. Funding. Pursuant to estimates prepared by Bonestroo dated September 23, 2009 (See Exhibit "B") the preliminary estimate of the cost of the Project is \$508,626.00. The CRWD shall be responsible for payment of the sum of \$294,000.00. The City shall

pay the lesser of \$67,028.00 or 31.23% of the actual cost of construction of the Project, subject to the provisions of paragraph 3.

3. Cost Overrun. In the event actual design and construction costs exceed \$508,626.00, the City shall pay an additional 31.23% of the amount by which the final total cost exceeds \$508,626.00, to a maximum additional contribution of \$6,702.80. Regardless of actual cost, the City's maximum contribution shall be \$73,730.80. The CRWD shall be responsible for additional costs not paid by the Project Partners.

4. Project Management. The CRWD shall manage and direct the Project on its own behalf and on behalf of the City and the Project Partners. The CRWD shall cause to be prepared all construction plans and specifications; shall prepare bid specifications and let the Project for public bidding; shall award the construction and related contracts; shall enter into construction and other contracts on its behalf; and shall direct and manage completion of the Project.

5. Extra Work. All extra work orders or changes to the Project made during construction of the Project shall be subject to approval by change order in writing signed by both parties prior to such construction.

6. Construction Permits. Any construction permits or other permits required for construction of the Project by either party hereto having jurisdiction on the Project are hereby approved.

7. Records and Reports/Payment by City. All records and costs pertaining to the work to be performed under this Agreement shall be kept by CRWD and City in accordance with the established record keeping and accounting procedures developed by each party. Upon completion of the work, CRWD will submit a payment request to the City, payable in full within sixty (60) days of the billing date.

8. Maintenance and Safety During Construction. Maintenance and public safety will be the responsibility of CRWD during the construction phase.

9. Employees. It is further agreed that any and all employees of CRWD and all other persons engaged by CRWD in the performance of any work or services required, volunteered, or provided for herein to be performed by CRWD, shall not be considered employees of City, and that any and all claims that may arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged, and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged on any of the work or services provided to be rendered herein, shall in no way be the obligation or responsibility of City.

10. Prior Agreements. All previous agreements regarding stormwater improvements shall remain in effect after the improvements referred to in this Agreement are completed. This Agreement shall have no effect on these earlier maintenance agreements.

11. Non-Discrimination. The provisions of Minn. Stat. §181.59, and of any applicable local ordinance relating to Civil Rights and Discrimination, shall be considered a part of this Agreement as if fully set forth herein. This construction Agreement shall remain in effect until the time the construction contract is terminated by CRWD.

12. Recitals. The recitals in this Agreement are incorporated into the Agreement and constitute obligations and rights.

13. Indemnification. The City and CRWD agree that liability under this Agreement is controlled by Minn. Stat. §471.59, subd. 1a and that the total liability for the participating cities shall not exceed the limits on governmental liability for a single use of government as specified in §466.04, subd. 1. CRWD agrees to defend, indemnify, and hold harmless City 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 CRWD or those of CRWD's employees or agents. City agrees to defend, indemnify, and hold harmless CRWD against any and all claims liability, loss, damage, or expense arising under the provisions of this Agreement for which City is responsible and caused by or resulting from negligent acts or omissions of City and or those of City's employees or agents. Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party any amount in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any one party. The limits of liability for both parties may not be added together to determine the maximum amount of liability for either party. The intent of this paragraph is to impose on each party a limited duty to defend and indemnify each other subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

14. Project Property Ownership. Upon completion of the Project, all pipes, and other property utilized in connection with the Project shall be the property of the Ramsey County, and the City shall have no interest in or claim thereto.

15. Term. This Agreement shall be effective when approved by the CRWD, the City, and the Project Partners. This Agreement shall expire and be of no further force or effect upon completion of the Project, except that the provisions of paragraphs 7 and 13 shall survive expiration of the Agreement.

SIGNATURE BLOCKS TO FOLLOW

EXHIBIT A
Project Plans for Gottfried's Pit Stormwater Improvement Project

EXHIBIT B
 Estimated Costs for Construction of Gottfried's Pit Stormwater Improvement Project
 Gottfried's Pit Pump Upgrade Costs and Financing 09-15-2009

Gottfried's Pit Pump Upgrade

Costs		
	Construction, Engineering, Contingency	\$460,931
	2006 St. Paul Work, Huron sewer upgrade	\$47,695
	Total	\$508,626
Financing	CRWD Excess Funds	\$294,000
	Remaining financing need	\$214,626
Financing Distribution per 2003 Como 7 analysis		
		\$214,626 distribution
Roseville	60.14%	\$129,076
Falcon Heights	31.23%	\$67,028
St. Paul	6.41%	\$13,758
Ramsey Cty	2.22%	\$4,765
	Total	\$214,626

	Gottfried Pit Lift Station Modification					
	Preliminary Cost Estimate					
	File 1891-09102					
	9/14/2009					
			Unit	Quantity	Price	Total
1	Mobilization		LS	1	\$ 20,000.00	\$ 20,000.00
2	Grubbing		LS	1	\$ 5,000.00	\$ 5,000.00
3	Remove & Reinstall curb and Gutter		LS	40	\$ 20.00	\$ 800.00
4	Remove & Reinstall vinyl fence		LS	1	\$ 2,500.00	\$ 2,500.00
5	Remove Bituminous		SY	200	\$ 3.00	\$ 600.00
6	Bituminous paving.		TN	50	\$ 80.00	\$ 4,000.00
7	Site Seeding with Fiber blanket		SY	1200	\$ 1.75	\$ 2,100.00
8	Salvage Agg.		CY	125	\$ 6.00	\$ 750.00
9	Agg Base		TN	40	\$ 12.00	\$ 480.00
10	Common excavation		LS	1	\$ 5,000.00	\$ 5,000.00
11	Inlet Pipe 18inch RCP		LF	37	\$ 75.00	\$ 2,775.00
12	Inlet Structure		LS	1	\$ 7,500.00	\$ 7,500.00
13	Connect 18 INCH RCP to Existing LS		EA	1	\$ 1,200.00	\$ 1,200.00
14	Fitting		LB	7000	\$ 4.00	\$ 28,000.00
15	Connect 12 INCH DIP to Existing EA		EA	2	\$ 800.00	\$ 1,600.00
16	12 CIP Removal		LF	305	\$ 10.00	\$ 3,500.00
17	12 inch DIP Force Main		LF	48	\$ 62.00	\$ 2,976.00
18	20 inch HDPE open cut		LF	430	\$ 55.00	\$ 23,650.00
19	20 inch HDPE Directional Drill		LF	200	\$ 135.00	\$ 27,000.00
20	Temporary Relocate Control Panel		LS	1	\$ 5,000.00	\$ 5,000.00
21	Salvage existing pumps and controls		LS	1	\$ 3,500.00	\$ 3,500.00
22	Install LS Piping		LS	1	\$ 12,000.00	\$ 12,000.00
23	Install Stainless Steel Sluice Gates		EA	2	\$ 2,500.00	\$ 5,000.00
24	Install Valve Vault with Valves		LS	1	\$ 35,000.00	\$ 35,000.00
25	Install new pumps		EA	2	\$ 38,000.00	\$ 76,000.00
26	Install new Control Panel		LS	1	\$ 35,000.00	\$ 35,000.00
27	Soil Boring		EA	2	\$ 3,000	\$ 6,000
28	Pot Hole for utility crossing		EA	4	\$ 1,000	\$ 4,000
29	Primary Service Modification		LS			
30	Temporary By-Pass Pumping		LS			
	Sub-Total					\$ 320,931.00
	15% Contingency Allowance					\$ 60,000.00
	Estimated Engineering Fees					\$ 80,000.00
	Total Project					\$ 460,931.00

ITEM: Emerald Ash Borer Preparedness Program and Grant
Application

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Earlier this year, the city council was presented with a proposal to begin a pre-emptive ash tree removal program to help offset the future budgetary and aesthetic impacts of the Emerald Ash Borer (EAB). At that time, the council asked for more information, and the council again discussed the item at the November 4th city council workshop.

The City of Falcon Heights has an estimated 296 ash boulevard trees. Our city policy has been that boulevard tree removal and planting is the responsibility of the city, while private trees are the property owner's responsibility. It is unknown how many ash trees are on private property, but it is reasonable to expect that the number is equal to or greater than the number of boulevard trees. It is likely that within the next ten years that the entire ash tree population will be impacted, and could cost the city much more than what we budget each year for tree removal and re-planting.

While the EAB has not been detected within any of our neighborhoods as of yet, it is practically just a matter of time. In order to lessen the impact to the city budget, and to hopefully slow the spread of the EAB, staff is suggesting that we begin to pre-emptively remove ash trees in a methodical pattern. Attached to this report is a proposal from our city forester which outlines the rationale for this program and the expected costs for 2010 and future years.

Recently the State of Minnesota made available nearly \$2 million in order to address the EAB outbreak. The City of Falcon Heights qualifies to apply for the Planning and Preparedness Grant, which allows for up to \$100,000 in awards per city. Attached to this report is a draft application in the amount of \$74,684. There is a 15% match requirement that the city will be responsible for, if funded (city match would total \$13,179). Due to our close proximity of the detected infestation in St. Paul, staff is confident that our application will be looked at in a positive light.

11/18/09 UPDATE:

On Tuesday, November 17th, city staff was notified that a confirmed detection of the Emerald Ash Borer was found on the University of Minnesota St. Paul campus. While this finding was not unexpected, the timing does allow for the city to apply for a different grant - the Incident Response Grants Program. The total award available in this pool of money is \$1,000,000, and up until yesterday only the City of St. Paul was eligible to apply. Now that the beetle has been detected in the City of Falcon Heights, staff is recommending that the city apply for both grant programs. The grant request has also been amended to a higher dollar amount due to factoring in more staff time.

The revised grant applications are now in the amount of \$77,398, with a city match of \$13,659.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt a policy of removing all boulevard ash trees within a seven year period (2010-2016), authorize staff to implement such a plan, and approve grant applications in the amount of \$77,398 to the State of Minnesota's 2010 Forest Protection Reserve-Planning and Preparedness and Incident Response Grant Programs.

City Forester Report - Emerald Ash Borer Preparedness Program

7 year phased reduction of Ash (*Fraxinus*) trees on city property

Objective: The city of Falcon Heights currently maintains 30% of its public tree stock as ash trees. At this time Emerald Ash Borer (EAB) infestations have been discovered as close as the Hampden Park neighborhood in Saint Paul. Furthermore, adult beetles have been caught in traps located on the Saint Paul campus of the University of Minnesota, approximately 1 mile north of the initial infestation. It is likely that in the coming year trees, both public and private, in Falcon Heights' residential neighborhoods will be discovered as being infested with EAB. Taking proactive measures now regarding the city population of ash trees will benefit us in the future.

Previously the city council was presented numbers for chemically treating the existing city ash trees for EAB. It is my conclusion that this would not be a fiscally sustainable course of action as it would be a continued draw on either city and/or resident budgets for the life of the tree. Therefore, I recommend that we develop a phased reduction of the city ash tree population. This type of reduction will allow the city budget to better absorb the cost of removal and replacement. Also, it will allow the replacement trees time to develop so that at the end of the removal process there will be some developed structure to the trees in the city boulevards.

By reducing the amount of ash trees in the city we also reduce the amount of potential habitat for EAB larvae which in turn reduces the potential population of the insect.

Some areas of the city, in particular the Northome neighborhood, were replanted with only Green Ash after Dutch Elm Disease. These areas will be adversely impacted by EAB. Various methods of forest management could be used to accomplish the goal of phasing out the ash tree on the boulevards. In some areas whole blocks are lined with ash trees. Instead of clear cutting these streets we can selectively thin the ash tree population by removing every third tree for instance.

My recommendation is that we begin by removing every third tree in areas such as this and replant. Starting in the areas with the most developed ash trees will greatly reduce larval habitat for the insect. Gradual reduction of the ash tree population will allow residents to adjust to the changes on their streets.

The numbers...

Total cumulative diameter inches of ash species on boulevards: 4216 inches

Assuming 2-3% increase/yr to account for growth of trees since time of inventory: 4500 inches

Removals:

Cost to remove @\$27.05 per diameter inch (2009 pricing)

Assuming 2% cost increase per year, removal cost per diameter inch would increase to \$31.07 per diameter inches by 2016, the last year of the program.

2010 cost to remove 1/7th of the ash tree inventory which equates to 643 diameter inches at \$27.59 per diameter inch:

\$17,741.00

Stumpgrinding:

Cost to grind @\$6.03 per diameter inch (2009 pricing)

Assuming 2% increase per year, stumpgrinding cost would increase to \$7.06 per diameter inch by 2016, the last year of the program.

2010 stumpgrinding cost of 1/7th of the ash tree inventory equates to 707 diameter inches at \$6.15 per diameter inch. 10% increase in diameter to account for trunk flare.

\$4348.00

Replanting:

2" caliper balled and burlapped trees approx \$250 per tree depending on species. Labor to install around \$200.

Removing 1/7th of the ash tree inventory would require 43 replacement trees in 2010.

Assuming replacement cost @ approximately \$400-425 per tree.

\$17,200-18,275

Total 2010 Ash Tree Program

\$39,289-\$40,364

PROJECT DESCRIPTION

Answer the following questions in detail about your project. **Use the bulleted questions only as suggestions** for information to include in your answers. Use the "Evaluation Profile" sheet found in the RFP to help you design your project.

1. WHY DO YOU WANT TO CARRY OUT THIS PROJECT?

Describe your plan for carrying out and evaluating the project over its full length, including a timeline.

- What are your goals and objectives for this project?
- Explain your abilities and authorities to accomplish project.
- Is there a specific problem you want to address?
- How does this project fit into your long-term plans for your organization?
- What will be the environmental benefits?
- How will these changes affect your budget?

Response:

...continued **1. WHY DO YOU WANT TO CARRY OUT THIS PROJECT?**

2. DESCRIBE YOUR PROJECT'S DESIGN.

- Clearly describe your plan, its implementation, and the needed equipment, supplies and/or materials.
- What is the size of the area you are covering and the population affected?
- What is innovative and intriguing about what you plan to do?
- If applicable, use drawings, maps, or diagrams to help describe what you plan to accomplish.
- How will your project be managed and coordinated?

Response:

...continued 2. DESCRIBE YOUR PROJECT'S DESIGN.

3. HOW WILL YOU EVALUATE THIS PROJECT? HOW WILL YOU MEASURE THE EFFECTS OF WHAT YOU ARE DOING?

- What will you measure to evaluate the potential results of your project?
- How will you know if you have achieved your objective(s)?
- What will be compared?

Response:

4. PROVIDE A SUMMARY OF QUALIFICATIONS OF THE PROJECT MANAGER IN RELATION TO THIS PROJECT.

Response:

5. WHO IS INVOLVED IN THIS PROJECT?

- Provide a list of the cooperators involved in the project and what their responsibilities will be.
- For each cooperator, include name, affiliation, and a short statement of their contribution to the project.

	COOPERATOR	RELATIONSHIP	DISCUSSION OF CONTRIBUTION
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

6. CONFLICT OF INTEREST

- Provide a list of all entities with which you have relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals.
- List the name of the entity, the relationship, and a discussion of the conflict.

	ENTITY	RELATIONSHIP	DISCUSSION OF CONFLICT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

7. TIMETABLE AND MILESTONES WORKSHEET

- List the main steps you will take to complete your project for the entire length of the project.
- For each activity list the approximate starting and completion dates.

	ACTIVITY	START DATE (MM/YY)	END DATE (MM/YY)
1.			
2.			
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GRANT BUDGET WORKSHEETS

Please include specifics, when possible, for each of the items listed in the following tables. All costs must be directly related to grant activities over the period of the grant and be above and beyond normal operations.

1. PERSONNEL SALARIES

	NAME OR POSTITION	WAGE/HR (IN \$)	NUMBER OF HOURS	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.			.		
2.			.		
3.			.		
4.			.		
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21.			.		
22.			.		
23.			.		
24.			.		
25.			.		
SUBTOTAL			+ .	+	+
GRAND TOTAL =					

2. SUPPLIES AND MATERIALS

	ITEM	PURPOSE	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.				
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19.				
20.				
21.				
22.				
23.				
24.				
25.				
SUBTOTAL				+
GRAND TOTAL =				

3. OUTREACH EXPENSES

	ITEM	PURPOSE	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.				
2.				
3.				
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21.				
22.				
23.				
24.				
25.				
SUBTOTAL				+
GRAND TOTAL =				

4. CONTRACTS, CONSULTANTS AND OTHER PURCHASED SERVICES

(ex: technical assistance, analysts)

	NAME OR POSTITION	FEE/HR (IN \$)	NUMBER OF HOURS	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.			.		
2.			.		
3.			.		
4.			.		
5.			.		
6.			.		
7.			.		
8.			.		
9.			.		
10.			.		
SUBTOTAL			+	+	+
GRAND TOTAL =					

5. OFFICE EXPENSES (ex: telephone, copier)

	ITEM	PURPOSE	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.				
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9.				
10.				
SUBTOTAL			+	+
GRAND TOTAL =				

6. TRAVEL

	NAME OR POSTITION	NUMBER OF MILES	COST/MILE (IN \$)	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.					
2.					
3.					
4.					
5.					
6.					
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8.					
9.					
10.					
SUBTOTAL			+	+	+
GRAND TOTAL =					

7. OTHER

	ITEM	PURPOSE	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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9.				
10.				
SUBTOTAL			+	+
GRAND TOTAL =				

BUDGET SUMMARY

Enter the totals from Tables 1-6 on the form below.

	ITEM	COST: GRANT (IN \$)	COST: MATCH (IN \$)
1.	PERSONNEL SALARIES		
2.	SUPPLIES AND MATERIALS		
3.	OUTREACH EXPENSES		
4.	CONTRACTS, CONSULTANTS AND OTHER PURCHASED SERVICES		
5.	OFFICE EXPENSES		
6.	TRAVEL		
7.	OTHER		
GRAND TOTAL =			

Once completed, send the application by email, mail or fax to:

Robert Koch
Minnesota Department of Agriculture
Plant Protection Unit
625 N. Robert St.
St. Paul, MN 55155
Phone: 651-201-6543
Fax: 651-201-6108
robert.koch@state.mn.us

Deadline for receiving completed applications by the Minnesota Department of Agriculture is 2:30 p.m. CST, on Friday, November 20, 2009.

-
- Keep a copy of the submitted application for your records;
 - Incomplete applications will be rejected.

STATE OF MINNESOTA
VETERAN-OWNED/SERVICE DISABLED VETERAN-OWNED PREFERENCE FORM

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses include certified small businesses that are majority-owned and operated by either (check the box that applies and attach the certification documents required with your response to this solicitation):

- (1) recently separated veterans, who are veterans as defined in Minn. Stat. §197.447, who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs; or

Required Documentation:

- certification by the United States Department of Veterans Affairs as a veteran-owned small business
- discharge form (DD-214) dated on or after September 11, 2001 with condition honorable

- (2) veterans who are veterans as defined in Minn. Stat. § 197.447, with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs.

Required Documentation:

- certification by the United States Department of Veterans Affairs as a service-disabled veteran-owned small business.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be **currently** certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov> .

You must submit this form and the documentation required above with your response in order to be considered for this preference.