

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

AGENDA
December 9, 2009

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ KUETTEL ____
LONG ____ MERCER-TAYLOR ____
MILLER ____
- C. PRESENTATIONS:
 - 1. Resolution Declaring December 9, 2009 as Laura Kuettel Day **TAB 1**
- D. APPROVAL OF MINUTES: November 18, 2009 **TAB 2**
- E. PUBLIC HEARINGS:
 - 1. 2010 Budget Hearing and Adoption **TAB 3**
- F. CONSENT AGENDA:
 - 1. General Disbursements through 12/02/09: \$160,968.79
Payroll through 11/25/09: \$15,102.21 **TAB 4**
 - 2. City License Renewal **TAB 5**
 - 3. Appointment of St. Paul Regional Water Services Board **TAB 6**
 - 4. Acceptance of DNR Community Forest Bonding Grant **TAB 7**
 - 5. 2010 Housing Resource Center Agreement **TAB 8**
 - 6. 2010 Fee Schedule **TAB 9**
 - 7. Election to Not Waive 2010 Tort Liability Limits **TAB 10**
 - 8. Designated Signors for Orders Drawn on City Funds **TAB 11**
 - 9. Budget Changes for 2009 **TAB 12**
- G. POLICY ITEMS
- 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.

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

MINUTES
November 18, 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: Jerry Hromatka, Northwest Youth and Family Services
- D. APPROVAL OF MINUTES: October 28, 2009 APPROVED
- F. PUBLIC HEARINGS: Proposed Streetlight Utility Public Hearing NO
ACTION TAKEN
The following residents spoke:
Manley Olson 1974 Summer
Bryan Olson 1592 Roselawn
Tom Lageson 1740 Pascal
Richard Wenkel 1825 Fairview
RB Garcia 1906 Prior
- F. CONSENT AGENDA: LONG MOVED APPROVAL 5-0
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 MERCER-TAYLOR MOVED
APPROVAL 5-0
2. Cooperative Agreement with Capital Region Watershed District for
Improvements to Gottfried's Pit. HARRIS MOVED APPROVAL 5-0
3. Emerald Ash Borer Preparedness Program and Grant Application
UPDATED KUETTEL MOVED APPROVAL 5-0
- K. INFORMATION/ANNOUNCEMENTS:
- L. COMMUNITY FORUM: Bryan Olson 1592 Roselawn
- M. ADJOURNMENT: 8:40pm

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION
December 9, 2009
No. 09-19

A RESOLUTION DESIGNATING DECEMBER 9, 2009 AS LAURA KUETTEL
DAY

WHEREAS, Laura Kuettel began her service on the Falcon Heights City Council by being appointed on March 13, 1996 to fill a vacant seat; and

WHEREAS, she ran for election in 1997, 2001, and 2005, receiving the highest number of votes in each election; and

WHEREAS, she has served as council liaison on numerous city commissions, including the planning and zoning commission, solid waste commission, and parks and recreation commission, and

WHEREAS, in her role as a teacher at Falcon Heights Elementary School, she has served as a link between the city and school district on several important initiatives; and

WHEREAS, her service to the City of Falcon Heights also includes being a member of the Community Emergency Response Team (CERT) and Lauderdale-Falcon Heights Lions Club; and

WHEREAS, she has always served as a voice of the residents of Falcon Heights, consistently listening to constituent requests and suggestions; and

WHEREAS, her thoughtfulness, dedication, and insight will be missed by the city council, staff, and residents of Falcon Heights;

NOW, THEREFORE, BE IT RESOLVED that in recognition of her contributions to the City of Falcon Heights, that December 9, 2009 be declared "Laura Kuettel Day" in the City of Falcon Heights.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
December 9, 2009

LINDSTROM _____ In Favor

KUETTEL

Attested by: _____

HARRIS _____ Against

Justin Miller, Administrator
December 9, 2009

LONG

MERCER-TAYLOR

ITEM: **2010 Budget Hearing and Adoption**

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

EXPLANATION:

Each year the city council is required to adopt a budget and tax levy to fund city operations. This action must be completed before the end of the year, and the adopted levy is then provided to Ramsey County so they can produce property tax statements for each parcel in the county. On September 9th, the city council adopted a preliminary levy and established December 9th as the date at which the public would be given an opportunity to address the council about the proposed budget and tax levy. This process is slightly different than past years due to the State of Minnesota revising truth-in-taxation hearing and notice requirements.

Before the council is a proposed property tax levy of \$1,022,944 and a general fund budget of \$1,665,817. The tax levy is broken into three levies: ad valorem, debt service, and a levy to recapture a portion of the local government aid (LGA) that was unallotted in 2008. These levies and budgets are detailed below:

	2009 Levy	2010 Proposed Levy	% Increase
Ad Valorem	\$878,103	\$894,562	1.87%
Debt Service	\$96,129	\$124,584	29.6%
Unallotment Levy	\$0	\$3,798	n/a
Total	\$974,232	\$1,022,944	5.0%

	2009 General Fund Budget	Proposed 2010 General Fund Budget	% Decrease
	\$1,699,786	\$1,665,817	-2.0%

The impact of this proposed levy on a median valued home, which in 2010 is assessed at \$264,200, will be a 4.0% increase in the city portion of the property tax statement.

A full presentation with more details will be presented at the city council meeting and will be available on the city's website. In addition, attached to this report is the budget cover letter which goes into more detail about specific budget line items, factors influencing the proposed budget, and historical information.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council hold a public hearing and receive comment. Once the hearing is closed, staff recommends that the city council

adopt resolution number 09-20 regarding the 2010 tax levy and adopt resolution 09-21 regarding the 2010 City of Falcon Heights budgets.

December 9, 2009

Honorable Mayor Lindstrom
And
Members of the City Council
City of Falcon Heights

I am pleased to present for your consideration the 2010 City of Falcon Heights operating budget. This document is important not only as a budgetary tool, but also communicates to our residents, business community, and property owners the goals and priorities of the city for the upcoming year.

The City of Falcon Heights is primarily a residential community situated near the center of the Minneapolis and St. Paul metropolitan area. The city is at or near full development, with the economy consisting of light industry, commerce, and agricultural related businesses. Economic conditions and employment remain stable with the University of Minnesota agricultural campus, Hermes Floral Company, Spire Federal Credit Union, and the Minnesota State Fairgrounds providing a diversified economic employment base.

FORM OF GOVERNMENT

The City of Falcon Heights operates under the Statutory Plan A form of government, where the policy decisions are made by the city council, but the administrative duties are delegated to the city administrator. One of the primary administrative duties of the city administrator is to prepare an annual budget for approval by the council.

BUDGET PROCESS

In June, city staff start the preparation of their budget requests for the next calendar year (Falcon Heights' fiscal year is the calendar year). This is accomplished by correlating the city council's budget goals (which are typically formulated during June) into financial projections, while at the same time, revenues are estimated for the next year. During July, the staff submits their budget requests for the general, special revenue, debt service, capital, and enterprise funds to the city administrator and city finance director. Budget requests are reviewed to determine if they are accurate, reasonable, and well justified. Staff requests are modified according to projected revenues. Once completed, a preliminary budget is prepared based upon initial revenue estimates, departmental budget requests, historical trends, and financial policies.

In July, the city administrator and finance director meet with staff members individually. During these meetings, any recommended revisions are discussed and the city administrator makes the final decision as to what will be included in the proposed budget. The finance director uses this information to prepare the proposed budget document.

In August, budget workshops open to the public are held where the city administrator presents the proposed budget to the city council. The city council reviews the proposed budget with staff, who then adjusts the budget for any changes the council recommends. In early September, the city certifies a proposed levy and budget to Ramsey County. The proposed levy is published and parcel specific notices are mailed to property owners. The council holds a public hearing on the proposed budget in early December and afterward approves the final budget. The city's property tax levy, which is necessary to finance the approved budget, is then certified to Ramsey County. Ramsey County collects the property taxes on behalf of the city as well as other taxing jurisdictions.

During the fiscal year, line items may be overspent as long as the total activity budget is not overspent. City staff may recommend changes in the activity budget to the city council, who can then approve or disapprove the amendment. The council may approve an activity to be overspent if funding is available, but may not amend the property tax levy.

BUDGET ORGANIZATION

The city's annual budget consists of five basic sections:

1. Introductory section
2. Governmental funds
3. Enterprise funds
4. Five-year capital improvement plan
5. Appendixes

The introductory section includes the city's goals for 2010, fiscal policies and budget summary information. The governmental funds section includes revenue and expenditure history and projections from 2007 to 2010 for the general, special revenue, debt service, and capital projects funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts and resources which are dedicated for a specific purpose. The city uses the modified accrual basis of accounting for all governmental funds, in which revenues are recognized when they become measurable and available and expenditures are generally recognized when the related fund liabilities are incurred.

Enterprise funds are those operated in a manner similar to private business enterprises, where the costs of providing services (expenses) are to be recovered primarily on a user-charge basis to the general public (revenues). The city uses the accrual basis of accounting for its enterprise fund (sanitary sewer, storm sewer), in which revenues are recognized when they are earned and expenses are recognized when they are incurred.

The city's Five-Year Capital Improvement Plan (CIP) is a tabulation of projects and equipment that are being recommended with potential funding sources for each. A capital asset is defined as an expenditure which results in the acquisition or replacement of a fixed asset which costs \$1000 or more and/or has a life expectancy of three years or

more. The city uses the threshold level of \$5000 to determine if the capital asset is listed in the general fixed asset account group. The Five-Year CIP is approved by the city council, but it is a planning document only and approval carries no appropriation authority. All appropriations are made as a result of the annual budgeting process.

A glossary of terms is provided to assist in a better understanding of this budget. Appendixes include additional information to support underlying budget assumptions.

2010 BUDGET SUMMARY

The 2009 State of Minnesota legislative session continued several policies that created challenges to city budgets. Most importantly, local property tax levies were capped at a .83% increase over the previous year, with certain exceptions. For the most part, the allowable exceptions do not apply to Falcon Heights, so our maximum property tax levy is a fixed target. In addition, it is anticipated that the city will see a decrease in Local Government Aid (\$438,064 in 2009 to an estimated \$328,815 in 2010).

Personnel

As in most government and service related organizations, the vast majority of our spending is the result of employing workers and their associated benefits.

Health Insurance

For many years, the city has purchased health and dental insurance (and other benefits such as long term disability and life insurance) from Ramsey County. The belief was that since we are such a small group, we would get better rates from a larger plan. This summer staff spoke with representatives from the Public Employees Insurance Program (PEIP), a plan offered through the State of Minnesota to cities and other organizations throughout the state. They were able to offer a plan similar in structure to our current package, but at a rate that is about 16% lower than what Ramsey County's 2010 renewal was. As a result, employees will be switching coverage, while we will continue to purchase other insurance coverages (dental, life, etc.) through Ramsey County. PEIP will look at our individual group's claims as a part of their subsequent renewal proposals, so it is possible in future years that large claims within our small group could cause a large increase from year to year.

Personnel Costs

We have included a 0% cost of living adjustment for regular employees in 2010. Salaries were adjusted mid-year in 2009 by 3.5% after not being increased at the beginning of 2009.

A vacant deputy clerk position is proposed to be filled with a $\frac{3}{4}$ employee, saving salary and benefit costs.

Individual Budget Summaries

As has been widely reported by news outlets, the economic climate has been deteriorating for the past year, and while some positive signs are appearing, it is unlikely that significant improvements will be seen in the near future. The State of Minnesota is not exempt from this downturn, and as such is projecting a multi-billion dollar deficit for the upcoming biennium, even after solving their most recent budget deficit during the 2009 legislative session. The areas below highlight department budgets where there are proposed expenditure cuts or major departures from the 2009 budget:

Administrative:

Replace full time deputy clerk with $\frac{3}{4}$ time position

Finance:

Reduction in intern wages

Elections:

Reflects agreement made with Ramsey County to serve as our elections administrator. Savings in deputy clerk position will make up for higher contract expenses

Police:

Reflects new two-year contract negotiated during 2009. Also reflects increase (as well as change in how we account for) in dispatching expenses associated with consolidated dispatch center. *The increase in the police budget for 2010 totals \$27,037.*

Street Maintenance:

Reflects a significant decrease due to moving streetlighting expenses to the newly created streetlight utility fund.

Expenditure Summary

The proposed budget reflects a decrease in expenditures of \$33,969, or -2%.

Revenues

Local Government Aid (LGA)

The city's LGA allocation will decrease in 2010. The total amount we are scheduled to receive is \$328,768. This is a decrease of \$109,296 under our 2009 allocation.

Licenses, Permits, and Charges for Services

Estimated 2009 revenues from building permits and licenses is less than what was anticipated in the 2009 budget. For 2010, staff is estimating a similar pattern, so we are budgeting about \$8,500 less in permit and license fees. We also are budgeting about \$13,400 less in other revenues such as facility rentals, zoning fees, and accident clean-up fees.

Transfer from Reserve Funds

In order to provide a balanced budget, a transfer from reserve funds is needed in the amount of \$112,400 (this is less than the \$125,748 that was anticipated when the preliminary levy was approved). Beginning with the 2007 budget, the city council had approved budgets that had reduced this amount with the goal of eliminating the transfer within a few years. The actual amount transferred in the past few years has been smaller than budgeted due to higher than expected revenues and lower than expected expenses. It is possible this could occur again in 2010, but this amount is needed in order for the budget to balance. Transferring money from capital accounts to the general fund began in response to the 2003 LGA cuts the city was impacted by. Eliminating this transfer should be a goal of future budgets in order to protect the capital account balances and our bond ratings.

History of Transfer From Reserves to General Fund		
Year	Budgeted Amount	Actual Amount
2004	\$135,676	\$135,676
2005	\$204,315	\$204,315
2006	\$229,832	\$160,000
2007	\$161,337	\$4,000
2008	\$113,797	\$65,000
2009	\$21,732	\$21,732 (estimate)
2010	\$112,400	TBD

Special Debt Levy

One of the special levies allowed by the state legislature under the levy limit legislation was for existing bonded indebtedness. The city annually pays principal and interest on bonds that were issued for the 1999 NE Quadrant street improvement project. These payments have historically been paid from the infrastructure capital account. However, this account is facing significant pressure, so the preliminary levy adopted by the city council included a levy of \$124,584 to be spread across all taxpayers in the city.

Special LGA Unallotment Levy

Another special levy approved by the legislature is one that allows cities to recapture LGA that was unallotted by the governor. Our 2008 LGA unallotment totaled \$51,683, while the 2009 amount totals \$46,786. The preliminary levy that was approved by the city council included a levy in the amount of \$3,798 to replace a portion of our unallotted LGA.

Establishment of Streetlight Utility

New in the 2010 budget is a proposed streetlight utility. This fee will be charged to all properties in Falcon Heights to pay for electricity and maintenance expenses associated with the streetlight system. The proposed fee calls for a \$2/month charge to all single-family properties and a \$.02/lineal foot of frontage to all other properties. Charging this fee allows the city to charge all benefiting property owners for the streetlight system. When the payments were made out of the general fund, only taxpaying properties paid for the service, thereby subsidizing our sizeable non-profit and tax-exempt properties. Due to software configuration timelines at St. Paul Regional Water Systems (the entity

that will collect the fee for us), the fee cannot be implemented until February 2010 at the earliest. It is expected that the city council will consider formal adoption of the fee in January 2010.

Summary

The overall general fund budget, including all expenses, revenues, and transfers, totals \$1,665,817. This is a decrease of \$33,969, or -2% under the 2009 operating budget. This results in a city tax rate of 20.666%, and a tax increase of 4.0% on a median valued home (which in 2010 will be \$264,200). I believe it is a responsible budget that allows the City of Falcon Heights to continue to provide a high level of service at a very reasonable cost.

Each year, the non-partisan Citizens League produces a property tax survey which compares tax burdens among all cities in the Twin Cities metropolitan area. In 2008 (the last year data is available), the City of Falcon Heights' tax burden on an average value home was 99th out of 117 cities and townships. One way in which the city accomplishes this is by aggressively sharing services with neighboring communities. A few examples include:

- Obtaining police services from the City of St. Anthony
- Using the City of Roseville for city engineering services
- Providing fire department services to the City of Lauderdale (allowing us to offset our expenses)
- Sharing a building inspector with the City of Little Canada
- Participating with twelve area communities on technology related issues, such as phone and information technology services

In closing, I wish to acknowledge the contributions of many staff members, especially Finance Director Roland Olson and Finance Intern Patrick Herzog for their tireless efforts in putting these documents together.

Sincerely,

Justin Miller
City Administrator

CITY OF FALCON HEIGHTS

Council Resolution 09-20

December 9, 2009

RESOLUTION ADOPTING THE 2010 TAX LEVY

BE IT RESOLVED that the City Council of the City of Falcon Heights authorizes the City to levy taxes in the amount of \$1,022,944 for the year 2010; and

BE IT FURTHER RESOLVED that the County Auditor should extend the tax levy in the amount of \$1,022,944 for the year 2010.

Moved by:

Approved by: _____
Peter Lindstrom, Mayor
December 9, 2009

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

Attested by: _____
Justin Miller
City Administrator
December 9, 2009

Subscribed and sworn before me
this ____ day of _____, 2009.

Notary Public
My commission expires: _____

CITY OF FALCON HEIGHTS

RESOLUTION 09-21

DECEMBER 9, 2009

RESOLUTION ADOPTING THE 2010 BUDGET

BE IT RESOLVED by the City Council of the City of Falcon Heights that the General Fund Operating Budget for the year 2010 in the amount of \$1,665,817, and other Fund Budgets as listed are adopted.

Park Program Fund (201)	\$45,773
Community Garden (203)	\$250
Water Fund (204)	\$9,954
Recycling Fund (206)	\$49,593
Community Development Fund (208)	\$3,750
Street Light Utility (209)	\$39,650
Citizen Corps (212)	\$1,065
Citizens Corps (213)	\$5,990
1996 TIF Larpenteur Bond (316)	\$210,190
1999 G.O. NE Quadrant Bond (317)	\$183,772
General Capital Improvements (401)	\$16,150
Public Safety Capital (402)	\$54,650
Parks Recreation/Public Facilities Capital (403)	\$186,150
TIF District #1-2 (412)	\$199,670
TIF District #2-1 (413)	\$56,650
TIF District #1-3 (414)	\$166,650
Infrastructure Capital (419)	\$273,355

Moved by:

Approved by: _____

Peter Lindstrom,
Mayor
December 9, 2009

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

Attested by: _____

Justin Miller
City Administrator
December 9, 2009

Subscribed and sworn before me
this ___ day of _____, 2009.

Notary Public
My commission
expires: _____

CONSENT F1
12/9/09

ITEM: **General Disbursements and Payroll**

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

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

EXPLANATION:

General Disbursements through 12/02/09: \$160,968.79

Payroll through 11/25/09: \$15,102.21

ATTACHMENTS:

General disbursements and payroll

ACTION REQUESTED:

Approval

PACKET: 00368 Regular Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-1000362548		LINEN CLEANING	35.48			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.48
=== VENDOR TOTALS ===			35.48			
=====						
01-00892		BEARCOM				
I-3901841		REPAIR PAGER CHARGERS	89.68			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		REPAIR PAGER CHARGERS		101 4124-87092-000	REPAIR RADIOS	89.68
=== VENDOR TOTALS ===			89.68			
=====						
01-03300		DISCOUNT STEEL, INC				
I-01565353		HR SHEET - SHOP TABLE TOP	66.89			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		HR SHEET - SHOP TABLE TOP		101 4131-70110-000	SUPPLIES	66.89
=== VENDOR TOTALS ===			66.89			
=====						
01-0003		FIRE ENGINEERING				
I-200912022109		MAGAZINE SUBSCRIPTION	67.95			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		MAGAZINE SUBSCRIPTION		101 4124-86120-000	SUBSCRIPTIONS	67.95
=== VENDOR TOTALS ===			67.95			
=====						
01-05267		HAMLIN AUTO BODY				
I-200912022103		REPAIR POLICE CAR DAMAGES	2,267.28			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		REPAIR POLICE CAR DAMAGES		101 4122-81000-000	POLICE SERVICES	2,267.28
=== VENDOR TOTALS ===			2,267.28			
=====						
01-05404		KURHAJETZ, CLEM				
I-200912022106		CLEANING SUPPLIES	6.43			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		CLEANING SUPPLIES		101 4124-70100-000	SUPPLIES	6.43
=== VENDOR TOTALS ===			6.43			

PACKET: 00368 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05730	MINNEAPOLIS PAPER COMPANY					
I-147427		LASER/COPY PAPER	139.23			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		LASER/COPY PAPER		101 4112-70100-000	SUPPLIES	139.23
		=== VENDOR TOTALS ===	139.23			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-200912022110		DEC/09 INSURANCE - DEB	16.00			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		DEC/09 INSURANCE - DEB		101 21709-000	OTHER PAYABLE	15.20
		DEC/09 INSURANCE - DEB		206 21709-000	OTHER PAYABLE	0.80
		=== VENDOR TOTALS ===	16.00			
=====						
01-05797	MN STATE FIRE DEPT. ASSOC					
I-200912022105		2010 MEMBERSHIP DUES	216.00			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		2010 MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS	216.00
		=== VENDOR TOTALS ===	216.00			
=====						
01-05792	MRPA					
I-200912022108		MRPA MEMBERSHIP - LISA	216.00			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		MRPA MEMBERSHIP - LISA		101 4141-86100-000	CONFERENCES/EDUCATION/AS	216.00
		=== VENDOR TOTALS ===	216.00			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-200912022104		CELL PHONES	345.99			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		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	65.46
		CELL PHONES		601 4601-85015-000	CELL PHONE	98.44
		=== VENDOR TOTALS ===	345.99			

PACKET: 00368 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06115	TIMOTHY PITTMAN					
I-200912022107		MILEAGE REIMBURSEMENT	35.20			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		MILEAGE REIMBURSEMENT		601 4601-86101-000	MILEAGE	35.20
=== VENDOR TOTALS ===			35.20			
=====						
01-06185	RAMSEY COUNTY					
I-RISK-001294		DEC/09 INSURANCE	6,566.48			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		DEC/09 INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,566.48
=== VENDOR TOTALS ===			6,566.48			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM-000558		RADIO SUPPORT FEE	645.12			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		RADIO SUPPORT FEE		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	645.12
=== VENDOR TOTALS ===			645.12			
=====						
01-06185	SPEEDWAY SUPERAMERICA					
I-200912022111		FUEL	586.09			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	172.11
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	413.98
=== VENDOR TOTALS ===			586.09			
=====						
01-07228	CITY OF ST ANTHONY					
I-2284		DEC/09 POLICE SERVICES	48,187.50			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		DEC/09 POLICE SERVICES		101 4122-81000-000	POLICE SERVICES	48,187.50
=== VENDOR TOTALS ===			48,187.50			
=====						
01-07901	WASTE MANAGEMENT- BLAINE					
I-5258221-0500-9		DEC/09 COMMERCIAL RECYCLING	620.26			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		DEC/09 COMMERCIAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	620.26
=== VENDOR TOTALS ===			620.26			

PACKET: 00368 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
f DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05268		WENZEL HEATING AND AIR CONDITI				

I-200912022102		REFUND MECH. PERMIT	95.50			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		REFUND MECH. PERMIT		101 32220-000	MECHANICAL PERMITS	95.00
		REFUND MECH. PERMIT SURCHARGE		101 20801-000	DUE TO OTHER GOVERNMENTS	0.50
		=== VENDOR TOTALS ===	95.50			
=====						
01-05870		XCEL ENERGY				

I-219339917		ELECTRICITY	348.07			
12/02/2009	APBNK	DUE: 12/02/2009 DISC: 12/02/2009		1099: N		
		ELECTRICITY		101 4131-85030-000	NATURAL GAS	348.07
		=== VENDOR TOTALS ===	348.07			
		=== PACKET TOTALS ===	60,551.15			

PACKET: 00365 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00255		AMERICAN OFFICE PRODUCTS				
I-105009I		OFFICE SUPPLIES	185.60			
11/25/2009	APBNK	DUE: 11/25/2009 DISC: 11/25/2009		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	185.60
=== VENDOR TOTALS ===			185.60			
=====						
01-05220		ANDERSON, HELGEN, DAVIS&NISSEN				
I-796		NOV/09 PROSECUTION	2,504.84			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		NOV/09 PROSECUTION		101 4123-80200-000	LEGAL FEES	2,504.84
=== VENDOR TOTALS ===			2,504.84			
=====						
01-00870		BERLIN, KATHY				
I-200911242096		CERT INSTRUCTION	250.00			
11/24/2009	APBNK	MANUAL CK# 075651 11/24/2009		1099: N		
		CERT INSTRUCTION		212 4212-80320-000	TRAINING/CLASSES	250.00
=== VENDOR TOTALS ===			250.00			
=====						
01-03001		CAMPBELL KNUTSON				
I-200911202075		OCT/09 LEGALS	798.50			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		OCT/09 LEGALS		101 4114-80200-000	LEGAL FEES	798.50
=== VENDOR TOTALS ===			798.50			
=====						
01-03123		CINTAS CORPORATION #470				
I-200911202076		RUG SERVICE	31.56			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		RUG SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	31.56
I-470376664		RUG & TOWEL SERVICE	31.56			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		RUG & TOWEL SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	31.56
=== VENDOR TOTALS ===			63.12			

PACKET: 00365 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
=====						
01-03117		CITY OF LITTLE CANADA				
I-17645		ELECTIONS 2009 SUPPORT	3,712.04			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		ELECTIONS 2009 SUPPORT		101 4115-80400-000	CONSULTING-ELECTIONS	3,712.04

I-200911242093		3RD QTR BLDG INSPECTOR	7,500.00			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		3RD QTR BLDG INSPECTOR		101 4117-81210-000	BUILDING INSPECTORS	7,500.00
=== VENDOR TOTALS ===			11,212.04			
=====						
01-06290		CITY OF ROSEVILLE				
I-200911202084		NOV/09 PHONE & IT SERVICES	1,543.51			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		NOV/09 TELEPHONE		101 4116-85010-000	TELEPHONE	354.09
		NOV/09 IT SERVICES		101 4116-85070-000	TECHNICAL SUPPORT	1,189.42

I-200911202085		DOT INSPECTION DUMP TRUCK	200.28			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		DOT INSPECTION DUMP TRUCK		101 4132-87000-000	REPAIR EQUIPMENT	200.28
=== VENDOR TOTALS ===			1,743.79			
=====						
01-03122		CITY OF ST PAUL				
I-112178		ASPHALT MIX	63.85			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		ASPHALT MIX		101 4132-75000-000	BITUMINOUS PATCHING	63.85

I-112323		REPAIR HOYT STREET LIGHT	214.28			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		REPAIR HOYT STREET LIGHT		101 4132-87120-000	STREET LIGHT MAINTENANCE	214.28
=== VENDOR TOTALS ===			278.13			
=====						
01-03530		DATA FLOW				
I-53945		W-2 FORMS & 1099s	72.64			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		W-2 FORMS & 1099s		101 4113-70100-000	SUPPLIES	72.64
=== VENDOR TOTALS ===			72.64			

PACKET: 00365 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
=====						
01-03529	DETERMAN BROWNIE, INC					
I-313991		MAINTENANCE - SUMP TANK	735.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		MAINTENANCE - SUMP TANK		601 4601-89000-000	MISCELLANEOUS	735.00
		=== VENDOR TOTALS ===	735.00			
=====						
01-03300	DISCOUNT STEEL, INC					
I-01564342		STEEL HR ANGLE	77.60			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		STEEL HR ANGLE		101 4124-70100-000	SUPPLIES	77.60
		=== VENDOR TOTALS ===	77.60			
=====						
01-04000	EHLERS AND ASSOCIATES					
I-340594		TIF EXP. DRAFT EMAIL	95.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		TIF EXP. DRAFT EMAIL		412 4412-89000-000	MISC: TIF ADMIN FEES RAM	95.00
		=== VENDOR TOTALS ===	95.00			
=====						
01-04084	FIRE EQUIPMENT SPECIALTIES					
I-6378		BATTERY PACKS	180.17			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		BATTERY PACKS		101 4124-70100-000	SUPPLIES	180.17
		=== VENDOR TOTALS ===	180.17			
=====						
01-05166	GRAINGER, W. W., INC.					
I-9122252712		4 SHOP VAC FILTERS	50.22			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		4 SHOP VAC FILTERS		101 4131-70110-000	SUPPLIES	50.22
I-9122252720		1 SHOP VAC FILTER	11.65			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		1 SHOP VAC FILTER		101 4131-70110-000	SUPPLIES	11.65
I-9125051863		BIT	4.34			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		BIT		101 4131-70110-000	SUPPLIES	4.34
		=== VENDOR TOTALS ===	66.21			

PACKET: 00365 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
=====						
01-05137		HEALTHPARTNERS MEDICAL GP				
I-300005088		MEDICAL EXAMS - FIRE FIGHTERS	774.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		MEDICAL EXAMS - FIRE FIGHTERS		101 4124-86200-000	MEDICAL EXAMINATIONS	774.00
		=== VENDOR TOTALS ===	774.00			
=====						
01-05243		HINRICHS,RICH				
I-200911202073		REIMB-CLASS BOOKS	130.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		REIMB-CLASS BOOKS		101 4124-86020-000	TRAINING	130.00
		=== VENDOR TOTALS ===	130.00			
=====						
01-05153		HOME DEPOT CRC/GECF				
I-200911252101		SUPPLIES	180.57			
11/25/2009	APBNK	DUE: 11/25/2009 DISC: 11/25/2009		1099: N		
		2X4 STUDS & LUMBER		101 4141-70100-000	SUPPLIES	27.86
		EDGER STRING		101 4132-70120-000	SUPPLIES	13.12
		2 ALUMINUM SHOVELS		101 4132-70120-000	SUPPLIES	81.31
		SCREWS & BATTERIES		101 4131-70110-000	SUPPLIES	58.28
		=== VENDOR TOTALS ===	180.57			
=====						
01-05264		JOEL SMITH HEATING & AIR CONDI				
I-24960		BRYANT 4TON ROOFTOP FURNACE	6,588.77			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		BRYANT 4TON ROOFTOP FURNACE		403 4403-91000-000	MACHINERY & EQUIPMENT	6,588.77
		=== VENDOR TOTALS ===	6,588.77			
=====						
01-05404		KURHAJETZ, CLEM				
I-200911202074		COFFEE & SUPPLIES FOR KITCHEN	21.87			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		COFFEE & SUPPLIES FOR KITCHEN		101 4124-89000-000	MISCELLANEOUS	21.87
		=== VENDOR TOTALS ===	21.87			

PACKET: 00365 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
=====						
01-05440	LOFFLER COMPANIES, INC					
I-1067954		11/22/09--1/21/10 COPIER MAIN	698.06			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		11/22/09--1/21/10 COPIER MAINT		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	698.06
=== VENDOR TOTALS ===			698.06			
=====						
01-05564	MED-COMPASS					
I-200911202078		SCBA MED EXAMS & QUANT TESTS	1,447.50			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		SCBA MED EXAMS & QUANT TESTS		101 4124-86200-000	MEDICAL EXAMINATIONS	1,447.50
=== VENDOR TOTALS ===			1,447.50			
=====						
01-05582	MENARDS					
I-200911202082		TOOL CHEST & REPAIRS	684.35			
11/20/2009	APBNK	MANUAL CK# 075649 11/20/2009		1099: N		
		TOOL CHEST		601 4601-70100-000	SUPPLIES	672.75
		SHOP GARAGE DOOR REPAIR		101 4131-87010-000	CITY HALL MAINTENANCE	11.60
=== VENDOR TOTALS ===			684.35			
=====						
01-05665	METROPOLITAN COUNCIL					
I-0000912582		DEC/09 S.S.	37,543.37			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		DEC/09 S.S.		601 4601-85060-000	METRO SEWER CHARGES	37,543.37
=== VENDOR TOTALS ===			37,543.37			
=====						
01-05585	METROPOLITAN AREA MANAGEMENT A					
I-200911242091		LMC PERA MEETING	25.00			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		LMC PERA MEETING		101 4112-86100-000	CONFERENCES/EDUCATION/AS	25.00
=== VENDOR TOTALS ===			25.00			
=====						
01-05973	NORTH SUBURBAN ACCESS CO.					
I-09-988		PROGRAMMING 3RD QTR (JUL-SEPT)	270.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		PROGRAMMING 3RD QTR (JUL-SEPT)		101 4116-85050-000	CABLE TV	270.00
=== VENDOR TOTALS ===			270.00			

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VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05983	NORTHERN TOOL AND EQUIPMENT					
I-200911242092		COMPRESSOR PART	51.41			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		COMPRESSOR PART		101 4132-87000-000	REPAIR EQUIPMENT	51.41
		=== VENDOR TOTALS ===	51.41			
=====						
01-06024	ON SITE SANITATION					
I-A-380215		PORTABLE TOILET RENTALS	64.13			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		PORTABLE TOILET RENTALS		601 4601-85080-000	PORTABLE TOILET PARKS	64.13
I-A-380298		PORTABLE TOILET RENTALS	64.13			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		PORTABLE TOILET RENTALS		601 4601-85080-000	PORTABLE TOILET PARKS	64.13
		=== VENDOR TOTALS ===	128.26			
=====						
01-06065	OXYGEN SERVICE COMPANY					
I-07386548		MONTHLY AIR TANK RENTAL	136.76			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		MONTHLY AIR TANK RENTAL		101 4124-70100-000	SUPPLIES	79.97
		MONTHLY AIR TANK RENTAL		101 4124-70100-000	SUPPLIES	56.79
		=== VENDOR TOTALS ===	136.76			
=====						
01-06945	QWEST					
I-200911202083		LANDLINE TELEPHONE	116.63			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	58.27
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	58.36
		=== VENDOR TOTALS ===	116.63			
=====						
01-06185	RAMSEY COUNTY					
I-PRRLG-797		TIF ADMIN FEES	1,969.77			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		TIF ADMIN FEES		412 4412-89000-000	MISC: TIF ADMIN FEES RAM	1,221.63
		TIF ADMIN FEES		413 4413-89000-000	MISC:TIF ADMIN FEES RAMS	303.44
		TIF ADMIN FEES		414 4414-89000-000	MISC:TIF ADMIN FEES RAMS	444.70
		=== VENDOR TOTALS ===	1,969.77			

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VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06999		RAMSEY CTY FIRE CHIEFS ASSOCIA				

I-200910		AGILITY TESTS FOR 2 APPLICANT	100.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		AGILITY TESTS FOR 2 APPLICANTS		101 4124-86200-000	MEDICAL EXAMINATIONS	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-05156		CHRISCELL RUDOLPH				

I-200911252099		SPECIALTY INSTRUCTOR	344.00			
11/25/2009	APBNK	DUE: 11/25/2009 DISC: 11/25/2009		1099: N		
		SPECIALTY INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	344.00
		=== VENDOR TOTALS ===	344.00			
=====						
01-06386		S & S TREE SPECIALISTS IN				

I-36069		TREE & STUMP REMOVAL	824.97			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		TREE & STUMP REMOVAL		419 4419-85000-000	TREE REMOVAL	824.97
		=== VENDOR TOTALS ===	824.97			
=====						
01-06301		SAMS CLUB DISCOVER CARD				

I-200911202081		REPAIRS, SUPPLIES, MEMBERSHIP	164.58			
11/20/2009	APBNK	MANUAL CK# 075650 11/20/2009		1099: N		
		SHOP GARAGE DOOR REPAIR		101 4131-87010-000	CITY HALL MAINTENANCE	75.42
		KITCHEN SUPPLIES		101 4131-70110-000	SUPPLIES	54.16
		TENNIS ASSOC MEMBERSHIP		101 4141-86110-000	MEMBERSHIPS	35.00
		=== VENDOR TOTALS ===	164.58			
=====						
01-06441		SCOTT WEMYSS (PARTAGS)				

I-200911202080		PAR TAGS FOR NEW MEMBERS	35.65			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		PAR TAGS FOR NEW MEMBERS		101 4124-70100-000	SUPPLIES	13.55
		PAR TAGS FOR NEW MEMBERS		101 4124-70100-000	SUPPLIES	22.10
		=== VENDOR TOTALS ===	35.65			

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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
=====						
01-05110		SRF CONSULTING GROUP INC				

I-6809-6		STREETSCAPE PLANNING	1,134.16			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		STREETSCAPE PLANNING		412 4412-81910-000	CONSULTING-STREETSCAPE	1,134.16
=== VENDOR TOTALS ===			1,134.16			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				

I-200911242090		H2O AND S.S.	182.91			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		H2O		101 4131-85040-000	WATER	72.28
		S.S.		101 4131-85070-000	SEWER	16.00
		H2O		101 4141-85040-000	WATER	62.63
		S.S.		101 4141-85070-000	SEWER	32.00
=== VENDOR TOTALS ===			182.91			
=====						
01-06179		ST PAUL-RAMSEY COUNTY DEPT OF				

I-200911202079		2010 APPLICATION-FOOD LICENSE	62.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		2010 APPLICATION-FOOD LICENSE		101 4116-89010-000	SPECIAL EVENTS	62.00
=== VENDOR TOTALS ===			62.00			
=====						
01-06525		SUBURBAN ACE HARDWARE				

I-200911242089		EQUIPMENT REPAIR & PARTS	54.84			
11/24/2009	APBNK	DUE: 11/24/2009 DISC: 11/24/2009		1099: N		
		EQUIPMENT REPAIR & PARTS		101 4124-70100-000	SUPPLIES	47.67
		SWITCH		101 4124-70100-000	SUPPLIES	7.17
=== VENDOR TOTALS ===			54.84			
=====						
01-06528		SUBURBAN LAWN CENTER				

I-044015505		WIPER BLADE FOR JD MOWER	18.97			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		WIPER BLADE FOR JD MOWER		101 4141-87120-000	FACILITIES & GROUND MAIN	18.97
=== VENDOR TOTALS ===			18.97			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06930		U.S. POSTMASTER				

I-200911202087		STAMPS	980.00			
11/20/2009	APBNK	MANUAL CK# 075605 11/06/2009		1099: N		
		44 CENT STAMPS		101 4112-70500-000	POSTAGE	880.00
		\$1 STAMPS		101 4112-70500-000	POSTAGE	100.00
		=== VENDOR TOTALS ===	980.00			
=====						
01-00878		US BANCORP				

I-200911202086		FOOD, EMAIL AWARD, CERT MAIL	90.49			
11/20/2009	APBNK	MANUAL CK# 075606 11/06/2009		1099: N		
		WORKSHOP FOOD		101 4111-70100-000	SUPPLIES	26.78
		EMAIL LISTSERV AWARD		101 4116-70100-000	SUPPLIES	25.00
		ELECTION REFRESHMENTS		101 4115-70100-000	SUPPLIES	27.23
		DOG HEARING CERTIFIED MAIL		101 4116-70100-000	SUPPLIES	11.48
		=== VENDOR TOTALS ===	90.49			
=====						
01-07207		VEIT & COMPANY INC				

I-090348-1		S.S. LINER PROJECT	13,080.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		S.S. LINER PROJECT		601 4601-87200-000	SEWER LINE REPAIRS	13,080.00
		=== VENDOR TOTALS ===	13,080.00			
=====						
01-07109		W.S. DARLEY & CO.				

I-0000829917		SUPPLIES	1.22			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		SUPPLIES		101 4124-70100-000	SUPPLIES	1.22
		=== VENDOR TOTALS ===	1.22			
=====						
01-07901		WASTE MANAGEMENT- BLAINE				

I-5234218-0500-4		NOV/09 RESIDENTIAL RECYCLING	1,858.45			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		NOV/09 RESIDENTIAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	1,858.45
		=== VENDOR TOTALS ===	1,858.45			

PACKET: 00365 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
=====						
01-07131		WELLS FARGO INSURANCE SERVICES				
I-200911202088		ADMIN & FIN BONDS	700.00			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		ADMINISTRATOR'S BOND		101 4112-88000-000	INSURANCE & BONDS	350.00
		FINANCE DIRECTOR'S BOND		101 4112-88000-000	INSURANCE & BONDS	350.00
		=== VENDOR TOTALS ===	700.00			
=====						

01-05870		XCEL ENERGY				
I-200911202077		ELECTRICITY & GAS	2,415.91			
11/20/2009	APBNK	DUE: 11/20/2009 DISC: 11/20/2009		1099: N		
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	10.07
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	159.65
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	2,139.58
		ELECTRICITY & GAS		101 4141-85020-000	ELECTRIC/GAS	83.14
		ELECTRICITY - GAZEBO		101 4141-85020-000	ELECTRIC/GAS	14.19
		ELECT - SNELLING/HOYT ST SIGN		101 4132-85020-000	STREET LIGHTING	9.28
		=== VENDOR TOTALS ===	2,415.91			
		=== PACKET TOTALS ===	91,077.11			

state withholding	802.52
federal withholding	4,914.72
icma wire transfer	427.00
pera wire transfer	2,343.77
mndc	50.00
Total	100,417.64

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	11/25/2009	277.05	075652
0018	LONG, CHARLES E	R	11/25/2009	277.05	075653
1016	ABERNATHY, LISA A	R	11/25/2009	1,436.71	075654
1136	OLSON, ROLAND O	R	11/25/2009	649.54	075655
1061	GOODSPEED, LINDA C	R	11/25/2009	62.33	075656
0034	KURHAJETZ, CLEMENT	R	11/25/2009	362.46	075657
0086	HINRICHS, RICHARD H	R	11/25/2009	244.73	075658
0095	POESCHL, MICHAEL J	R	11/25/2009	95.58	075659
0097	GAFFNEY, PATRICK	R	11/25/2009	95.58	075660
0105	FEHRENBACH, ANTON M	R	11/25/2009	94.61	075661
0120	HAWTHORNE, ROCHELLE L	R	11/25/2009	29.56	075662
1030	PITTMAN, TIMOTHY J	R	11/25/2009	1,726.17	075663

***** DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING 11/30/2009
DIRECT DEPOSIT EFFECTIVE DATE 11/27/2009

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	2,480.15
01-1136	ROLAND O OLSON	1,200.00
01-1147	CHARLOTTE E JOHNSON	293.21
01-2154	MAUREEN A ANDERSON	55.41
01-1038	DEBORAH K JONES	1,672.03
01-0040	KEVIN ANDERSON	381.60
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,465.21
01-1143	COLIN B CALLAHAN	1,018.56

TOTAL PRINTED: 12 9,750.84

*** REGISTER TOTALS ***

REGULAR CHECKS:	12	5,351.37
DIRECT DEPOSIT REGULAR CHECKS:	12	9,750.84
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	24	15,102.21

*** NO ERRORS FOUND ***

ITEM: City License Renewals

SUBMITTED BY: Lisa Abernathy -Deputy Clerk

The following individuals have applied for a Mechanical Contractors License for 2010. Staff has received the necessary documents for licensure.

- Alliance Mechanical Service
- Pronto Heating & Air Conditioning
- Yale Mechanical
- Genz-Ryan Plumbing & Heating
- Fireside Hearth & Home
- Kath HVAC
- Standard Heating & Air Conditioning
- Corval Constructors, Inc.
- Krinkie Heating & Air Conditioning
- The Snelling Co. Inc.

The following individuals have applied for a Municipal Business License for 2010. Staff has received the necessary documents for licensure.

- SPIRE Federal Credit Union
- Warners's Stellan
- Association of Metropolitan School Districts
- Hamline-Hoyt Services Inc.
- Blomberg Pharmacy
- Har Mar Lock & Service
- Golden Tailor
- National Youth Leadership Council
- Floral Co. Inc. (Hermes Floral)
- Minnesota Association of Secondary School Principals
- Source Comics and Games
- Hair Design Unlimited
- Snap Fitness Falcon Heights
- Cornerstone Construction Management, Inc.
- J's Liquor, Inc.
- Speedway SuperAmerica
- Peterson Dental
- Martinizing Dry Cleaners

The following individuals have applied for a Refuse/Recycler's License for 2010. Staff has received the necessary documents for licensure.

- Gene's Disposal Services, Inc.
- Aspen Waste Systems, Inc.
- Allied Waste Systems
- Red Arrow Waste Disposal Service
- Walters Recycling & Refuse
- Veolia Environmental Services

The following individuals have applied for a Restaurant License for 2010. Staff has received the necessary documents for licensure.

- Chin's Kitchen
- Dino's Gyros
- Pizza Hut- SkyVentures

The following individuals have applied for a Home Occupation License for 2010. Staff has received the necessary documents for licensure.

- Personal Fitness Systems, Inc.
- Minnesota Internet Products

The following individuals have applied for a Massage License for 2010. Staff has received the necessary documents for licensure.

- Hair Design Unlimited
- Personal Fitness Systems, Inc.

The following individuals have applied for a Liquor License for 2010. Staff has received the necessary documents for licensure.

- J's Liquor, Inc.
- Dino's Gyros
- Pizza Hut- SkyVentures

The following individuals have applied for a Cigarette License for 2010. Staff has received the necessary documents for licensure.

- Speedway SuperAmerica
- J's Liquor, Inc.

The following individuals have applied for a Gasoline Station Operation License for 2010. Staff has received the necessary documents for licensure.

- Speedway SuperAmerica

The following individuals have applied for a Retail Grocery License for 2010. Staff has received the necessary documents for licensure.

- Speedway SuperAmerica

ITEM: **Appointment to Board of Water Commissioners**

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

EXPLANATION:

The City of Falcon Heights receives our water from St. Paul Regional Water Services. This organization is governed by a board of commissioners who are appointed by the member cities. According to a 2002 Joint Powers Agreement, the City of Falcon Heights is responsible for appointing a representative for their 2010-11 term.

Currently Will Rossbach, Maplewood councilmember and mayor-elect, serves on the board. His term expires at the end of 2009, and he has indicated interest in continuing on the board. The city council is not limited to appointing somebody from the City of Falcon Heights.

ACTION REQUESTED:

Unless interest is shown otherwise, staff recommends that the Falcon Heights City Council appoint Will Rossbach to serve as Falcon Heights' designated representative to the St. Paul Regional Water Services Board of Commissioners for 2010-2011.

ITEM: **Acceptance of DNR Community Forest Bonding Grant**

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

EXPLANATION:

Earlier this year, the City of Falcon Heights submitted a grant through the Minnesota Department of Natural Resources Community Forest Bonding Grant Program. The purpose of this grant is to assist communities in the removal and replacement of dead or diseased trees. The city submitted a grant request in the amount of \$21,750, and we were originally awarded \$20,750. At the time the awards were about to be finalized, the Emerald Ash Borer began to appear in Minnesota, so the DNR's efforts were temporarily shifted to address the EAB outbreak.

As a result of the EAB findings, the DNR decided to withhold 10% of the grant award to each community to help address the new priorities. Therefore, our new award will be in amount of \$18,675. This money must be used between December 21, 2009 and June 30, 2011. It should be noted that this is a different grant than was recently submitted for the EAB program. These funds will be used for our non-ash tree removals and replantings.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council accept a Community Forest Bonding Grant from the Department of Natural Resources in the amount of \$18,675.

ITEM: 2010 Housing Resource Center Consultant Services Agreement

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Attached to this report is the 2010 consultant services agreement with the Greater Metropolitan Housing Corporation (GMHC) for the Housing Resource Center. The City of Falcon Heights has partnered with GMHC for several years so that they can provide housing resources to our residents, including homebuyer information, energy assistance, home improvement information, as well as gaining access to various loan programs offered through their offices.

The 2010 contract amount is \$2000, which is the same as 2009. Prior to 2009 the contract totaled \$5000.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt the attached consultant services agreement with the Greater Metropolitan Housing Corporation.

CONSULTANT SERVICES AGREEMENT

THIS IS AN AGREEMENT entered into the ____ day of _____, 200__, by and between the City of Falcon Heights, a Minnesota municipal corporation, (“the City”), and **GREATER METROPOLITAN HOUSING CORPORATION**, a Minnesota non-profit corporation (“Consultant”).

RECITALS

A. The Consultant has a division called The Housing Resource Center (“HRC”). GMHC has agreed to provide certain Services through HRC (as defined below) in connection with the City’s housing program.

B. The City desires to hire the Consultant to render this technical, professional, and marketing assistance in connection with housing programs in the City for the term as set forth in this Agreement.

C. Consultant is willing to provide such services on the terms and conditions set forth herein.

In consideration of the foregoing recitals and following terms, conditions and mutual promises contained herein, the parties agree as follows:

1. **Scope of Services.** The Consultant shall provide services as follows (the “Services”):
 - b. Administer the following home improvement programs for residents of the City of Falcon Heights: MHFA Fix Up Fund, Community Fix Up Fund, the MHFA Rental Rehab Program and the MHFA Rehabilitation Loan Program (collectively the “MHFA Programs”):
 1. Providing information to residents and property owners about the programs, upon request;
 2. Assist the City in developing procedures for the programs;
 3. Receipt of applications from residents;
 4. Processing applications;
 5. Closing loans to qualified applicants in accordance with the applicable program;
 6. Overseeing the draw process for the funds, including, as necessary, reviewing draws, reviewing the progress of the work and collecting lien waivers and certificates of occupancy. Consultant may, for this purpose, rely on third-party representations and certifications.
 7. Provide monthly reports about the number of loans closed and the balance in each loan program.

- c. Assist City residents considering rehabilitation, including property visits, meet with homeowners and potential contractors, suggest alternatives for rehabilitation to homeowners, educate homeowners on the construction bid process, assist homeowners to evaluate bids and work completed and construction progress.
- d. Provide HRC housing information to City residents, including information on emergency assistance, housing rehabilitation, first time homebuyers and limited rental information;
- e. Assist the City in developing programs to purchase and rehabilitate homes;
- f. Coordinate these services out of Consultant's NorthMetro office; and
- g. Have Consultant's staff visit residences as determined necessary by Consultant.

2. **Term.** This Agreement shall be in full force and effect from January 1, 2010 and shall continue through December 31, 2010, unless otherwise terminated as set forth below.

3. **Compensation.** For services provided under this Agreement, the City shall pay to the Consultant Two Thousand Dollars (\$2,000.00) within thirty (30) days after execution of this Agreement.

The Consultant shall receive compensation for administering the MHFA Programs directly from the Minnesota Housing Finance Agency and not from the City.

4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- a. The parties, by mutual written agreement, may terminate this Agreement at any time in which case the parties shall agree to the amount of fees payable to Consultant.
- b. The City may terminate this Agreement upon the breach by Consultant of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by Consultant of a written notice from the City, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that Consultant cannot reasonably cure same in the thirty (30) day period, Consultant shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by Consultant of such written notice. In the event of termination by the City hereunder, Consultant shall be entitled to fees due to the date the notice of breach is sent by the City.
- c. If Consultant or City (as applicable) (i) files a voluntary petition in bankruptcy (ii) files a voluntary petition for reorganization under any bankruptcy law, statute or regulation or other similar statute or regulation, (iii) is adjudicated a bankrupt,

(iv) makes an assignment for the benefit of creditors or applies for or consents to the appointment of a receiver or trustee as part of or in conjunction with a “creditor plan” with respect to any substantial part of its assets, or (v) a receiver or trustee is appointed, or an attachment or execution levied with respect to any substantial part of its assets, and said appointment is not vacated, or the attachment or execution not released, within sixty (60) days, then this Agreement shall, effective as of such date, without notice or further action by either party, immediately terminate.

- d. Consultant may terminate this Agreement upon the breach by City of any of its material covenants contained herein, where such breach shall have continued for a period of thirty (30) days following the receipt by City of a written notice from Consultant, specifying the alleged breach; provided, however, if the nature of a non-monetary breach is such that City cannot reasonably cure same in the thirty (30) day period, City shall not be deemed to be in breach if it commences to cure within the thirty (30) day period, and diligently pursues same to completion within ninety (90) days following receipt by City of such written notice. In the event of termination by Consultant hereunder. Consultant shall be entitled to retain the entire fee under this Agreement.

5. **Insurance.**

- a. During the term of this Agreement, the Consultant shall obtain and maintain workers compensation, comprehensive general liability, and automobile liability insurance. Comprehensive general liability insurance shall have an aggregate limit of Two Million Dollars (\$2,000,000.00).
- b. Upon request by the City, the Consultant shall provide a certificate or certificates of insurance relating to the insurance required. Such insurance secured by the Contractor shall be issued by insurance companies licensed in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess.
- c. Such insurance shall be in force on the date of execution of an Agreement and shall remain continuously in force for the duration of the Agreement.

6. **Indemnification.**

- a. Notwithstanding anything to the contrary in this Agreement, the City, its officers, agents, and employees shall not be liable or responsible in any manner to the Consultant, the Consultant’s successors or assigns, the Consultant’s subcontractors, or to any other person or persons for any third party claim, demand, damage, or cause of action of any kind, nature, or character, including intentional acts, arising out of or by reason of the performance of this Agreement by Consultant. The Consultant, and the Consultant’s successors or assigns, agree to protect, defend and save the City, and its officers, agents, and employees, harmless from all third party claims, demands, damages, and causes of action, to the extent caused by the

negligence or wrongful acts of Consultant, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting services, and other technical, administrative or professional assistance.

b. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466, or otherwise.

7. **Assignment.** This Agreement shall not be assigned, sublet, or transferred, in whole or in part without the prior written approval of the City.

8. **Conflict of Interest.** The Independent Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Independent Contractor, with the prior written consent of the City, shall arrange for suitable alternative services.

9. **Compliance with Laws.** The Consultant shall comply with all applicable Federal, State, and local laws, rules, ordinances, and regulations at all times and in the performance of the services pursuant to this Agreement.

10. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Consultant: Greater Metropolitan Housing Corporation
15 South 5th Street, Suite 710
Minneapolis, MN 55402
ATTN: Suzanne Snyder

City: City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

Or such other address as either party may provide to the other by notice given in accordance with this provision.

11. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Consultant, and supersedes any other written or oral agreements between the City and the Consultant. This Agreement can only be modified in writing signed by the City and the Consultant.

12. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

13. **Counterparts.** This Agreement may be signed in one or more counterparts but all of which taken together shall constitute one instrument.

14. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

15. **Agreement Not Exclusive.** The City retains the right to hire other housing program consultants, in the City's sole discretion.

16. **Data Practices Act Compliance.** Data provided to the Consultant or created by the Consultant under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended.

[Signature Page Follows]

ITEM: 2010 Fee Schedule

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Each year the city council reviews and sets fees for various services that the city provides. Staff reviews these fees annually to ensure that the charges billed both meet the expenses associated with the service and that they remain competitive with surrounding cities.

There are relatively few changes to the proposed 2010 fee schedule. The items of note include:

- Adding a \$25 flat fee for driveway permits (currently based on valuation)
- Removing total price (after tax) in the facility rental section to accommodate mid-year changes in sales tax rates
- Clarifying the ability of staff to retain damage deposit in the case of rooms that are not cleaned after use
- Inserting summer hours in allowable key pick-up times
- Adding a \$50 fee for rental unit re-inspections (applies to third and subsequent inspections)
- Updating sanitary sewer fees to reflect rates associated with 2010 budget

If the city council approves the implementation of a streetlight utility in 2010, a revised fee schedule will be submitted for approval.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt the attached resolution 09-18 approving the 2010 City of Falcon Heights fee schedule.

FEE SCHEDULE 2010
December 9, 2009

A. LICENSES

1.	Business Licenses	
	<u>Item</u>	<u>Fee</u>
	Bus Benches (Courtesy)	\$ 25.00 per bench
	Filling Stations	
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	General Business	\$ 50.00
	Pool Halls	\$ 800.00
	Precious Metal Dealer	
	Investigation fee/general	\$1500.00
	Investigation fee/MN only	\$ 500.00
	License fee	\$2000.00
	Restaurants	
	Lunchroom	\$ 50.00
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Therapeutic Massage License	
	Investigation fee	\$ 350.00
	License fee	\$ 100.00
2.	Liquor Licenses	
	<u>Item</u>	<u>Fee</u>
	Bottle Club	\$ 300.00
	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$4000.00
	Liquor, Special Event	\$ 25.00
	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$2000.00
3.	Other Licenses	
	<u>Item</u>	<u>Fee</u>
	Amusement machines (per machine)	\$ 30.00
	Cigarette sales	\$ 250.00
	Contractor licenses	\$ 35.00
	Itinerant salespersons & solicitors (for profit only)	\$ 25.00

Pool tables (per table)	\$ 30.00
Refuse Haulers	\$ 70.00
Rental License	\$ 50.00

B. PERMITS

1. Building permit fees:

Total Valuation	2009 Fee
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour¹ (minimum charge – two hours)
2. Reinspection fees assessed under provisions of Section 305.8 \$47.00 per hour¹
3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

2. Relocation of structure or building: \$150.00
3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00

4. Mechanical permit fees

a. Residential Work

Base Fee \$30.00

Gas Piping

\$10.00 \$500 valuation or less (repair or installation)

\$ 6.00 Each additional \$500 cost of repair or installation

Gas or oil fired furnaces or boilers

\$25.00 First 100,00 BTU input or less.

\$ 5.00 Each additional 100,00 input or fraction thereof.

Warm air or hot water heating system

\$30.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.

\$ 6.00 Each additional 100,000 BTU input or fraction thereof.

\$20.00 First 100,000 BTU input per unit on unit heaters

\$ 5.00 Each additional 100,000 BTU input or fraction thereof.

Air conditioning

\$30.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.

\$ 6.00 Each ton (12,000 BTU) or fraction thereof over first 5 tons for duct work or air conditioning.

Other Items

\$35.00 Wood burning furnace per unit

\$35.00 Swimming pool heater per unit

\$25.00 Air exchanger with duct work per unit

\$25.00 Gas or oil space heater per unit

\$25.00 Gas direct vent heater per unit

\$25.00 Gas fireplace log or heater per unit

\$25.00 Gas hot water heater for domestic hot water

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

5. Plumbing Permit Fees.
\$30.00 base fee plus \$7.00 per fixture installed
6. Sewer Connection or Repair \$25.00
7. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$1,080.00
8. Street Opening Fee \$25.00 (plus cost of permit)
9. Fence Permit Fee \$25.00
10. Driveway Permit Fee \$25.00

C. PLANNING FEES

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 165.00
Design Review (when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 250.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 300.00 + \$ 100.00/lot created
Variance	\$ 150.00

D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations are required and security deposits may be required for private use of the following community facilities:

Park Building Rental Fees

Venue	Amenities	Rates (6 hours)	Additional Hours (per hour)
Community Park Building 2050 Roselawn Ave (corner of Roselawn and Cleveland)	Enclosed building Kitchen facilities Bathrooms Playground Tennis Courts Tables and Chairs 2 BBQ grills 9 outdoor picnic tables Baseball field Basketball courts Soccer field (seasonal) Ice rink (seasonal)	\$100.00 + Tax	\$35.00 + Tax
Upper Picnic Area (connected to park building)	9 picnic tables 2 BBQ grills Trash receptacles	\$20.00 + Tax	\$5.00 + Tax
Lower Picnic Area (Southwest corner of park)	2 Picnic tables 1 BBQ grill Trash receptacles	\$15.00 + Tax	\$5.00 + Tax
Curtiss Field 1551 W. Iowa Ave.	Enclosed building Bathrooms Playground Basketball court 3 Outdoor picnic tables Field space Baseball field Ice rink (seasonal) Water fountain	\$40.00 + Tax	\$5.00 + Tax
Rentals	Play Kit: Variety of balls, frisbee and other play equipment	\$25.00 Deposit. \$10.00 is refunded at the time of return.	NA
Set up/Tear down		\$25.00	NA

Field Fees

(Fees apply only for Games and Practices. Tournaments or special events/services are subject to additional fees).

Groups	Fee (3 hour block time) One time rental	Fee - Seasonal (3 hr. block time) (April-August) 1 day a week for a period of 4 weeks	Additional Hours (per hour)
Resident	\$30.00 + Tax	\$100.00 + Tax	\$10.00 + Tax
Non Resident	\$45.00 + Tax	\$160.00 + Tax	\$15.00 + Tax
Youth Organizations	\$30.00 + Tax	\$100.00 + Tax	NA

City Hall Rental Fees

City Hall	Capacity	Rates (3 hours)	Additional Hours (per hour)
Council Chambers Full Room	150 75 seated	\$110.00	\$40.00
Council Chambers Front Half	75 30 seated	\$45.00	\$15.00
Council Chambers Back Half + Kitchen Facility	75 30 seated	\$70.00	\$15.00
Conference Room	10 Maximum	\$30.00	\$5.00
Set Up Fee		\$25.00	NA

* For building rentals there is a \$200 damage/cleanup deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday -Friday 8:00am-4:30pm (7:30 am - 5:00 pm Memorial Day-Labor Day)

* Park building/field rental permits will be issued when payment is received.

* If you plan to bring any equipment into the park you must fill out a Hold Harmless Agreement prior to rental.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/ Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northwest Youth and Family Service
 - Ramsey County Anti-Violence Initiative
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - Any organization denied free use under this policy may appeal to the city council.
 - b. The organization or group cannot be a private, business, political, religious organization.

- c. Any organization denied free use under this policy as defined in this section may appeal to the city council.
- 3. The Roseville Area Schools will be charged their own prevailing rates for use of city facilities.

F. MISCELLANEOUS FEES.

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) ¹	\$15.00/year
City Council Minutes ¹	\$35.00/year
Planning Commission Minutes ¹	\$20.00/year
Single copies	\$.25/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit	\$25.00
(no charge for recreational fires)	

¹ The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES

- 1. Fire False Alarms
 - \$175.00 for second false alarm and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.
- 2. Security False Alarms
 - \$60.00 for second call and \$75.00 for the third and each subsequent false alarm at an address within one calendar year.
- 3. Penalties and Assessment
 - Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee for residential area permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 7.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure	\$ 10.00

J. RENTAL HOUSING RE-INSPECTIONS

\$50.00 for third and subsequent inspections

K. SANITARY SEWER

The sanitary sewer fee is \$55.00 per quarter for residential units and \$.0163735 per cubic foot for commercial units.

L. STORM DRAINAGE

The fee for storm drainage is \$16.75 per quarter for residential units and \$156.33 per acre for commercial and apartment units.

M. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

N. RECYCLING

The recycling charge is \$4.38 per quarter for residential units.

O. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

Resolution No. 09-18

A RESOLUTION ADOPTING
A FEE SCHEDULE

THE CITY COUNCIL OF FALCON HEIGHTS RESOLVES:

The City of Falcon Heights Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

This schedule shall be effective upon passage.

ADOPTED this 9th day of December 2009, by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Peter Lindstrom, Mayor
December 9, 2009

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

Attested by: _____
Justin Miller
City Administrator
December 9, 2009

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

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

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

EXPLANATION/DESCRIPTION:

Effective January 1, 2010, the statutory tort limits for the City of Falcon Heights under our insurance policy with the League of Minnesota Cities Insurance Trust will be \$1,500,000. A single claim maximum will be \$500,000 and a single claim maximum for all parties will be \$1,500,000.

The League of Minnesota Cities Insurance Trust (LMCIT) is requesting that cities determine if they wish to waive the statutory tort limits for 2010. Under certain circumstances the LMCIT, which represents the city in these claims, may negotiate above the legal liability limit if necessary because some claims like employment are exempt from the cap. The general counsel from the LMCIT states that cities make different choices depending upon their circumstances. However, they perceived that maintaining the limit was prudent in many cases. The City has had no claims with settlements for several years. Since 2000, the city council has voted not to waive the statutory tort limits.

ACTION REQUESTED:

Staff recommends that the city council approve a motion not to waive the city's statutory tort limits for 2010.

ITEM: Designated Signors for Orders Drawn on City Funds.

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator.

EXPLANATION/DESCRIPTION:

Summary and action requested. In accordance with Minnesota Statute 412.271 the Mayor and City Clerk are required to be the designated signors for any orders drawn on the city's funds. Each order drawn on City funds requires two signatures. Currently, Mayor Peter Lindstrom and the City Administrator Justin Miller serving as City Clerk are designated signors and fulfill this statutory requirement. The other council members are also designated signors but would only use this authority in emergency situations. The results of the November 3rd election will require some changes to the City's designated signors. Laura Kuettel will need to be removed as a designated signor on City funds when her term expires.

The newly elected council member, Keith Gosline, needs to be added as a designated signor for orders drawn on City funds when his term commences.

The City uses facsimile signatures for the designated signors.

ACTION REQUESTED:

Remove Laura Kuettel as a designated signor on City funds when her term expires. Add the newly elected council member Keith Gosline as a designated signor when his term commences and continue using facsimile signatures for all designated signors.

ITEM: Budget Changes for 2009

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. At the end of each year a comparison of actual expenses is made to the budgeted expenses for each fund. During 2009, a couple of additional expenses occurred which resulted in the need to update some specific budget line items.

Fund 101 General Fund: There was originally a \$21,732 budgeted transfer from sanitary sewer fund 601 to the general fund 101 to help fund operational expenses. Like other years, staff recommends that only the portion be transferred to maintain the general fund balance to be approximate value of the fund balance ending the previous year December 31, 2008.

Fund 317 NE Quadrant Improvement 1999 Bond Fund: This bond fund requires a five year arbitrage calculation which was not included within the original budget. This additional cost will total \$2,750. Staff recommends increasing the "bond fees" line item by an additional \$2,750.

Fund 412 TIF District # 1-2: The original budget line item for "consulting-streetscape" was accidentally left off the budget when it was prepared in 2008. These expenses have been authorized and approved by the council for 2009. Staff recommends establishing the budget line item at a value of \$18,000.

Fund 414 TIF District # 1-3: The city has received the second half tax payments. The tax increment revenue received for this district for 2009 is estimated to be \$12,000 more than what was originally estimated and will result in an increase in the pay as you go payment to the developer. Staff recommends increasing the tax increment revenue line item by \$12,000 and increasing the pay as you go payment expense line item by \$12,000. Also, additional expense is estimated for our financial advisors for estimating the revenues, expenses, and calculating the city portion of the tax increment allowed by contract. Staff recommends increasing the other professional service expense line item by \$5,000.

Fund 419 Infrastructure: The mill and overlay project was added after the 2009 budget had been completed. In addition, St Paul Water Utility determined that the water main needed to be reconstructed during the completion of the street project. The water main project expense was added to the city contract with St Paul Water Utility reimbursing

the city for the water main reconstruction expenses. These projects have been approved by the council and for bookkeeping purposes budget line items need to be established. Staff recommends adding to the expense line items the following:

Mill and Overlay:	\$135,000
Water main Reconstruction:	\$94,000
Engineering	\$30,000

ACTION REQUESTED:

Staff recommends approval of the budget line item increases as discussed above.