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

AGENDA

January 13, 2010

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM ____ HARRIS ___ GOSLINE ____ LONG ___ MERCER-TAYLOR ____ MILLER ____
- C. PRESENTATIONS: Swearing in of Council Members Keith Gosline and Pam Harris
- D. APPROVAL OF MINUTES: December 9, 2009
- E. PUBLIC HEARINGS:

F. CONSENT AGENDA:

- 1. General Disbursements through 1/07/10: \$224,958.49 Payroll through 12/29/09: \$30,503.66
- 2. City License Renewal
- 3. New Mileage Reimbursement Rate
- 4. Appointment of Michelle Tesser as Deputy City Clerk
- 5. Review of Elected Officials Out-Of-State Travel Policy
- 6. Resolution designating official depositories
- 7. 2010 Fee Schedule, Correction of Residential Sanitary Sewer Rate
- 8. Designation of Official Newspaper
- 9. Review and Adopt Council Standing Rules
- 10. Appointment of City Engineer
- 11. Appointment of City Attorneys
- 12. Appointment of City Auditor
- 13. Commission Appointments
- 14. Designation of 2010 Acting Mayor
- 15. Council Liaison Assignments
- G: POLICY ITEMS
 - 1. Purchase of Utility Vehicle from Little Canada
 - 2. 2010 Tree Trimmer Contract
- 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 December 9, 2009

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM _X __ HARRIS __AB __ KUETTEL _X __ LONG __X __ MERCER-TAYLOR _X __ MILLER _X __
- C. PRESENTATIONS:
 - 1. Resolution Declaring December 9, 2009 as Laura Kuettel Day MERCER-TAYLOR MOVED APPROVAL 3-0
- D. APPROVAL OF MINUTES: November 18, 2009
- E. PUBLIC HEARINGS:
 1. 2010 Budget Hearing and Adoption KUETTEL MOVED APPROVAL 4-0 Public comments received: BRYAN OLSON 1592 ROSELAWN

F. CONSENT AGENDA: KUETTEL MOVED APPROVAL 4-0

- 1. General Disbursements through 12/02/09: \$160,968.79 Payroll through 11/25/09: \$15,102.21
- 2. City License Renewal
- 3. Appointment of St. Paul Regional Water Services Board TABLED

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- Acceptance of DNR Community Forest Bonding Grant
 2010 Housing Resource Center Agreement
- 6. 2010 Fee Schedule
- 7. Election to Not Waive 2010 Tort Liability Limits
- 8. Designated Signors for Orders Drawn on City Funds
- 9. Budget Changes for 2009
- G: POLICY ITEMS
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM: BRYAN OLSON 1592 ROSELAWN
- J. ADJOURNMENT: 8:04 pm

CONSENT F1 1/13/10

ITEM: General Disbursements and Payroll

SUBMITTED BY: Roland Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

EXPLANATION:

General Disbursements through 1/07/10: \$224,958.49 Payroll through 12/29/09: \$30,503.66

ATTACHMENTS: General disbursements and payroll

ACTION REQUESTED: Approval

ACKET: 00370 Regular		Open Item R	egister		PAGE :
ENDOR SET: 01 City of	Falcon Heights				
EQUENCE : ALPHABETIC					
UE TO/FROM ACCOUNTS SU	PPRESSED				
ID		GROSS	P.O. #		
POST DATE BANK COD	EDESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTIO

1-00800 ALLIED WASTE	SERVICES				
I-0923-001365190	DEC/09 WASTE REMOVAL	252.73			
12/09/2009 APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
	DEC/09 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	252.7
	=== VENDOR TOTALS ===	252.73			
1-00250 AMERIPRIDE L	INEN&APPAREL				
1				and the set of the set	
I-1000349933	LINEN CLEANING	35.48			
12/09/2009 APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
	LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.4
I-1000375270	LINEN CLEANING	35.48			
12/16/2009 APBNK	DUE: 12/16/2009 DISC: 12/16/2009		1099: N		
	LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.4
		70.04			
	=== VENDOR TOTALS ===	70.96			
	SEE VENDOR TOTALS ESS				
1-00295 AVR, INC			1099: N		
1-00295 AVR, INC	CONCRETE FOR SIDEWALK PROJECT			(2100.0.7)	60.0
1-00295 AVR, INC	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009		1099: N	(2100.0.7)	
1-00295 AVR, INC	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009 CONCRETE FOR SIDEWALK PROJECT === VENDOR TOTALS ===	60.00	1099: N	SIDEWALK PANELS	
1-00295 AVR, INC I-200912092124 12/09/2009 APBNK	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009 CONCRETE FOR SIDEWALK PROJECT === VENDOR TOTALS ===	60.00	1099: N 412 4412-92022-000	SIDEWALK PANELS	
1-00295 AVR, INC I-200912092124 12/09/2009 APBNK	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009 CONCRETE FOR SIDEWALK PROJECT === VENDOR TOTALS ===	60.00	1099: N 412 4412-92022-000	SIDEWALK PANELS	
1-00295 AVR, INC I-200912092124 12/09/2009 APBNK 1-03001 CAMPBELL KNU I-200912092115	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009 CONCRETE FOR SIDEWALK PROJECT === VENDOR TOTALS ===	60.00	1099: N 412 4412-92022-000	SIDEWALK PANELS	
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1-00295 AVR, INC I-200912092124 12/09/2009 APBNK 1-03001 CAMPBELL KNU I-200912092115 12/09/2009 APBNK 1-05454 CARTRIDGE CA I-200912092122	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009 CONCRETE FOR SIDEWALK PROJECT === VENDOR TOTALS === TSON NOV/09 LEGALS DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LEGALS === VENDOR TOTALS ===	60.00 60.00 697.00	1099: N 412 4412-92022-000 1099: N 101 4114-80200-000	SIDEWALK PANELS	60.0
L-00295 AVR, INC I-200912092124 12/09/2009 APBNK I-03001 CAMPBELL KNU I-200912092115 12/09/2009 APBNK I-05454 CARTRIDGE CA I-200912092122	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009 CONCRETE FOR SIDEWALK PROJECT === VENDOR TOTALS === TSON NOV/09 LEGALS DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LEGALS === VENDOR TOTALS === RE RE	60.00 60.00 697.00	1099: N 412 4412-92022-000 1099: N 101 4114-80200-000	SIDEWALK PANELS	60.0
-00295 AVR, INC I-200912092124 12/09/2009 APBNK -03001 CAMPBELL KNU I-200912092115 12/09/2009 APBNK -05454 CARTRIDGE CA I-200912092122	CONCRETE FOR SIDEWALK PROJECT DUE: 12/09/2009 DISC: 12/09/2009 CONCRETE FOR SIDEWALK PROJECT === VENDOR TOTALS === TSON NOV/09 LEGALS DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LEGALS === VENDOR TOTALS === RE RE REPAIR PRINTER 2420DN DUE: 12/09/2009 DISC: 12/09/2009	60.00 60.00 697.00	1099: N 412 4412-92022-000 1099: N 101 4114-80200-000	SIDEWALK PANELS	60.0

12/16/2009 9:46 AM

A/P Regular Open Item Register

PACKET: 00370 Regular Payables VENDOR SET: 01 City of Falcon Heights SEQUENCE : ALPHABETIC

FOST DATE	BANK COD	DECOLOR	GROSS	P.O. #		
		2DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	
1-03089 CASH						
I-2009120921						
12/09/2009	APBNK	FASTENERS & POSTAGE	7.65	1000 M		
12/05/2005	AFDINK	DUE: 12/09/2009 DISC: 12/09/2009 FASTENERS		1099: N	CUDDI TRA	
		POSTAGE		101 4131-70110-000 101 4115-70500-000		1.40
		ISING		101 4115-70500-000	POSTAGE	6.17
		=== VENDOR TOTALS ===	7.65			
01-03198 CELL						
1-2009120921	21	FIXED ASSET SOFTWARE UPGRADE	150.00		en e	
12/09/2009	APBNK	MANUAL CK# 075725 12/08/2009		1099: N		
		FIXED ASSET SOFTWARE UPGRADE		101 4113-80600-000	SOFTWARE MAINTENANCE	150.00
		=== VENDOR TOTALS ===	150.00			
01-03123 CINT2		ATION #470				===============
I-470383737		RUG & TOWEL SERVICE	31.56			
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009	51.50	1099: N		
		RUG & TOWEL SERVICE			CITY HALL MAINTENANCE	31.56
I-470390750		RUG AND TOWEL SVC	31.56			
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		RUG AND TOWEL SVC			CITY HALL MAINTENANCE	31.56
		=== VENDOR TOTALS ===	63.12			
1-06290 CITY		======================================				
			354.09	a construction of the second		1
I-0010368		DEC/09 PHONE SERVICES	334.09			
I-0010368 12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009	334.05	1099: N		
	APBNK		334.09	1099: N 101 4116-85010-000	TELEPHONE	354.09
	APBNK	DUE: 12/09/2009 DISC: 12/09/2009	1,189.42		TELEPHONE	354.09
12/09/2009		DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES			TELEPHONE	354.09
12/09/2009 I-0010389		DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DEC/09 IT SERVICES		101 4116-85010-000	5.	
12/09/2009 I-0010389		DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DEC/09 IT SERVICES DUE: 12/09/2009 DISC: 12/09/2009		101 4116-85010-000 1099: N	5.	354.09 1,189.42
12/09/2009 I-0010389 12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DEC/09 IT SERVICES DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 IT SERVICES === VENDOR TOTALS ===	1,189.42	101 4116-85010-000 1099: N 101 4116-85070-000	TECHNICAL SUPPORT	1,189.42
12/09/2009 I-0010389 12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DEC/09 IT SERVICES DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 IT SERVICES === VENDOR TOTALS ===	1,189.42	101 4116-85010-000 1099: N 101 4116-85070-000	TECHNICAL SUPPORT	1,189.42
12/09/2009 I-0010389 12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DEC/09 IT SERVICES DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 IT SERVICES === VENDOR TOTALS ===	1,189.42	101 4116-85010-000 1099: N 101 4116-85070-000	TECHNICAL SUPPORT	1,189.42
12/09/2009 I-0010389 12/09/2009	APBNK DUNT STEEL	DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DEC/09 IT SERVICES DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 IT SERVICES === VENDOR TOTALS ===	1,189.42 1,543.51	101 4116-85010-000 1099: N 101 4116-85070-000	TECHNICAL SUPPORT	1,189.42
12/09/2009 I-00103B9 12/09/2009 12/09/2009 I-003300 DISCO	APBNK DUNT STEEI .6 APBNK	DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DEC/09 IT SERVICES DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 IT SERVICES === VENDOR TOTALS ===	1,189.42 1,543.51	101 4116-85010-000 1099: N 101 4116-85070-000	TECHNICAL SUPPORT	1,189.42
12/09/2009 I-0010389 12/09/2009 12/09/2009 I-00300 DISCO I-20091209211	APBNK DUNT STEEI .6 APBNK	DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 PHONE SERVICES DUE: 12/09/2009 DISC: 12/09/2009 DEC/09 IT SERVICES === VENDOR TOTALS === 	1,189.42 1,543.51	101 4116-85010-000 1099: N 101 4116-85070-000	TECHNICAL SUPPORT	1,189.42

12/16/2009 9:46 AM

VENDOR SET: 01 City of Falcon Heights

PACKET: 00370 Regular Payables

SEQUENCE : ALPHABETIC

ID		GROSS	P.O. #		
	DEDESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	
1-04027 EMERGENCY A	PPARATUS MAINT				
I-46004	752 HORN REPAIR	258.18			
12/09/2009 APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
	752 HORN REPAIR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	258.18
I-46005	757 REPAIR EQUIPMENT	1,531.57			
12/09/2009 APBNK	DUE: 12/09/2009 DISC: 12/09/2009	1,551.57	1099; N		
	757 REPAIR EQUIPMENT			REPAIR OTHER EQUIPMENT	
			101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,531.57
	=== VENDOR TOTALS ===	1,789.75			
	ECHNOLOGY, INC			***************************************	
I-2010-FalconHeights	ICON SOFTWARE SUPPORT	750.00	Contraction of the second		
	DUE: 12/09/2009 DISC: 12/09/2009	1000 T-400 T-600	1099: N		
	ICON SOFTWARE SUPPORT		419 15500-000	PREPAID	750.00
					/50.00
	=== VENDOR TOTALS ===	750.00			
1-05115 GOPHER STATE					
1-05115 GOPHER STATE I-9110495	NOV/09 LOCATES	44.95		6. 110	
I-9110495		44.95	1099: N	90- 41 l .	
I-9110495	NOV/09 LOCATES	44.95		ONE CALL CONCEPTS-LOCATE	44.95
I-9110495 12/09/2009 APBNK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS ===	44.95	601 4601-88030-000		44.95
I-9110495 12/09/2009 APBNK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS ===	44.95	601 4601-88030-000		
I-9110495 12/09/2009 APBNK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS ===	44.95	601 4601-88030-000		
I-9110495 12/09/2009 APBNK 1-05166 GRAINGER, W.	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC.	44.95	601 4601-88030-000		
I-9110495 12/09/2009 APENK L-05166 GRAINGER, W. I-9130522700	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES	44.95	601 4601-88030-000		
I-9110495 12/09/2009 APENK 1-05166 GRAINGER, W. I-9130522700	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009	44.95	601 4601-88030-000		
I-9110495 12/09/2009 APBNK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APBNK I-9130693911	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS	44.95 79.06 77.43	601 4601-88030-000		
I-9110495 12/09/2009 APBNK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APBNK I-9130693911	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS DUE: 12/09/2009 DISC: 12/09/2009	44.95 79.06 77.43	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N	SUPPLIES	79.06
I-9110495 12/09/2009 APBNK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APBNK I-9130693911	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS	44.95 79.06 77.43	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N		
I-9110495 12/09/2009 APBNK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APBNK I-9130893911 12/09/2009 APBNK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS DUE: 12/09/2009 DISC: 12/09/2009 WOMEN'S BATHROOM PARTS === VENDOR TOTALS ===	44.95 79.06 77.43 156.49	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N 101 4131-87010-000	SUPPLIES CITY HALL MAINTENANCE	79.06
I-9110495 12/09/2009 APBNK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APBNK I-9130893911 12/09/2009 APBNK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS DUE: 12/09/2009 DISC: 12/09/2009 WOMEN'S BATHROOM PARTS === VENDOR TOTALS ===	44.95 79.06 77.43 156.49	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N 101 4131-87010-000	SUPPLIES CITY HALL MAINTENANCE	79.06
I-9110495 12/09/2009 APBNK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APBNK I-9130693911 12/09/2009 APBNK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS DUE: 12/09/2009 DISC: 12/09/2009 WOMEN'S BATHROOM PARTS === VENDOR TOTALS ===	44.95 79.06 77.43 156.49	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N 101 4131-87010-000	SUPPLIES CITY HALL MAINTENANCE	79.06
I-9110495 12/09/2009 APENK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APENK I-9130693911 12/09/2009 APENK	NGV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS DUE: 12/09/2009 DISC: 12/09/2009 WOMEN'S BATHROOM PARTS === VENDOR TOTALS === NNESOTA HUMAN RIGH 2010 MEMBERSHIP DUES	44.95 79.06 77.43 156.49 55.00	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N 101 4131-87010-000	SUPPLIES CITY HALL MAINTENANCE	79.06
I-9110495 12/09/2009 APENK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APENK I-9130893911 12/09/2009 APENK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS DUE: 12/09/2009 DISC: 12/09/2009 WOMEN'S BATHROOM PARTS === VENDOR TOTALS === NESOTA HUMAN RIGH	44.95 79.06 77.43 156.49 55.00	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N 101 4131-87010-000	SUPPLIES CITY HALL MAINTENANCE	79.06
I-9110495 12/09/2009 APENK 1-05166 GRAINGER, W. I-9130522700 12/09/2009 APENK I-9130893911 12/09/2009 APENK	NOV/09 LOCATES DUE: 12/09/2009 DISC: 12/09/2009 NOV/09 LOCATES === VENDOR TOTALS === W., INC. REPAIR SUPPLIES DUE: 12/09/2009 DISC: 12/09/2009 REPAIR SUPPLIES WOMEN'S BATHROOM PARTS DUE: 12/09/2009 DISC: 12/09/2009 WOMEN'S BATHROOM PARTS === VENDOR TOTALS === NNESOTA HUMAN RIGH 2010 MEMBERSHIP DUES DUE: 12/09/2009 DISC: 12/09/2009	44.95 79.06 77.43 156.49 55.00	601 4601-88030-000 1099: N 101 4131-70110-000 1099: N 101 4131-87010-000	SUPPLIES CITY HALL MAINTENANCE	79.06

PAGE : PACKET: 00370 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 01-05450 LEAGUE MN CITIES INS TRST I-200912092113 2010 WORKMAN'S COMP INS 17,821.00 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N 2010 WORKMAN'S COMP INS 101 15500-000 PREPAID EXPENDITURES 15,821.00 2010 WORKMAN'S COMP INS PREPAID EXPENSE 601 15500-000 1,000.00 2010 WORKMAN'S COMP INS 602 15500-000 PREPAID EXPENSES 1,000.00 === VENDOR TOTALS === 17,821.00 -----01-07272 LILLIE SUBURBAN NEWSPAPER I-200912092117 NOTICE STREETLIGHT & TAX LEVY 15.75 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N NOTICE STREETLIGHT 101 4111-70410-000 LEGAL NOTICES 8.75 NOTICE 2010 TAX LEVY 101 4111-70410-000 LEGAL NOTICES 7.00 === VENDOR TOTALS === 15.75 01-05198 MACQUEEN EQUIPMENT INC I-2100425 2 STREET SWEEPER BROOMS 316.31 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N 2 STREET SWEEPER BROOMS 602 4602-83025-000 SWEEPER PARTS/SUPPLIES 316.31 === VENDOR TOTALS === 316.31 01-05555 MEDICS TRAINING I-8701 3 HR EMERGENCY MED TRAINING 525.00 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N 3 HR EMERGENCY MED TRAINING 101 4124-86020-000 TRAINING 525.00 === VENDOR TOTALS === 525.00 01-05585 METROPOLITAN AREA MANAGEMENT A I-200912092119 MAMA MEETING EXP 25.00 12/09/2009 APBNK MANUAL CK# 075726 12/09/2009 1099: N MAMA MEETING EXP 101 4112-86100-000 CONFERENCES/EDUCATION/AS 25.00

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=== VENDOR TOTALS ===

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25.00

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POST DATE	BANK COD	EDESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOLLYR MANT	
				2010 C. 115 P. 1013 COMPT MORPHONE STATUS	ACCOUNT NAME	
	FIN MILLE					
I-200912152:	126	4TH QTR MILEAGE/PARKING REIMB	81.95			
12/15/2009	APBNK	DUE: 12/15/2009 DISC: 12/15/2009		1099: N		
		4TH QTR MILEAGE/PARKING REIMB		101 4112-86010-000	MILEAGE & PARKING	81.9
		=== VENDOR TOTALS ===	81.95			
	CORPORAT	 Ion				
I-66120		CONCRETE SAW BLADES	234.15	Marga and a constant		
12/16/2009	APBNK	DUE: 12/16/2009 DISC: 12/16/2009		1099: N		
		CONCRETE SAW BLADES		101 4132-70120-000	SUPPLIES	234.15
I-66161		DRAWER COMPARTMENTS/BOLTS/PIN	182.46			11 42 101 1 1
12/16/2009	APBNK	DUE: 12/16/2009 DISC: 12/16/2009		1099: N		
		DRAWER COMPARTMENTS/BOLTS/PINS		101 4132-70120-000	SUPPLIES	182.46
I-66162		BOLTS/COTTER PINS	22.23	1999 (1994) - 1999 (1997) - 19		
12/16/2009	APBNK	DUE: 12/16/2009 DISC: 12/16/2009		1099: N		
		BOLTS/COTTER PINS		101 4132-70120-000	SUPPLIES	22.23
I-66163		BOLTS	21.19	- 10. 42		
12/16/2009	APBNK	DUE: 12/16/2009 DISC: 12/16/2009		1099: N		
		BOLTS		101 4132-70120-000	SUPPLIES	21.19
I-66164		BOLTS	38.11			
12/16/2009	APBNK	DUE: 12/16/2009 DISC: 12/16/2009		1099: N		
		BOLTS		101 4132-70120-000	SUPPLIES	38.11
I-66165		Bolts	20.35			All the maximum and the
12/16/2009	APBNK	DUE: 12/16/2009 DISC: 12/16/2009		1099: N		
		BOLTS		101 4132-70120-000	SUPPLIES	20.35
		=== VENDOR TOTALS ===	518.49			
		ICATIONS, INC				
I-172868921-0	057	CELL PHONES	106.19			*
	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
12/09/2009						
12/09/2009		CELL PHONES		101 4124-85015-000	CELL PHONE	106.19

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PACKET: 00370 Regular Payables VENDOR SET: 01 City of Falcon Heights SEQUENCE : ALPHABETIC

		DEDESCRIPTION	GROSS DISCOUNT		ACCOUNT NAME	DISTRIBUTION
01-06945 QWE						
I-200912092:	114	LANDLINE TELEPHONE	166.46	- 1944		
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		OCT/09 LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	54.05
		NOV/09 LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	54.05
		LANDLINE TELEPHONE		601 4601-85011-000	TELEPHONE - LANDLINE	58.36
		=== VENDOR TOTALS ===	166.46			
		Y - 911 DISPATCH				
I-EMCOM-654		NOV/09 911 DISPATCH	958.67	to the second		
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		NOV/09 911 DISPATCH			EMERGENCY DISPATCH SVCS-	958.67
		=== VENDOR TOTALS ===	958.67			
1-06301 SAMS		SCOVER CARD				
I-2009121521		MULTI CITY OSHA TNG CLASS EXP	25.05			
12/15/2009	APBNK	MANUAL CK# 075745 12/15/2009		1099: N		
		MULTI CITY OSHA TNG CLASS EXP		101 4131-56100-000	CONFERENCES/EDUCATION/AS	25.05
		=== VENDOR TOTALS ===	25.05			
	OFFICE CI	JEANERS				
I-20091130		NOV/09 OFFICE CLEANING	422.06			
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		NOV/09 OFFICE CLEANING		101 4131-87010-000	CITY HALL MAINTENANCE	422.06
		=== VENDOR TOTALS ===	422.06			
		=== VENDOR TOTALS === =================================				
-06548 TOLL	- GAS &	WELDING SUPPLY		1099: N		
-06548 TOLL I-288513	- GAS &	WELDING SUPPLY ACETYLENE & COMPRESSED OXYGEN			þ.	76.58
-06548 TOLL I-288513	- GAS &	WELDING SUPPLY ACETYLENE & COMPRESSED OXYGEN DUE: 12/09/2009 DISC: 12/09/2009		1099: N	þ.	
-06548 TOLL I-288513 12/09/2009	- GAS &	WELDING SUPPLY ACETYLENE & COMPRESSED OXYGEN DUE: 12/09/2009 DISC: 12/09/2009 ACETYLENE & COMPRESSED OXYGEN	76.58	1099: N	þ.	
-06548 TOLL I-288513 12/09/2009 I-288514	- GAS &	WELDING SUPPLY ACETYLENE & COMPRESSED OXYGEN DUE: 12/09/2009 DISC: 12/09/2009 ACETYLENE & COMPRESSED OXYGEN CUTTING TIP SIZE 0	76.58	1099: N 101 4131-70110-000	SUPPLIES	

A/P Regular Open Item Register PAGE : PACKET: 00370 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 01-00878 US BANCORP I-200912092118 FOOD AND SUPPLIES 276.78 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N STAPLES 101 4115-70100-000 SUPPLIES 10.70 ELECTION JUDGE FOOD 101 4115-70100-000 SUPPLIES 218.57 WORKSHOP FOOD 101 4111-70100-000 SUPPLIES 11.78 POTENTIAL REDEVELOPMENT LUNCH 101 4112-86100-000 CONFERENCES/EDUCATION/AS 35.73 === VENDOR TOTALS === 276.78 01-07901 WASTE MANAGEMENT- BLAINE I-5263144-0500-6 DEC/09 RESIDENTIAL RECYCLING 1,848.45 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099 · N DEC/09 RESIDENTIAL RECYCLING 206 4206-82030-000 RECYCLING CONTRACTS 1,848.45 === VENDOR TOTALS === 1,848.45 01-05870 XCEL ENERGY I-219540912 ELECTRICITY 9.28 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N ELECTRICITY 101 4132-85020-000 STREET LIGHTING 9.28 I-219551628 ELECTRICITY 29.11 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N ELECTRICITY 601 4601-85020-000 ELECTRIC 29.11 I-219566588 ELECTRICITY 9.28 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N ELECTRICITY 101 4132-85020-000 STREET LIGHTING 9.28 I-219567666 ELECTRICITY 39.45 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099 · N ELECTRICITY 101 4132-85020-000 STREET LIGHTING 39.45 I-219569251 ELECTRICITY 42.16 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N ELECTRICITY 101 4132-85020-000 STREET LIGHTING 42.16 I-219571805 ELECTRICITY 26.52 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N ELECTRICITY 101 4141-85020-000 ELECTRIC/GAS 26.52 I-219573376 ELECTRICITY 836.70 12/09/2009 APBNK DUE: 12/09/2009 DISC: 12/09/2009 1099: N ELECTRICITY

101 4131-85020-000 ELECTRIC

836.70

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VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

10			GROSS	P.O. #		
POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTIO
-05870 XCE	L ENERGY	(** CONTINUED **)			
I-219584172		ELECTRICITY	600.76			
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECTRICITY		101 4141-85020-000	ELECTRIC/GAS	600.7
I-219692147		ELECTRICITY	44.61			
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	44.0
I-219881250		ELECTRICITY & GAS	97.41			
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECTRICITY & GAS		101 4141-85020-000	ELECTRIC/GAS	97.4
I-219898821	5.5.5	ELECTRICITY	2,171.85	ed and the fragment of		1100 0
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	2,171.8
1-219905442	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	ELECTRICITY	10.70		a a generation destruction of the destruction of	
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	10.
I-220047203		ELECTRICITY	177.20	A THE DOMESSION		241
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECTRICITY		101 4132-85020-000	STREET LIGHTING	177.:
1-302230586	1 - 11	ELECT GAZEBO CURTISS FIELD	14.62			and the second
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECT GAZEBO CURTISS FIELD		101 4141-85020-000	ELECTRIC/GAS	14.
1-302673782		ELECT	9.28			
12/09/2009	APBNK	DUE: 12/09/2009 DISC: 12/09/2009		1099: N		
		ELECT		101 4132-85020-000	STREET LIGHTING	9
		=== VENDOR TOTALS ===	4,118.93			
		=== PACKET TOTALS ===	33,141.10			
		fadaral withbaldings	1. 01.7 6	1	3	e
		federal withholdings				
		state withholdings	829.1			
		Pera	2,359.5			
		ICMA	427.(
		MNDC	50.0	ΥΩ ·		

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PACKET: 00376 Regular 1			egister		PAGE:
	Payables				
VENDOR SET: 01 City of	Falcon Heights				
SEQUENCE : ALPHABETIC					
DUE TO/FROM ACCOUNTS SU	PPRESSED				
ID		GROSS	P.O. #		
POST DATE BANK CODI	EDESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
	***************************************		***************************************		
01-04423 ACS FIREHOUS	E SOLUTIONS				
I-200912172131	SOFTWARE SUPPORT-FIREHOUSE	106.37			
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009		1099: N		
	SOFTWARE SUPPORT-FIREHOUSE		101 4124-70100-000	SUPPLIES	106.37
	=== VENDOR TOTALS ===	106.37			

01-05220 ANDERSON, HEI	LGEN, DAVIS&NISSEN				
1-1244	DEC/09 PROSECUTION	2,502.64		811	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009		1099: N		
	DEC/09 PROSECUTION		101 4123-80200-000	LEGAL FEES	2,502.64
		2 502 64			
	=== VENDOR TOTALS ===	2,502.64			
01-00869 BENEFIT EXTRA 1-32927	4TH QTR FLEX MINIMUM	90.00			
		50.00	1000. N		
	DUE: 12/17/2009 DISC: 12/17/2009	50.00	1099: N	MISCELLANEOUS	80.00
		50.00	1099: N 101 4112-89000-000	MISCELLANEOUS	90.00
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS ===	90.00	101 4112-89000-000		
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM	90.00	101 4112-89000-000		
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS ===	90.00	101 4112-89000-000		
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS ===	90.00	101 4112-89000-000		
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS	90.00	101 4112-89000-000		
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009	90.00	101 4112-89000-000	SUPPLIES	
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX	90.00	101 4112-89000-000 1099: N 101 4141-70100-000	SUPPLIES POSTAGE	22.88
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE	90.00	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000	SUPPLIES POSTAGE	22.80 9.85
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE BOLTS	90.00	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000	SUPPLIES POSTAGE SUPPLIES STREET LIGHT MAINTENANCE	22.88 9.85 13.53
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE BOLTS STREETLIGHT BALLAST	90.00	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000 101 4132-87120-000	SUPPLIES POSTAGE SUPPLIES STREET LIGHT MAINTENANCE	22.88 9.85 13.53 100.81
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE BOLTS STREETLIGHT BALLAST GRAPHITE & LUBE	90.00 165.53	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000 101 4132-87120-000 101 4131-70110-000	SUPPLIES POSTAGE SUPPLIES STREET LIGHT MAINTENANCE SUPPLIES	22.88 9.85 13.53 100.81 18.46
12/17/2009 APBNK) 1-03089 CASH I-200912232138 12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE BOLTS STREETLIGHT BALLAST GRAPHITE & LUBE === VENDOR TOTALS ===	90.00 165.53	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000 101 4132-87120-000 101 4131-70110-000	SUPPLIES POSTAGE SUPPLIES STREET LIGHT MAINTENANCE SUPPLIES	22.88 9.85 13.53 100.81 18.46
12/17/2009 APBNK) 1-03089 CASH I-200912232138 12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE BOLTS STREETLIGHT BALLAST GRAPHITE & LUBE === VENDOR TOTALS ===	90.00 165.53	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000 101 4132-87120-000 101 4131-70110-000	SUPPLIES POSTAGE SUPPLIES STREET LIGHT MAINTENANCE SUPPLIES	22.88 9.85 13.53 100.81 18.46
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE BOLTS STREETLIGHT BALLAST GRAPHITE & LUBE === VENDOR TOTALS ===	90.00	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000 101 4132-87120-000 101 4131-70110-000	SUPPLIES POSTAGE SUPPLIES STREET LIGHT MAINTENANCE SUPPLIES	22.88 9.85 13.53 100.81 18.46
12/17/2009 APBNK)))))))))))))))))))	DUE: 12/17/2009 DISC: 12/17/2009 4TH QTR FLEX MINIMUM === VENDOR TOTALS === POSTAGE, SUPPLIES, & PARTS DUE: 12/17/2009 DISC: 12/17/2009 BOOM BOX POSTAGE BOLTS STREETLIGHT BALLAST GRAPHITE & LUBE === VENDOR TOTALS === PARATUS MAINT 753 REPLACE TOOL BOARD LOCK	90.00	101 4112-89000-000 1099: N 101 4141-70100-000 101 4115-70500-000 101 4132-70120-000 101 4132-87120-000 101 4131-70110-000	SUPPLIES POSTAGE SUPPLIES STREET LIGHT MAINTENANCE SUPPLIES	22.88 9.85 13.53 100.81 18.46

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12/23/2009 10:53 AM A/P Regular Open Item Register PAGE: 2 PACKET: 00376 Regular Payables VENDOR SET: 01 City of Falcon Heights SEQUENCE : ALPHABETIC DUE TO/FROM ACCOUNTS SUPPRESSED · ----ID------GROSS P.O. # DISCOUNT G/L ACCOUNT POST DATE BANK CODE -----DESCRIPTION---------- ACCOUNT NAME----- DISTRIBUTION 01-07174 FALCON HEIGHTS LIMITED PARTNER I-200912232140 2ND HALF PAY AS YOU GO PYMT 49,386.00 12/23/2009 APBNK MANUAL CK# 075776 12/22/2009 1099: N 2ND HALF PAY AS YOU GO PYMT 414 4414-93000-000 DEBT PAY AS YOU GO PYMT 49,386.00 === VENDOR TOTALS === 49,386.00 01-04084 FIRE EOUIPMENT SPECIALTIES I-6417 REPAIR SCBA HARNESS 192.18 APBNK DUE: 12/17/2009 DISC: 12/17/2009 12/17/2009 1099: N REPAIR SCBA HARNESS 101 4124-87029-000 REPAIR OTHER EQUIPMENT 192.18 I-6431 BUNKER COATS 1,869.26 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N BUNKER COATS 402 4402-91000-000 MACHINERY & EQUIPMENT 1,869.26 I-6432 BUNKER COATS 1,910.26 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N BUNKER COATS 402 4402-91000-000 MACHINERY & EQUIPMENT 1.910.26 13 BUNKER PANTS 681.85 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N BUNKER PANTS 402 4402-91000-000 MACHINERY & EOUIPMENT 681.85 === VENDOR TOTALS === 4.653.55 01-05166 GRAINGER, W. W., INC. I-200912172129 DEFORM THREAD LOCKNUT 11.25 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N DEFORM THREAD LOCKNUT 101 4131-70110-000 SUPPLIES 11.25 I-9142137240 LAMP - STREETLIGHT 652.39 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N LAMP - STREETLIGHT 101 4132-87120-000 STREET LIGHT MAINTENANCE 652.39 === VENDOR TOTALS === 663.64 01-07187 KRISTIN GRANGAARD I-200912172130 CERT SUPPLIES 44.82 APBNK DUE: 12/17/2009 DISC: 12/17/2009 12/17/2009 1099: N CERT SUPPLIES 207 4207-86105-000 CERT TRAINING EXERCISES 44.82 === VENDOR TOTALS === 44.82

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	DEDESCRIPTION	GROSS	P.O. #	ACCOUNT NAME	
	DE	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	
1-05244 HENNEPIN TE					
I-00186943	SCBA TRAILER TRAINING	925.00			
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009		1099: N		
	SCBA TRAILER TRAINING		101 4124-86020-000	TRAINING	925.00
I-00189393	RIT & USAR TRAILERS	1,340.00		Af 1995 2010	
12/17/2009 APENK	DUE: 12/17/2009 DISC: 12/17/2009		1099: N		
	RIT & USAR TRAILERS		101 4124-86020-000	TRAINING	1,340.00
	=== VENDOR TOTALS ===	2,265.00			
1-05054 DEBORAH JON		***********		*************************	
I-200912232134	REISSUE LOST CK 74402	23.94			
12/17/2009 APBNK	MANUAL CK# 075774 12/18/2009		1099: N		
	REISSUE LOST CK 74402		101 4116-89010-000	SPECIAL EVENTS	23.94
	=== VENDOR TOTALS ===	23.94			
1-05404 KURHAJETZ, (MILEAGE & SUPPLIES REIMBURSE	24.06			
)912232136	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009	24.06	1099: N		
)912232136	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT	24.06	101 4124-86010-000		
)912232136	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009	24.05			
)912232136 12/17/2009 APBNK	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT	24.06	101 4124-86010-000 101 4124-89000-000	MISCELLANEOUS	12.10 11.96
)912232136 12/17/2009 APBNK	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS ===	24.06	101 4124-86010-000 101 4124-89000-000	MISCELLANEOUS	11.96
)912232136 12/17/2009 APBNK	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS ===	24.06	101 4124-86010-000 101 4124-89000-000	MISCELLANEOUS	11.96
)912232136 12/17/2009 APBNK 12/05665 METROPOLITAN	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS ===	24.06	101 4124-86010-000 101 4124-89000-000	MISCELLANEOUS	11.96
)912232136 12/17/2009 APBNK 1-05665 METROPOLITAN I-0000914895	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS === COUNCIL JAN/10 S.S.	24.06	101 4124-86010-000 101 4124-89000-000	MISCELLANEOUS	11.96
)912232136 12/17/2009 APBNK 1-05665 METROPOLITAN I-0000914895 12/17/2009 APBNK	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS === JAN/10 S.S. DUE: 12/17/2009 DISC: 12/17/2009 JAN/10 S.S. === VENDOR TOTALS ===	24.06 42,810.33 42,810.33	101 4124-86010-000 101 4124-89000-000 	MISCELLANEOUS	11.96 42,810.33
)912232136 12/17/2009 APBNK 1-05665 METROPOLITAN I-0000914895 12/17/2009 APBNK	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS === COUNCIL JAN/10 S.S. DUE: 12/17/2009 DISC: 12/17/2009 JAN/10 S.S. === VENDOR TOTALS ===	24.06 42,810.33 42,810.33	101 4124-86010-000 101 4124-89000-000 	MISCELLANEOUS	11.96 42,810.33
)912232136 12/17/2009 APBNK 1-05665 METROPOLITAN I-0000914895 12/17/2009 APBNK	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS === COUNCIL JAN/10 S.S. DUE: 12/17/2009 DISC: 12/17/2009 JAN/10 S.S. === VENDOR TOTALS ===	24.06 42,810.33 42,810.33	101 4124-86010-000 101 4124-89000-000 	MISCELLANEOUS	11.96 42,810.33
)912232136 12/17/2009 APBNK 1-05665 METROPOLITAN I-0000914895 12/17/2009 APBNK 1-05742 MINNESOTA CC I-388056	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS === JAN/10 S.S. DUE: 12/17/2009 DISC: 12/17/2009 JAN/10 S.S. === VENDOR TOTALS === NWAY	24.06 42,810.33 42,810.33	101 4124-86010-000 101 4124-89000-000 	MISCELLANEOUS	11.96 42,810.33
)912232136 12/17/2009 APBNK 1-05665 METROPOLITAN I-0000914895 12/17/2009 APBNK 1-05742 MINNESOTA CC I-388056	MILEAGE & SUPPLIES REIMBURSE DUE: 12/17/2009 DISC: 12/17/2009 MILEAGE REIMBURSEMENT REPAIRS/SUPPLIES REIMBURSEMENT === VENDOR TOTALS === COUNCIL JAN/10 S.S. DUE: 12/17/2009 DISC: 12/17/2009 JAN/10 S.S. === VENDOR TOTALS === NWAY SERVICE FIRE EXTINGUISHERS	24.06 42,810.33 42,810.33	101 4124-86010-000 101 4124-89000-000 1099: N 601 15500-000	MISCELLANEOUS	11.96 42,810.33

12/23/2009 10:53 AM A/P Regular Open Item Register PAGE: 4 PACKET: 00376 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 01-05792 MRPA I-200912232135 PROGRAMMING LUNCH & MEETING 15.00 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N PROGRAMMING LUNCH & MEETING 201 4201-86100-000 CONFERENCES/EDUCATION 15.00 === VENDOR TOTALS === 15.00 01-05164 NANCY'S CRAFT CAPERS LLC I-200912172132 SUPPLIES & INSTRUCTOR FEE 55.00 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N SUPPLIES 201 4201-70100-000 SUPPLIES 25.00 INSTRUCTOR FEE 201 4201-87700-000 INSTRUCTOR-SPECIALTY CLA 30.00 === VENDOR TOTALS === 55.00 01-06024 ON SITE SANITATION I-A-382791 PORTABLE TOILET RENTAL 64.13 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N PORTABLE TOILET RENTAL 601 4601-85080-000 PORTABLE TOILET PARKS 64.13 I-A-382834 PORTABLE TOILET RENTAL 64.13 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N PORTABLE TOILET RENTAL 601 4601-85080-000 PORTABLE TOILET PARKS 64.13 === VENDOR TOTALS === 128.26 01-06065 OXYGEN SERVICE COMPANY I-03128575 MONTHLY AIR TANK RENTAL 54.96 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N MONTHLY AIR TANK RENTAL 101 4124-70100-000 SUPPLIES 54.96 === VENDOR TOTALS === 54.96 01-06945 QWEST I-200912172133 LANDLINE TELEPHONE 58.27 12/17/2009 APBNK DUE: 12/17/2009 DISC: 12/17/2009 1099: N LANDLINE TELEPHONE 101 4141-85011-000 TELEPHONE - LANDLINE 58.27 === VENDOR TOTALS === 58.27

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SEQUENCE : ALPHABETIC

ID		GROSS	P.O. #		
	EDESCRIPTION		100000000 Miles	ACCOUNT NAME	DISTRIBUTION
1-07268 SPRINGSTED					
			50	16 t	
I-T1R02464	ARBITRAGE CALC '99 STREET BON	2,750.00			
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009		1099: N		
	ARBITRAGE CALC '99 STREET BOND		317 4317-94900-000	BOND FEES	2,750.00
	=== VENDOR TOTALS ===	2,750.00			

1-05110 SRF CONSULTI	NG GROUP INC				
I-6609-7	STREETSCAPE PLANNING	1,612.57	en entre i puint en		
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009		1099: N		
	STREETSCAPE PLANNING		412 4412-81910-000	CONSULTING-STREETSCAPE	1,612.57
	=== VENDOR TOTALS ===	1,612.57			
		N 244 8257			
01-08878 STATE OF MIN	NESOTA				
I-2DCR-39	CITATION BOOKS	1,691.90			
12/17/2009 APBNK	DUE: 12/17/2009 DISC: 12/17/2009		1099: N		
	CITATION BOOKS		101 4122-81000-000	POLICE SERVICES	1,691.90
	=== VENDOR TOTALS ===	1,691.90			
1-07173 TOWNSQUARE S	ENIOR LLC				
I-200912232139	2ND HALF PAY AS YOU GO PYMT	24,557.00			
12/23/2009 APBNK	MANUAL CK# 075775 12/22/2009		1099: N		
	2ND HALF PAY AS YOU GO PYMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	24,557.00
	=== VENDOR TOTALS ===	24,557.00			
1-07503 VANN,VINCENT		************			
I-200912232137	REISSUE LOST CK 74760	24.70		1.	
	DUE: 12/17/2009 DISC: 12/17/2009	24.70	1099. N		
12/17/2009 APBNK			1099: N	DELL COMPENSION	a
	REISSUE LOST CK 74760		101 4124-61510-000	DRILL COMPENSATION	24.70
	=== VENDOR TOTALS ===	24.70			
	=== PACKET TOTALS ===	134,530.96			

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=== VENDOR TOTALS ===

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247.73

007003 TESCH, SCOTT 1-200912292152 REIMB - PRINTER & INK 317.60 12/29/2009 APBNK DUE: 12/29/2009 1099: N REIMB - PRINTER & INK 101 4124-70100-000 SUPPLIES 317.			ar Open Item R	egister		PAGE:
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TO/FROM ACCOUNTS SUPPRESSED ID FOST DATE POST DATE BAIK CODE	and the spectrum of the second s	of Falcon Heights				
ID	QUENCE : ALPHABET	(C				
POST DATE BARK CODE DESCRIPTION DISCOUNT G/L ACCOUNT ACCOUNT NAME DISTRIBUTI 07003 TESCH, SCOTT	E TO/FROM ACCOUNTS	SUPPRESSED				
FOST DATE BANK CODE DISCOUNT G/L ACCOUNT ACCOUNT NAME DISTRIBUTI 07003 TESCH, SCOTT I.200912292152 REIMB - PRINTER & INK 317.60 12/29/2009 APENK DUE: 12/29/2009 DISC: 12/29/2009 1099: N 101 4124-70100-000 SUPPLIES 317.60						
07003 TESCH, SCOTT 1-200912292152 REIMB - PRINTER & INK 317.60 12/29/2009 APBNK DUE: 12/29/2009 DISC: 12/29/2009 1099: N	ID	,	GROSS	P.O. #		
12/29/2009 APENK DUE: 12/29/2009 1099: N 101 4124-70100-000 SUPPLIES 317.	POST DATE BANK	CODEDESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTI
I-200912292152 REIMS - PRINTER & INK 317.60 12/29/2009 APBNK DUE: 12/29/2009 DISC: 12/29/2009 1099: N						
12/29/2009 APBNK DUE: 12/29/2009 DISC: 12/29/2009 1099: N new VENDOR TOTALS === 317.60 005581 TRI-STATE BOBCAT INC 2 EDGES FOR BOBCAT BLOWER 264.11 12/29/2009 APBNK DUE: 12/29/2009 DISC: 12/29/2009 1099: N ELECT - AUTO PROTECT LIGHTS 30.01 101 4141-85020-000 ELECTRIC/GAS 20. ELECT - AUTO PROTECT LIGHTS 101 4141-85020-000 ELECTRIC/GAS 9. === VENDOR TOT	-07003 TESCH, SC	JTT				
12/29/2009 APENK DUE: 12/29/2009 DISC: 12/29/2009 1099: N new VENDOR TOTALS 317.60 005581 TRL-STATE BOBCAT INC 2 EDGES FOR BOBCAT BLOWER 264.11 12/29/2009 APENK DUE: 12/29/2009 DISC: 12/29/2009 1099: N ELECT - AUTO PROTECT LIGHTS 30.01 101 4141-85020-000 ELECTRIC/GAS 20. ELECT - AUTO PROTECT LIGHTS 101 4141-85020-000 ELECTRIC/GAS 9. ==== VENDOR TO	1-200912292152	REIMB - PRINTER & INK	317.60			
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=== VENDOR TOTALS === 37.16	12/29/2009 APBI 	NK DUE: 12/29/2009 DISC: 12/29/2009 ELECTRICITY ELECT - AUTO PROTECT LIGHTS	30.01	101 4132-85020-000	STREET LIGHTING	7.
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	12/29/2009 APBI 	IK DUE: 12/29/2009 DISC: 12/29/2009 ELECTRICITY ELECT - AUTO PROTECT LIGHTS IK DUE: 12/29/2009 DISC: 12/29/2009 ELECT - AUTO PROTECT LIGHTS ELECT - AUTO PROTECT LIGHTS	30.01	101 4132-85020-000 1099: N 101 4141-85020-000	ELECTRIC/GAS	20.
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	12/29/2009 APEN 	IK DUE: 12/29/2009 DISC: 12/29/2009 ELECTRICITY ELECT - AUTO PROTECT LIGHTS IK DUE: 12/29/2009 DISC: 12/29/2009 ELECT - AUTO PROTECT LIGHTS ELECT - AUTO PROTECT LIGHTS === VENDOR TOTALS === === PACKET TOTALS === federal withh	30.01 37.16 56,572.14	101 4132-85020-000 1099: N 101 4141-85020-000 101 4141-85020-000	ELECTRIC/GAS	20.
	12/29/2009 APEN 	IK DUE: 12/29/2009 DISC: 12/29/2009 ELECTRICITY ELECT - AUTO PROTECT LIGHTS IK DUE: 12/29/2009 DISC: 12/29/2009 ELECT - AUTO PROTECT LIGHTS ELECT - AUTO PROTECT LIGHTS === VENDOR TOTALS === === PACKET TOTALS === federal withh state withhol Pera	30.01 37.16 56,572.14	101 4132-85020-000 1099: N 101 4141-85020-000 101 4141-85020-000 49999.29 790.34 2343.77	ELECTRIC/GAS	20.

65,182.54

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December Statement for activity from Nov. 04, 2009 through Dec. 03, 2009 CITY OF FALCON HEIGHT, JUSTIN J MILLER (CPN 000107109) Inquiries: 1-866-485-4545 BUS 78 02 Page 1 of 2

Previous Balance..... Payments and Credits Purchases, Advances & Other Debits FINANCE CHARGES Your U.S. Bank Visa® Business Card account at a glance ... Activity Summary \$90.49 \$90.49 \$276.78 \$0.00 \$276.78 Available Credit...... Minimum Payment Due (Current Month)... Minimum Payment Due (Past Due)...... Total New Minimum Payment Due...... Credit Line **Credit and Payment Information** Account de ce \$24,000.00 \$23,723.22 \$10.00 \$0.00

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$276.78 by 12/30/09. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received. Payment Due Date Dec. 30, 2009

\$10.00

New Balance.....

Notation
\$90.49 CB
Election supplies
Election Judg Fred
······· Tre //c-(+
Election July Tau
Election Judy FUU
WED meals
Curch and Potential
Redevelopmon
\$90.49 \$112.40 \$21.28 \$31.06 \$31.06 \$31.06 \$31.06 \$35.73

Continued on Next Page

Signature/Approval:

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Accounting Code:

A/P Regular Open Item Register PAGE: 1 PACKET: 00382 Regular Payables VENDOR SET: 01 City of Falcon Heights SEQUENCE : ALPHABETIC DUE TO/FROM ACCOUNTS SUPPRESSED ----TD-----GROSS P.O. # POST DATE BANK CODE -----DESCRIPTION-----DISCOUNT G/L ACCOUNT ----- ACCOUNT NAME----- DISTRIBUTION 01-00800 ALLIED WASTE SERVICES I-0923-001387247 JAN/10 WASTE REMOVAL 260.29 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N JAN/10 WASTE REMOVAL 101 4131-82010-000 WASTE REMOVAL 260.29 === VENDOR TOTALS === 260.29 01-00540 AMEM I-201001052168 2010 MEMBERSHIP - JUSTIN 100.00 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N 2010 MEMBERSHIP - JUSTIN 101 4121-86100-000 MILEAGE/CONF/EDUC/ASSOCI 100.00 === VENDOR TOTALS === 100.00 01-00261 AMERICAN CAREER APPAREL I-1016 CLOTHING FOR FIRE FIGHTERS 767.00 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N CLOTHING FOR FIRE FIGHTERS 101 20200-000 ACCOUNTS PAYABLE 767.00 === VENDOR TOTALS === 767.00 01-00892 BEARCOM I-3909397 REPAIR RADIO & PAGER 470.24 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N REPAIR RADIO & PAGER 101 20200-000 ACCOUNTS PAYABLE 470.24 === VENDOR TOTALS === 470.24 01-05072 BRANCH AND BOUGH TREE SERVICE I-201001052169 2009 END YEAR FORESTRY CONSUL 5,189,25 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N 2009 END YEAR FORESTRY CONSULT 101 20200-000 ACCOUNTS PAYABLE 5,189.25 === VENDOR TOTALS === 5,189.25 01-06290 CITY OF ROSEVILLE I-0010463 JAN/10 IT SERVICES 1,189.42 1/07/2010 APBNK DUE: 1/07/2010 DISC: 1/07/2010 1099: N JAN/10 IT SERVICES 101 4116-85070-000 TECHNICAL SUPPORT 1,189.42 I-0010488 JAN/10 PHONE SERVICES 354.09 1/07/2010 APBNK DUE: 1/07/2010 DISC: 1/07/2010 1099: N JAN/10 PHONE SERVICES 101 4116-85010-000 TELEPHONE 354.09 === VENDOR TOTALS === 1,543.51

1/07/2010 10:47 AM

1/07/2010 10:47 AM A/P Regular Open Item Register PAGE: 2 PACKET: 00382 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 ----- DISTRIBUTION 01-07226 DONALD SALVERDA & ASSOC. I-201001052167 2010 ADV. EFFECTIVE MGMT 600.00 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N 2010 ADV. EFFECTIVE MGMT 101 4112-86100-000 CONFERENCES/EDUCATION/AS 600.00 === VENDOR TOTALS === 600.00 01-04084 FIRE EQUIPMENT SPECIALTIES I-6451 SENSIT GAS METER 1.516.19 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N SENSIT GAS METER 402 20200-000 ACCOUNTS PAYABLE 1.516.19 === VENDOR TOTALS === 1,516.19 01-05115 GOPHER STATE ONE CALL I-9120493 DEC/09 LOCATES 18.85 1/07/2010 APBNK DUE: 1/07/2010 DISC: 1/07/2010 1099: N DEC/09 LOCATES 601 20200-000 ACCOUNTS PAYABLE 18.85 === VENDOR TOTALS === 18.85 01-05512 LEAGUE OF MN CITIES I-136527 2010 NEWLY ELECT OFFICIAL CON 285.00 1/07/2010 APBNK DUE: 1/07/2010 DISC: 1/07/2010 1099: N 2010 NEWLY ELECT OFFICIAL CONF 101 4111-86100-000 CONFERENCES/EDUCATION/TR 285.00 === VENDOR TOTALS === 285.00 01-00571 PETER LINDSTROM I-201001072170 CONFERENCE PARKING 2009 8.00 1/07/2010 APBNK DUE: 1/07/2010 DISC: 1/07/2010 1099: N CONFERENCE PARKING 2009 101 20200-000 ACCOUNTS PAYABLE 8.00 === VENDOR TOTALS === 8.00 01-05487 METROPOLITAN EMERGENCY MANAGER I-201001052166 2010 MEMBERSHIP - JUSTIN 40.00 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N 2010 MEMBERSHIP - JUSTIN 101 4121-86100-000 MILEAGE/CONF/EDUC/ASSOCI 40.00 === VENDOR TOTALS === 40.00

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PACKET: 00382 Regular Payables VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

POST DATE BANK COL	EDESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION

01-05843 MN NCPERS LI	FE INSURANCE				
I-201001052163	JAN/10 INSURANCE - DEB	16.00			
1/05/2010 APBNK	DUE: 1/05/2010 DISC: 1/05/2010		1099: N		
	JAN/10 INSURANCE - DEB		101 21709-000	OTHER PAYABLE	15.20
	JAN/10 INSURANCE - DEB		206 21709-000	OTHER PAYABLE	0.80
	=== VENDOR TOTALS ===	16.00			
		============			
01-05813 MN STATE FIR	E CHIEF ASSOC				
I-201001052165	MEMBERSHIP FOR 2010	225.00	a da an indiana da 1974 - a da ana		112000
1/05/2010 APBNK	DUE: 1/05/2010 DISC: 1/05/2010		1099: N		
	MEMBERSHIP FOR 2010		101 4124-86110-000	MEMBERSHIPS	225.00
	=== VENDOR TOTALS ===	225.00			
01-04700 MN STREET SU					
I-201001052164	2010 MEMBERSHIP	35.00			
1/05/2010 APBNK	DUE: 1/05/2010 DISC: 1/05/2010		1099: N		
	2010 MEMBERSHIP		101 4132-86100-000	CONFERENCES/EDUCATION/AS	35.00
	=== VENDOR TOTALS ===	35.00			
01-07263 NEXTEL COMMUN	NICATIONS, INC				
I-172868921-058	CELL PHONES	106.19			
1/05/2010 APBNK	DUE: 1/05/2010 DISC: 1/05/2010		1099: N		
	CELL PHONES		101 20200-000	ACCOUNTS PAYABLE	106.19
	=== VENDOR TOTALS ===	106.19			
1-05994 NORTHWEST YOU	JTH & FAMILY				
1-201001052162	2010 COOPERATIVE SERVICES	8,224.00			
1/05/2010 APBNK	DUE: 1/05/2010 DISC: 1/05/2010		1099: N		
	2010 COOPERATIVE SERVICES		101 4111-86500-000	COOPERATIVE SERVICE	8,224.00
	=== VENDOR TOTALS ===	8,224.00			
1-06053 OREILLY AUTO	PARTS				
T 201001052160					
I-201001052160 1/05/2010 APBNK	SUPPLIES & PARTS DUE: 1/05/2010 DISC: 1/05/2010	263.30	1000. 1		
1/05/2010 APBNK			1099: N	ACCOUNTED DEVENTE	
	BATTERY,OIL,FLUID-DUMP TRUCK		601 20200-000	ACCOUNTS PAYABLE	263.30
	=== VENDOR TOTALS ===	263.30			

1/07/2010 10:47 AM A/P Regular Open Item Register PAGE: PACKET: 00382 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 01-06585 THE OFFICE CLEANERS I-20091231 DEC/09 OFFICE CLEANING 341.92 1/07/2010 APBNK DUE: 1/07/2010 DISC: 1/07/2010 1099: N DEC/09 OFFICE CLEANING 101 20200-000 ACCOUNTS PAYABLE 341.92 === VENDOR TOTALS === 341.92 01-06590 TRUCK UTILITIES MFG CO. I-0207005 LEO PLOW/CUTTING EDGE 138.94 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N LEO PLOW/CUTTING EDGE 101 20200-000 ACCOUNTS PAYABLE 138.94 === VENDOR TOTALS === 138.94 01-05195 TYLER TECHNOLOGIES 1-85850 SOFTWARE MAINT & LMS SUBSCRIP 4,431.05 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N 2010 ANNUAL SOFTWARE MAINT 101 4113-80600-000 SOFTWARE MAINTENANCE 3,931.05 LMS SUBSCRIPTION 101 4113-89000-000 MISCELLANEOUS 500.00 === VENDOR TOTALS === 4,431.05 01-07901 WASTE MANAGEMENT- BLAINE I-5277616-0500-7 JAN/10 COMMERCIAL RECYCLING 620.26 1/05/2010 APBNK DUE: 1/05/2010 DISC: 1/05/2010 1099: N JAN/10 COMMERCIAL RECYCLING 206 4206-82030-000 RECYCLING CONTRACTS 620.26 === VENDOR TOTALS === 620.26 01-05272 ZYCH, LEDA 1-201001052161 REFUND REC FEE 45.00 1/05/2010 APENK DUE: 1/05/2010 DISC: 1/05/2010 1099: N REFUND REC FEE 201 34340-000 NON-RESIDENT FEE 45.00

> === PACKET TOTALS === 25,244.99

=== VENDOR TOTALS ===

45.00

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PACKET: 00382 Regular Payables VENDOR SET: 01 City of Falcon Heights SEQUENCE : ALPHABETIC DUE TO/FROM ACCOUNTS SUPPRESSED

** TOTALS **

INVOICE TOTALS	25,244.99	
DEBIT MEMO TOTALS	0.00	
CREDIT MEMO TOTALS	0.00	
BATCH TOTALS	25,244.99	

** G/L ACCOUNT TOTALS **

					=====LIN	E ITEM=======	=====GI	ROUP BUDGET=====
					ANNUAL	BUDGET OVER	ANNUAL	BUDGET OVER
BANK	YEAR	ACCOUNT	NAME	AMOUNT	BUDGET	AVAILABLE BUDG	BUDGET	AVAILABLE BUDG
	2010	101-20200-000	ACCOUNTS PAYABLE	7,021.54				
		101-20200-000	ACCOUNTS PAYABLE	22,780.59-*				
		101-21709-000	OTHER PAYABLE	15.20				
		101-4111-86100-000	CONFERENCES/EDUCATION/TR	285.00	2,000	1,715.00		
		101-4111-86500-000	COOPERATIVE SERVICE	8,224.00	12,950	4,726.00		
		101-4112-86100-000	CONFERENCES/EDUCATION/AS	600.00	6,200	5,600.00		
		101-4113-80600-000	SOFTWARE MAINTENANCE	3,931.05	4,800	868.95		
		101-4113-89000-000	MISCELLANEOUS	500.00	350	150.00- Y		
		101-4116-85010-000	TELEPHONE	354.09	7,500	7,145.91		
		101-4116-85070-000	TECHNICAL SUPPORT	1,189.42	11,050	9,860.58		
		101-4121-86100-000	MILEAGE/CONF/EDUC/ASSOCI	140.00	500	360.00		
		101-4124-86110-000	MEMBERSHIPS	225.00	800	575.00		
		101-4131-82010-000	WASTE REMOVAL	260.29	5,500	5,239.71		
		101-4132-86100-000	CONFERENCES/EDUCATION/AS	35.00	100	65.00		
		201-20200-000	ACCOUNTS PAYABLE	45.00-*				
		201-34340-000	*NON-EXPENSE	45.00	4,400-	4,445.00-		
		206-20200-000	ACCOUNTS PAYABLE	621.06-*				
		206-21709-000	OTHER PAYABLE	0.80				
		206-4206-82030-000	RECYCLING CONTRACTS	620.26	31,725	31,104.74		
		402-20200-000	ACCOUNTS PAYABLE	1,516.19				
		402-20200-000	ACCOUNTS PAYABLE	1,516.19-*				
		601-20200-000	ACCOUNTS PAYABLE	282.15				
		601-20200-000	ACCOUNTS PAYABLE	282.15-*				
		999-13100-000	DUE FROM OTHER FUNDS	25,244.99 *				
			** 2010 YEAR TOTALS	25,244.99				

PAYROLL NO: 01 City of Falcon Heights

EMP NO	O EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	12/29/2009	277.05	075798
0018	LONG, CHARLES E	R	12/29/2009	277.05	075799
1016	ABERNATHY, LISA A	R	12/29/2009	1,436.71	075800
1136	OLSON, ROLAND O	R	12/29/2009	649.54	075801
0034	KURHAJETZ, CLEMENT	R	12/29/2009	362.46	075802
0086	HINRICHS, RICHARD H	R	12/29/2009	244.73	075803
0095	POESCHL, MICHAEL J	R	12/29/2009	95.58	075804
0097	GAFFNEY, PATRICK	R	12/29/2009	95.58	075805
0105	FEHRENBACH, ANTON M	R	12/29/2009	94.61	075806
1030	PITTMAN, TIMOTHY J	R	12/29/2009	1,701.17	075807
2015	COYNE, KEVIN M	R	12/29/2009	140.38	075808
2175	RITCHIE, BRIAN D	R	12/29/2009	210.55	075809
2176	HARTMAN, JARED C	R	12/29/2009	42.95	075810
2121	RAJCIC, KAREN E	R	12/29/2009	374.02	075811
2161	SAVAGE, JACK A	R	12/29/2009	118.20	075812

12-29-2009 12:12 PM PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

*** REGISTER TOTALS ***

PAGE: 2 PAYROLL DATE: 12/29/2009

	REGULAR CHECKS: DIRECT DEPOSIT REGULAR CHECKS: MANUAL CHECKS: PRINTED MANUAL CHECKS: DIRECT DEPOSIT MANUAL CHECKS: VOIDED CHECKS:	15 6,120.58 11 9,525.36	
**** D	NON CHECKS: TOTAL CHECKS: IRECT DEPOSIT LIST ***	Z6 15,645.94 PAY PERIOD ENDING 12/30/20 DIRECT DEPOSIT EFFECTIVE DATE 12/29/20	09 09
EMP # 01-0012 01-0013 01-0016 01-1002 01-1136 01-1147 01-1038 01-0040 01-1033 01-1033 01-1143	LAURA A KUETTEL PETER C LINDSTROM PAMELA M HARRIS JUSTIN J MILLER ROLAND O OLSON CHARLOTTE E JOHNSON DEBORAH K JONES KEVIN ANDERSON TIMOTHY J PITTMAN DAVE TRETSVEN COLIN B CALLAHAN	AMOUNT 277.05 330.57 277.05 2,480.15 1,200.00 384.47 1,672.03 95.05 325.00 1,465.21 1,018.78	
TOTAL PR	INTED: 11	9,525.36	

9,525.36

PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

			CHECK	CHECK	CHECK
EMP NO	O EMPLOYEE NAME	TYPE	DATE	AMOUNT	NO.
1016	ABERNATHY, LISA A	R	12/14/2009	1,517.54	075727
1136	OLSON, ROLAND O	R	12/14/2009	449.54	075728
0034	KURHAJETZ, CLEMENT	R	12/14/2009	394.54	075729
0066	HERNANDEZ, ALFRED	R	12/14/2009	5.47	075730
0086	HINRICHS, RICHARD H	R	12/14/2009	54.89	075731
0095	POESCHL, MICHAEL J	R	12/14/2009	85.36	075732
0097	GAFFNEY, PATRICK	R	12/14/2009	105.96	075733
0104	VANN, VINCENT A	R	12/14/2009	56.01	075734
0105	FEHRENBACH, ANTON M	R	12/14/2009	94.69	075735
0112	LESKE, CHRIS M	R	12/14/2009	40.77	075736
0117	EISCHEN, RONALD B	R	12/14/2009	45.71	075737
0119	WICK, JEFFREY M	R	12/14/2009	76.61	075738
0120	HAWTHORNE, ROCHELLE L	R	12/14/2009	153.42	075739
0123	SULLIVAN, BRYAN R	R	12/14/2009	99.34	075740
0124	KRUSE, MICHAEL D	R	12/14/2009	34.29	075741
2172	ARCAND, MICHAEL W	R	12/14/2009	85.36	075742
1030	PITTMAN, TIMOTHY J	R	12/14/2009	1,701.17	075743
2178	JORDAN, JOSHUA L	R	12/14/2009	342.49	075744

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

PAY PERIOD ENDING 12/15/2009 DIRECT DEPOSIT EFFECTIVE DATE 12/14/2009

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,480.15
01-1136	ROLAND O OLSON	1,400.00
01-1147	CHARLOTTE E JOHNSON	293.21
01-2154	MAUREEN A ANDERSON	41.56
01-1038	DEBORAH K JONES	1,672.03
01-0040	KEVIN ANDERSON	312.31
01-0085	DANIEL S JOHNSON-POWERS	93.41
01-0087	MICHAEL A MCKAY	95.66
01-0101	DALE E HUFF	51.07
01-0106	SCOTT A TESCH	152.30
01-0121	JESSICA L ADAMS	114.09
01-1030	TIMOTHY J PITTMAN	325.00
01-1033	DAVE TRETSVEN	1,465.21
01-1143	COLIN B CALLAHAN	1,018.56

TOTAL PRINTED: 14

9,514.56

12-14-2009 9:47 AM	PAYROLL	СНЕСК	REGISTER	PAGE: 2
PAYROLL NO: 01 City	y of Falcon Heights			PAYROLL DATE: 12/14/2009

*** REGISTER TOTALS ***

		REGULAR	CHECKS :	18	5,343.16	
DIRECT D	EPOSIT	REGULAR	CHECKS :	14	9,514.56	
		MANUAL	CHECKS :			
	PRINTED	MANUAL	CHECKS :			
DIRECT	DEPOSIT	MANUAL	CHECKS :			
		VOIDED	CHECKS :			
		NON	CHECKS :			
		TOTAL	CHECKS :	32	14,857.72	

CONSENT F2 1/13/10

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.

- Wenzel Heating & Air Conditioning
- South Town Refrigeration
- CenterPoint Energy
- Bonfe Plumbing Heating and Air
- Norblom Plumbing
- Sedgwick Heating and Air Conditioning
- Hoffman Corner Heating & Air Conditioning
- Home Energy Center
- Woodland Stoves & Fireplaces
- St. Paul Plumbing and Heating

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

- Out on a Limb Dance Company & School
- Premier Health
- Arthur Williams
- Central Pediatrics
- The Coffee Grounds
- State of Minnesota Board of School Administrators
- Edward Jones

The following individuals have applied for a Tree Trimmers/Removal Contractors License for 2010. Staff has received the necessary documents for licensure.

- Rainbow Treecare
- Bartlett Tree
- Northern Arborists
- St. Croix Tree Service
- 4 Seasons Tree Care
- Northeast Tree Inc.

The following individuals have applied for a General Contractor's License for 2010. Staff has received the necessary documents for licensure.

- Kraus-Anderson Construction Company
- Asphalt Driveway Co.

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

- Waste Management
- Coolidge Trucking Systems
- Keith Krupenny and Sons Disposal Service, Inc.

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

• M.A.R.C.H Services

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

• Mihaly F. Vincze-Turcean- Hair Design Unlimited

CONSENT F3 01/13/10

ITEM:. New Mileage Reimbursement rate for 2010.

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

EXPLANATION:

The business mileage reimbursement rate allowed by the IRS has been decreased from 55.0 cents per mile in 2009 to 50.0 cents per mile for 2010. This new rate becomes effective January 1, 2010.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile.

ACTION REQUESTED:

Decrease the mileage reimbursement rate to the new level approved by the IRS.

ITEM: Appointment of Michelle Tesser as Deputy City Clerk

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Included in the 2010 budget is authorization to fill the vacant full-time deputy clerk position with a ³/₄ time position. The job was posted on the city's website as well as with the League of Minnesota Cities, and roughly 100 applications were received. In December 2009, a panel interviewed five candidates and Michelle Tesser was offered the deputy clerk position, pending city council approval.

Michelle has experience working in the cities of Northfield and Hugo, and before earning her Master of Public Administration degree from Hamline University, was a paralegal with two local law firms.

Staff is very excited about the addition of Michelle to the Falcon Heights organization and is happy to recommend her approval to the city council.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council appoint Michelle Tesser to the position of part time deputy clerk at a beginning rate of \$18.00/hour.

Michelle Clasen Tesser

SUMMARY OF SKILLS AND QUALIFICATIONS

- Concurrently manages multiple tasks and meets time deadlines.
- Effectively manages and monitors projects.
- Experience presenting updates, evaluations and recommendations to City Staff, Committees and Council.
- Demonstrated ability as a problem-solver that presents creative solutions.
- Experience with ethical decision making and dealing with confidential information.
- Trained and experienced in conducting research, policy analysis and program development.
- Thorough knowledge of the principles and practices of public management and policy development.
- Efficient in listening to directions and working with minimal supervision.
- Strong ability to establish and maintain cooperative and effective working relationships with individuals at all levels of the organization, as well as with community leaders, business owners, citizens and volunteers.
- Effective oral and written communication skills.
- Strong computer skills, including detailed knowledge of Microsoft Word, Power Point and Excel.
- Strong skills and knowledge of office practices and procedures.

EDUCATION

September 2007-	Hamline University Graduate School of Management
August 2009	Masters in Public Administration
1998-2002	Winona State University

Bachelor of Science: Paralegal

PROFESSIONAL EXPERIENCE

June 2008- Present Administrative Intern, City of Hugo Administration

- Assist in absentee voting, prepare test decs spreadsheets and tested ballots for primary/general election, assisted in setting up election polls, election trained by Washington County, trained election judges on Automark and assisted in the Election Day process, tabulation and reporting election results.
- Prepare correspondence including memos to Council for City Administrator, maintain files, coordinate and schedule meetings.

- Prepare Council meeting agendas, Council packets and act as the City Clerk at Council meetings in City Clerk's absence.
- Respond to public inquires and complaints in writing and in person.
- Update City of Hugo's website.
- Develop and prepare the Burning Ordinance for the City of Hugo.
- Safety Committee's secretary and committee member.
- Participated in the organization and implementation of the new Hugo Food Shelf. Secretary of the committee, assisted with the 501(c)(3) filing of the non-profit organization and drafted agendas and minutes. Serve as the staff liaison and exofficio on the Hugo Good Neighbors Food Shelf Board including participating in the organizing and promotion of the Community Thanksgiving Dinner.
- Assist in production and creation of "That's Hugo Today," the City of Hugo's monthly cable show.
- Organize bi-annual newsletter: pick topic choices, write articles and coordinate staff review of the bi-annual fall/spring newsletter.
- Actively seek and author grants to offset costs. Grants applied for: HSEM Hazard Mitigation Assistance, MCMA internship, Suburban Community Channel grant.
- Prepare award applications for departments.

Community Development/Economic Development Department

- Serve on the Business Retention and Expansion Leadership Committee together with DEED, U of M Extension, local community leaders and business owners to promote economic development in Hugo. Conducted several business visits and interviewed owners to execute survey, identifying immediate concerns of businesses, identifying long-term projects based on survey results and assisting in the implementation of priority projects.
- Attend and participate in the Hugo Business Association including participating in sponsored events to promote businesses: Kidz-n-Biz Committee and Spring Business Expo Committee.
- Researched and prepared Scrap Metal Ordinance for Council approval.
- Monitored remaining foundations/houses affected by tornado to resolve safety issues and presented city staff recommendations to council.

• Managed the purchase of population sign with updated US Census information. *Human Resources*

- Conduct a Comprehensive Comparable Analysis study for the position of a fulltime Fire Chief.
- Manage application process and hiring of employees that includes: revising job description, post job announcements, manage applications, schedule applicants, prepare scorecards and interview questions as well as participate in the interviewing process of four new city positions.
- Provide human resource assistance to City Administrator and City Attorney involving city personnel in a confidential and tactful manner.
- Revised Hugo's Emergency Management Plan and Emergency Action Plan along with collaborating with Washington County and Hugo Fire Department.
- Develop the Hugo Firefighter Policies and Procedures Handbook.
- Revise several Fire Department policies.

- Updated Employee Handbook with 2008 and 2009 legislation.
- Developed Identity Theft Program per Federal Red Flag Rule.

Tornado Disaster

- Staff liaison of the Long-Term Recovery Service Committee; prepare weekly agenda and meeting minutes, plan and coordinate community meetings and events, organize Lowe's Youth Garage volunteer effort, plan, coordinate and manage the Christmas decoration drive, Hugo Kids Toy Drive, Landscaping Program, Media Day and One-Year Anniversary Event with community.
- Present updates of Disaster Recovery Efforts and Long-Term Recovery Committee to the City Council.
- Worked collaborately with Washington County Emergency Management Department to gather information for the Waters Edge Neighborhood Storm Shelter Study.
- Researched grants and worked with the Department of Homeland Security to receive storm warning siren funding.

Feb. 2008-June 2008 Administrative Management Intern, City of Northfield

- Develop, prepare and manage performance measurement strategic plan and implement department measurements for the library, police department and public service department.
- Research issues, policy analysis, evaluations and program development.
- Attend and participate in director and management meetings, labor relations committee, website committee, welcome center committee, long-range planning library committee, CIP and EDA.
- Conduct and coordinate special projects.
- Present material to director and management meetings.
- Economic Development Team member, participate in weekly meetings, prepared loan packets and loan application forms, assist in retrieval of Economic Development Department data requests.
- Create customer satisfaction surveys
- Prepare meeting minutes for the welcome center committee.
- Review and edit website. Present changes to directors of city regarding website and assist in development of updating website.
- Participate in hiring process of Police Chief.

Sept. 2006- Feb. 2008 *Paralegal*, Eric W. Valen & Associates

- Research issues and cases and report findings to attorneys.
- Interview clients, witnesses and experts to gather information for claim or trial.
- Prepare legal documents, no-fault arbitrations and settlement brochures.
- Itemized medical bills, interest, mileage and settle outstanding bills.
- Negotiate medical bills, no-fault settlements and bodily injury claims.
- Gather and interpret medical records and reports and provide written evaluation for attorneys.

- Prepare, organize and gather information for trial.
- Manage and maintain record system.
- Supervise support staff.
- Manage 175-200 cases, manage attorney's calendar, schedule meetings/events, answer phone calls and handle client inquires.

2004-2006

Paralegal, Hauer, Fargione, Love, Landy & McEllistrem, P.A.

- Research issues and investigate cases, report findings to attorneys.
- Interview clients, witnesses and expert to gather information for claim or trial.
- Prepare legal documents, no-fault arbitrations and settlement brochures.
- Gather and interpret medical records and reports and provide written evaluation for attorneys.
- Itemized medical bills, interest, mileage and settle outstanding bills.
- Negotiate medical bills.
- Prepare, organize and gather information for trial.
- Manage and maintain record system.
- Supervise support staff.
- Manage 100-120 cases, manage attorney's calendar, schedule meetings/events, incoming mail and handle client inquires.

HONORS AND AWARDS

MCMA Conference Scholarship Winner, 2008 and 2009. Hamline University's Gladys Sinclair Brooks Endowed Scholarship Winner, 2008. Who's Who Among College Students Award, 2001. Orson A. and Minnie E. Hull Scholarship Winner, 1998.

MEMBERSHIPS/VOLUNTEER OPPORTUNITIES

Board Member- At Large, Spinnaker Cove II Townhomes, 2008-2009 International City/County Management Association (ICMA) member, 2008-2009 Association of Public Management Professionals (APMP), 2008-2009

CONSENT F5 1/13/10

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

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

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

REQUESTED ACTION:

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

City of Falcon Heights ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

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

General Guidelines:

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

Adopted November 9, 2005

Susan L. Gehrz, Mayor

Heather Worthington, City Administrator

CONSENT F6 1/13/10

ITEM: Resolution designating official depositories for 2010

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION:

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

ACTION REQUESTED:

Adoption of Resolution 10-01 approving the official depositories for 2010.

CITY OF FALCON HEIGHTS COUNCIL RESOLUTION

January 13, 2010

No. 10-01

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

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

> US Bank System, LMC 4M Fund (checking account) US Bank National Association **RBC** Public Fund Services Morgan Stanley Smith Barney, LLC Wells Fargo Advisors, LLC Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund) DMA Securities Inc (4M and 4M Plus Investment Pools) Wells Fargo Securities, LLC

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

Against

Moved by:

Approved by: ____

Peter Lindstrom, Mayor January 13, 2010

Attested by: ____

____ In Favor LINDSTROM GOSLINE HARRIS LONG MERCER-TAYLOR

Justin Miller City Administrator January 13, 2010

CONSENT F7 01/13/10

ITEM:	2010 Fee Schedule, Correction of Residential Sanitary Sewer Fee
SUBMITTED BY:	Roland O. Olson, Finance Director
REVIEWED BY:	Justin Miller, City Administrator

EXPLANATION:

An error occurred on the 2010 fee schedule and needs to be corrected. The residential sanitary sewer fee was listed as being \$55.00 per quarter while it should have been listed as being \$55.50 per quarter for a residential unit. The commercial unit fee was correctly listed and does not need to be corrected.

ACTION REQUESTED:

Correct the 2010 fee schedule to list the residential sanitary sewer fee as being \$55.50 per quarter.

ITEM: Designation of official newspaper for 2010

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

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

Staff recommends that the City designate the Roseville Review as its legal newspaper in 2010 for the following reasons.

- The Roseville Review circulates to most households in Falcon Heights.
- The Roseville Review is a weekly publication. A monthly publication such as the Park Bugle would not suit the City's needs, as the City Council meets twice a month, and legal notices must be published on a more timely schedule.
- The \$5.00 per column inch charge for the Roseville Review is lowest.

ACTION REQUESTED:

Designate the Roseville Review as the City's legal newspaper for 2010.

CONSENT F9 1/13/09

ITEM: Review and adopt Council standing rules

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

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

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

ATTACHMENT: City Council Standing Rules

ACTION REQUESTED: Adopt standing rules as amended 2/8/2006 for 2010.

Amended February 8, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

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

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

MEMBERSHIP

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

RULES

Agenda

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

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

Process - Regular and Special Council Meetings

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

Process - Public Hearings

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

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

in whole or in part, reasons of fact supporting the denial will be made part of the public record.

- 11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
- 12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

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

ANNUAL REVIEW

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

INTERPRETATION

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

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

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

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

CONSENT F10 1/13/10

ITEM: Appointment of City Engineer

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Staff recommends that the contract with the City of Roseville be continued for 2010, and that Deb Bloom be appointed as the City Engineer.

ACTION REQUESTED:

Approval of Deb Bloom and the City of Roseville as City Engineer for 2010.

ITEM: Appointment of City Attorneys

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

For several years, the City of Falcon Heights has contracted our prosecuting attorney services to outside attorneys. The law firm of Anderson, Helgen, Davis and Nissen has provided this service for the past year (taking over for Hughes and Costello, but using the same attorneys) and has done so in quite satisfactory fashion.

Likewise, the city has used the law firm of Campbell Knutson, P.A. for civil attorney services for many years. Roger Knutson is the main contact, but the city uses various attorneys in the firm for our daily needs.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the law firm of Anderson, Helgen, Davis and Nissen to provide prosecution legal services and the firm of Campbell Knutson, P.A. for civil legal services for 2010.

CONSENT F12 1/13/10

ITEM: Appointment of City Auditor for 2010

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION:

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

ACTION REQUESTED:

Approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2010.

CONSENT F13 1/13/10

ITEM:	Commission Appointments

SUBMITTED BY: Peter Lindstrom, Mayor

EXPLANATION:

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

Environment Commission

- Ron Kroese and Diane Ross (reappointments for second term)
- Rebecca Montgomery

Planning Commission

- Wendy Noble (reappointment for second term)
- Ryan Wartick
- Chris Minns

Park and Recreation Commission

Lonetta Hanson

Human Rights Commission

• Gwen Willems

St. Paul Regional Water Services Board of Commissioners (2010-2011 Term)

• Jim Bykowski

ACTION REQUESTED:

Approval.

DATE: December 29, 2009
NAME: <u>Lonetta W. Hanson</u>
ADDRESS:
PHONE:
EMAIL ADDRESS:

HOW LONG AT ABOVE ADDRESS? 7 months

IN WHAT CAPACITY DO YOU WISH TO SERVE?

<u>I would like to serve on the Planning or Neighborhood Commission as a member, but would be</u> willing to serve in any capacity--as a member, or as a communication or staff liaison.

REASON YOU WISH TO SERVE ON ABOVE:

I am new to the Falcon Heights area and would like to take this opportunity to learn about the community and city government. My professional experience and skill set would be beneficial to both the Planning and Neighborhood Commissions. For over two years, I have served the University of MN in a similar capacity and have a working knowledge of transportation, planning, and communications.

PRIOR PUBLIC (OR RELATED) SERVICE:

<u>I recently served on Master Planning Committee and various other committees at the University</u> of Minnesota in a staff capacity.

OTHER RELEVANT BACKGROUND (OR COMMENTS):

I am currently the Program Associate at the University of Minnesota's Parking and <u>Transportation Services Department where I help to coordinate major capital and planning</u> <u>projects, such as Central Corridor Light Rail and planning for the TCF Bank Stadium. This</u> <u>position involves serving as a planning and communications liaison. I also have a working</u> <u>knowledge of transportation related issues. In addition, I am a graduate student at Humphrey</u> Institute pursuing a Master's in Public Policy.

DATE:12/29/2009
NAME:James J Bykowski
ADDRESS:
PHONE: (H) (W)
EMAIL ADDRESS:
HOW LONG AT ABOVE ADDRESS?since February, 1970
IN WHAT CAPACITY DO YOU WISH TO SERVE?
Falcon Heights City Representative, County Board of Water Commissioners
REASON YOU WISH TO SERVE ON ABOVE:
Interest in Public Service
High Interest in sustaining highest water quality and conservation
PRIOR PUBLIC (OR RELATED) SERVICE:
St Rose of Lima School Board, Loaned Executive to St. Paul United Way, Past Board Member – Business and Economic Education Foundation, Falcon Heights Recreation Committee, United Way Funds Allocation Committee
OTHER RELEVANT BACKGROUND (OR COMMENTS):

B.S.M.E. – Marquette University

M.B.A. – Carlson School of Business, University of Minnesota

36 year work experience in Engineering, Operations Planning, Distribution and Logistics with 3M Company, Gillette Co., Pillsbury/Grand Metropolitan/Diageo/General Mills

DATE: December 19, 2009

NAME: Christopher Minns

ADDRESS:

PHONE:

EMAIL ADDRESS:

HOW LONG AT ABOVE ADDRESS? Fourteenth year

IN WHAT CAPACITY DO YOU WISH TO SERVE? Planning Commission

REASON YOU WISH TO SERVE ON ABOVE: I am a long-time resident of Falcon Heights and I have never actively served the community. I am interested in the community's future, and would like to become more involved in helping to determine how it grows in the near future.

PRIOR PUBLIC (OR RELATED) SERVICE: Never in the United States, but, before I immigrated here, I was involved in my local community in the Bahamas by volunteering and being a member of the Board of Works and the Chamber of Commerce. I have been on numerous planning committees at my job, and am currently a member of my middle school's administrative team.

OTHER RELEVANT BACKGROUND (OR COMMENTS): I am a middle school teacher. My seventh grade class is an issues-based class that studies water, climate change/global warming, energy, and consumption. Part of our work involves figuring out ways to use our knowledge to take action, particularly at the local level. This would be a way for me to become meaningfully engaged in my community.

DATE:December 7, 2009
NAME:Rebecca Montgomery
ADDRESS:
PHONE: (H) (W)
EMAIL ADDRESS:
HOW LONG AT ABOVE ADDRESS?
IN WHAT CAPACITY DO YOU WISH TO SERVE? I wish to serve on the
environment commission

REASON YOU WISH TO SERVE ON ABOVE: Over the past several years, I have become more aware of the role of urban ecosystems in local & regional ecological processes. Our decisions about management of urban landscapes influence carbon loss and storage, nutrient and contaminant transport, water quality, storm water runoff, invasive species movement, etc. I would like to take a more active role in promoting sound decisions about the management of urban environments starting with my home city.

PRIOR PUBLIC (OR RELATED) SERVICE: none

OTHER RELEVANT BACKGROUND (OR COMMENTS): I am a plant ecologist and teach forest ecology and ecology of managed ecosystems at the University of Minnesota. I study the effects of global change on forest ecosystems.

DATE:	05-29-09
NAME:	Ryan J. Wartick
ADDRESS:	
PHONE:	
EMAIL ADD	RESS:
HOW LONG	AT ABOVE ADDRESS: 4 years
IN WHAT CA	PACITY DO YOU WISH TO SERVE?Planning Commission
REASON YO	U WISH TO SERVE ON ABOVE: <u>I want to serve on the Planning Commission</u>
to ensure that	Falcon Heights retains the character that makes it a wonderful neighborhood.
PRIOR PUBL	IC (OR RELATED) SERVICE: <u>No prior public service.</u>
OTHER REL	EVANT BACKGROUND (OR COMMENTS): <u>I am a real estate and</u>
construction 1	itigation attorney at Hellmuth & Johnson, PLLC in Eden Prairie, MN. I handle real
estate litigatio	n matters, and recently worked on an appeal of a variance decision to the Supreme
Court of Min	nesota. Ultimately, I want to be on the Planning Commission to ensure that Falcon
Heights remai	ns economically prosperous, while maintaining its small town feel.

DATE: 5/29/09		
NAME: Gwen Willems		
ADDRESS:		
PHONE: (H)	(W)	
EMAIL ADDRESS:		
HOW LONG AT ABOVE ADDRESS? $2/2$	gears	
IN WHAT CAPACITY DO YOU WISH TO SERVE?		
Human Rights	Commissioner	
\mathcal{O}^{-1}		

REASON YOU WISH TO SERVE ON ABOVE:

To help-educate about and improve human rights in an applied practical way on the local level.

PRIOR PUBLIC (OR RELATED) SERVICE:

· Served on this commission when it implemented ADA. Worked with Annesty International through a fellowship.

OTHER RELEVANT BACKGROUND (OR COMMENTS): ____

 Taught human rights to youth for 8 years
 Hnough a joint program of MU Advocates for Human Right and the Mot M Human Rights Center.
Taught a Mot M course on human rights education to grad students and teachers.

DATE:January 2nd, 2010	
NAME:Matthew Waite	
ADDRESS:	
PHONE: (H)	(W)
EMAIL ADDRESS:	L
HOW LONG AT ABOVE ADDRESS?6 months	
IN WHAT CAPACITY DO YOU WISH TO SERVE? _	_I would like to volunteer for the
Planning Commission	

REASON YOU WISH TO SERVE ON ABOVE: __I have always enjoyed getting involved in my local community and have a strong interest in city planning. As a mechanical engineer, I always enjoyed the analysis of land use within city limits. With the recent completion of my MBA, I would like to join my technical and business skills to support the planning/zoning decisions of Falcon Heights. Most importantly, over the course of my life I have enjoyed giving back to the community as demonstrated below.______

PRIOR PUBLIC (OR RELATED) SERVICE: _I have been involved in numerous volunteer roles in my prior communities. I have served as a summer volunteer at my hometown Community House serving underprivileged children, a community leader at my church and as a volunteer host to an Iraqi refugee family. I have also been a chair for the annual Kellogg Charity Ball helping to raise \$10,000 for a local non-profit organization._____

OTHER RELEVANT BACKGROUND (OR COMMENTS): _I would thoroughly enjoy helping my community make decisions regarding planning/zoning. I believe my technical and business experiences would be a helpful perspective. _____

ITEM: Designation of 2010 Acting Mayor

SUBMITTED BY: Mayor Peter Lindstrom

EXPLANATION:

Periodically, the mayor's absence requires that official duties (such as signing official documents, running city council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various city councilmembers. The 2009 acting mayor was Councilmember Harris.

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

REQUESTED ACTION:

I recommend that the Falcon Heights City Council appoint Beth Mercer-Taylor as acting mayor for 2010.

CONSENT F15 1/13/10

ITEM: Council liaison assignments

SUBMITTED BY: Peter Lindstrom, Mayor

EXPLANATION:

Council members are each assigned to serve as a liaison between the City Council and the various Commissions each year. Assignments for 2010 are as follows:

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

ACTION REQUESTED:

Approval

ITEM: Purchase of Fire Utility Vehicle from Little Canada

SUBMITTED BY: Justin Miller, City Administrator Clem Kurhajetz, Fire Chief

EXPLANATION:

The 2010 Capital Improvements Plan (CIP) has \$20,000 included for the purchase of a utility vehicle for the fire department. This vehicle will be used to respond to calls, return used equipment to the fire station after calls (which is currently done in personal vehicles) and allow for more efficient use of the larger fire trucks.

Over the past two years, the fire department has been researching possible vehicles, and late last year they were approached by the City of Little Canada who is in the process of selling one of their older trucks. They are replacing their 1998 Chevrolet one-ton crew cab truck with a new vehicle, and are looking to sell it to an interested fire department.

The vehicle is fully equipped, and if the truck and equipment were to be purchased new, the total cost would be roughly \$30,000. They are selling the truck at a price of \$15,500, and are willing to pay for the new decals and identifying features that will be required if we take ownership. The fire department has looked at the truck and finds that it is in very good condition, has only 7,500 miles, and with good maintenance should last for several years.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the purchase of a Chevrolet one-ton crew cab fire utility truck from the City of Little Canada in the amount of \$15,500 plus any associated tax and title expenses.

ITEM:	2010 Tree Trimming and Removal Contract
SUBMITTED BY:	Tim Pittman, Director of Public Works and Parks
REVIEWED BY:	Justin Miller, City Administrator

EXPLANATION:

Typically, the city takes proposals for tree removals and trimming annually. Tree trimming takes place in the winter, when trees are largely dormant. Removals will also be performed this winter in coordination with the Tree Removal Action Plan (TRAP) for Emerald Ash Borer prevention.

The contract with S&S Tree Specialists for tree removal and trimming expired on December 31, 2009. Staff sent request proposals to seven contracting companies that specialize in this field, four of which responded back with a proposal for the 2010 contract. Staff reviewed the proposals for proper criteria and credentials. The proposal from St. Croix Tree Service came in as the low bid and is satisfactory to the city forester. The companies that submitted bids are as listed:

St. Croix Tree Service Upper Cut Tree Services Rainbow Tree Care S&S Tree Specialists.

ATTACHMENTS:

Copies of proposals.

ACTION REQUESTED:

Authorize staff to enter into a tree trimming and removal contract with St. Croix Tree Service for 2010.

St. Croix

QUOTATION FORM

Article I - Tree Removal A. Accessib B. Limited/N	le trees-\$	Cost per diameter inch Cost per diameter inch
Article II - Tree Trimming A. Broken B B. Dead Wo C. Full Prun	branches \$ bod \$5	_per DBH inch _per DBH inch _per DBH inch
Article III - Stump Remov Stump Only_ 1/3 diame	val. 3^{50} eter of longest root flare(s)	per inch diameter of cut face, plus , if applicable.
Article IV - Storm Damag A. Dump site B. Dump site		//////////////////////////////////////
B. Brush Pile C. Wood Pile	od Pile. e, easy access 750^{-2} e, difficult access 500^{-21} e, easy access 76^{-22} e, difficult access 22^{-22}	per 20 yard load per 20 yard load per cubic yard per cubic yard
Signed M_{m} M_{m} Firm Name $5+.$ C_{VO}/x Address 6.75 $Graderics$ Roborts Phone $65/-770-3$	WI 54073 744	
Date_/2-71-2000	7	

148978v01 RNK:12/01/2009

Upper Cut

QUOTATION FORM

Article I - Tree Removal and Disposal. A. Accessible trees-\$ Cost per diameter inch B. Limited/No access-\$ Cost per diameter inch Article II - Tree Trimming Only. A. Broken Branches4-2-5per DBH inchB. Dead Wood52-5per DBH inchC. Full Prune875per DBH inch Article III - Stump Removal. Stump Only_______per inch diameter of cut face, plus 1/3 diameter of longest root flare(s), if applicable. Article IV - Storm Damage. A. Dump site within City 300^{-2} per load per hour (30 - 4md)B. Dump site outside of City 315^{-2} per load per hour (30 - 4md)Article V - Brush and Wood Pile. 300-A. Brush Pile, easy access per 20 yard load B. Brush Pile, difficult access 400 per 20 yard load 15² per cubic yard C. Wood Pile, easy access 2000 D. Wood Pile, difficult access per cubic yard America Sianed

Firm Na	me/ Upper	· cut	Tree	service
Address	8841	167th	1 Ln.	•
-	Forest	Lake	2 Min	55025
Phone	651-779	- 3729	}	

Date 12-27-09

Cainson

QUOTATION FORM

Article I - Tree Removal and Disposal. 25.50 A. Accessible trees-\$ Cost per diameter inch B. Limited/No access-\$ 44.50 Cost per diameter inch INCLUDES TWO Article II - Tree Trimming Only. per DBH inch * PER HOUR PERSON CREW A. Broken Branches \$ 180⁻ AND CHIPPER B. Dead Wood \$ 6.80 per DBH inch \$4,00 Article III - Stump Removal. per inch diameter of cut face, plus Stump Only_ 1/3 diameter of longest root flare(s), if applicable. Article IV - Storm Damage. Article V - Brush and Wood Pile. 250.00 A. Brush Pile, easy access per 20 yard load 350.00 B. Brush Pile, difficult access per 20 yard load C. Wood Pile, easy access 20.00 per cubic yard D. Wood Pile, difficult access 30.00 per cubic yard Mike Sombrio Signed RAINBOW TREECARE Firm Name 1925 OAKCREST AVE SUTTE #9 Address ROSEVILLE, MN 55113-612-685-0284 Phone

Date 12/28/09

148978v01 RNK:12/01/2009

StS Tree

QUOTATION FORM

Article I - Tree Removal and Disposal.

A. Accessible trees-\$	27,00	Cost per diameter inch
B. Limited/No access-\$	28.00	Cost per diameter inch

Article II - Tree Trimming Only.

- A. Broken Branches \$ 4.00 per DBH inch
- B. Dead Wood \$4.cuper DBH inchC. Full Prune \$4.cuper DBH inch

Article III - Stump Removal.

Stump Only <u>4,00</u> per inch diameter of cut face, plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage.

A. Dump site within City _____ per load per hour B. Dump site outside of City _____ per load per hour

Article V - Brush and Wood Pile.

1

Α.	Brush Pile,	easy access	250	per 20 yard load

- B. Brush Pile, difficult access 400 per 20 yard load
- 25 per cubic yard C. Wood Pile, easy access
- D. Wood Pile, difficult access 40 per cubic yard

10A	
Signed	
Firm Name Sos Tree and HonTicitTurel Specinalist.	Inc
Address 405 Hardman Ave	
_ Scorth ST. Paul My 55075	
Phone 651-451-8907	

Date 12/23/09

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