

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

December 13, 2000

A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ HUSTAD ___ KUETTEL
LINDSTROM ___ TALBOT ___
PHILLIPS ___ WORTHINGTON ___
OLSON ___ ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: December 4, 2000
- E. CONSENT AGENDA:
1. General disbursements through December 8, 2000 of \$74,331.32
(There is no payroll in this period)
 2. Authorization of final pay estimate to T.A. Schifsky & Sons for 2000 Alley Project.
 3. Fund Transfer from the Infrastructure Fund to the 2000 Alley Reconstruction Fund, amend the budgets for these funds, and final retainage amounts paid in 2001 would come out of the Infrastructure Capital Improvement Fund
- F. PUBLIC HEARING: none
- G. POLICY AGENDA:
1. Consideration of resolution 00-25 adopting the 2001 property tax levy of \$643,309. ✓
 2. Consideration of resolution 00-24 adopting the 2001 operating budget. ✓
 3. Request for action on the option to waive the statutory tort limits under the LMCIT insurance plan.
 4. Consider rescinding the consent item of April 12 authorizing a transfer of funds from the Sanitary Sewer Fund to the 1999 NE Quadrant Street Improvement Bond Fund. Also authorize the transfer of funds from the Sanitary Sewer Fund into the Infrastructure Fund instead.
 5. Adoption of resolution 00-30 providing guidance to Finance Director with respect to the source of funds to pay debt service on outstanding bonds. ✓
 6. Consideration of resolution 00-26, ordering preparation of report on improvement for alleys between Larpenteur Avenue and Crawford Avenue from the east line of Snelling to the west line of North Pascal Avenue, and the alleys surrounding the Hollywood Court neighborhood—laid over from 12/4/00. Resubmitted with further information.
 7. Approve hiring of MCAD Director, Eileen Weber.
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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- D. APPROVAL OF MINUTES: December 4, 2000 **(Tab #1)**
- E. CONSENT AGENDA:
 - 1. General disbursements through December 8, 2000 of \$74,331.32
(There is no payroll in this period) **(Tab #2)**
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(Tab #3)
 - 3. Fund Transfer from the Infrastructure Fund to the 2000 Alley Reconstruction Fund,
amend the budgets for these funds, and final retainage amounts paid in 2001 would
come out of the Infrastructure Capital Improvement Fund **(Tab #4)**
- F. PUBLIC HEARING: none
- G. POLICY AGENDA:
 - 1. Consideration of resolution 00-25 adopting the 2001 property tax levy of \$643,309.
(Tab #5)
 - 2. Consideration of resolution 00-24 adopting the 2001 operating budget. **(Tab #6)**
 - 3. Request for action on the option to waive the statutory tort limits under the LMCIT
insurance plan. **(Tab #7)**
 - 4. Consider rescinding the consent item of April 12 authorizing a transfer of funds from
the Sanitary Sewer Fund to the 1999 NE Quadrant Street Improvement Bond Fund.
Also authorize the transfer of funds from the Sanitary Sewer Fund into the
Infrastructure Fund instead. **(Tab #8)**
 - 5. Adoption of resolution 00-30 providing guidance to Finance Director with respect to
the source of funds to pay debt service on outstanding bonds. **(Tab #9)**

6. Consideration of resolution 00-26, ordering preparation of report on improvement for alleys between Larpenteur Avenue and Crawford Avenue from the east line of Snelling to the west line of North Pascal Avenue, and the alleys surrounding the Hollywood Court neighborhood—laid over from 12/4/00. Resubmitted with further information. **(Tab #10)**
7. Approve hiring of MCAD Director, Eileen Weber. **(Tab #11)**

- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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7. Approve hiring of MCAD Director, Eileen Weber. **(Tab #11)**

H. INFORMATION AND ANNOUNCEMENTS:

I. ADJOURN

DRAFT

City of Falcon Heights
City Council Minutes
December 4, 2000

The meeting was called to order promptly at 7 p.m. by Mayor Gehrz.

PRESENT: Gehrz, Hustad, Kuettel, Lindstrom, Talbot. Also present:
Heather Worthington, City Administrator, Pat Phillips,
Deputy Clerk.

COMMUNITY FORUM: There was no one present wishing to speak.

MINUTES: The minutes of November 22, 2000 were approved as submitted.

PUBLIC HEARING:

Mayor Gehrz opened the public hearing at 7:01 p.m. and recognized Commissioner Janice Rettman who was present. Mayor Gehrz then asked Administrator Worthington and Finance Director Roland Olson to give their presentation of the proposed 2001 budget. Worthington presented a concise picture of the city's revenues and expenditures with the proposed tax levy being \$3,801,731. Worthington said the city's portion of the 2001 property tax allocation amounts to 14.8%. No one was present to ask questions so Mayor Gehrz closed the public hearing at 7:18 p.m.

Councilmember Talbot moved approval of the following consent agenda. The motion passed unanimously.

CONSENT AGENDA

1. General disbursements through 11/29/00, \$40,259.27
Payroll, 11/16/00 to 11/30/00, \$8,488.64
2. Consider resolution 00-27 approving a standard compensation increase for regular employees in 2001
3. Consider canceling the December 27, 2000 meeting in lieu of meetings on December 4 and December 13
4. Adopt resolution 00-28 eliminating the 2001 debt levy on general obligation debt
5. Appointment of firefighters Robert Baker and Paul Zeimet and promotion of Barb LeMay to 3rd Fire Captain

POLICY AGENDA:

Consideration of Resolution 00-26, ordering preparation of report on improvement for alleys between Larpenteur Avenue and Crawford St. from the east line of Snelling to the west line of North Pascal Ave. and the alleys surrounding the Hollywood Court neighborhood.

Administrator Worthington said council is being asked to approve the resolution ordering preparation of a report on the possible improvement of the above alleys. This would be tied into the proposed street maintenance and repair project for the Northome neighborhood with a possible cost savings. A feasibility study by the engineer is the first step in preparing for a public improvement of this type. Councilmember Kuettel asked the cost of the feasibility study and Administrator Worthington said she would have to provide that figure at a later time. Worthington then asked the council if they wished to hold this agenda item over to the December 13, 2000 meeting since there was no urgency to approve the resolution at this meeting. The mayor and councilmembers agreed to remove the item from this agenda and place it on the December 13th agenda.

Consideration of Resolution 00-29 ordering preparation of plans and specifications for the Northome street improvements

Administrator Worthington said approval of this resolution would order the preparation of plans and specifications for the Northome street improvements for 2001. The project will include curb restoration and repair, some mill and overlay work, and some storm sewer repair and maintenance. The city will finance 100% of the costs of the project through Minnesota State Aid funds available for local streets and city funds. Councilmember Hustad moved to approve Resolution 00-29. The motion passed unanimously.

Hiring of a permanent, part-time Recreation Coordinator

Worthington said the council is asked to approve the hiring of Austin Peterson as the part-time recreation coordinator starting April 1st. This is a 15-20% part-time regular position. Worthington said Peterson has demonstrated skills in organizing and hiring in both the skating and soccer programs and has hired and supervised rink attendants for the past several years. He presently works as a permanent part-time public works employee and will continue that work in the off-season. He plans to graduate from the U of M's Public Parks and Recreation Program in the fall of 2001. After brief discussion, councilmember Lindstrom moved to hire Austin Peterson as the part-time recreation coordinator. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS

Councilmember Lindstrom told the council about the two recent meetings held with residents regarding the possible Northome redevelopment. He said the questions and comments from the residents were valuable and he feels very positive about having the residents involved at this very early stage.

Administrator Worthington said the skating rinks were being flooded by the public works crew and hopefully will be open in the very near future.

ADJOURN

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: Dec.13, 2000

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through December 8, 2000 \$74,331.32.
2. Payroll, (No payroll this period).

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 12-08-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ST ANTHONY VILLAGE	JAN/01 POLICE SERVICES	-----	34,221.16
	*** TOTAL FOR DEPT 00			34,221.16
	FOCUS NEWS	TAX HEARING NOTICE	LEGISLAT	275.00
	*** TOTAL FOR DEPT 11			275.00
	US BANCORP	BOOK "TRANSFORMING GOVT"	ADMINIST	35.68
	US BANCORP	MCAFFEE ANTIVIRUS	ADMINIST	31.90
	CASH	DIFFICULT PEOPLE SEMINAR	ADMINIST	11.58
	HERMES FLORAL COMPANY	RECOGNITION EXPS/SARKOZY	ADMINIST	46.00
39442	MN DEPARTMENT OF REVENUE	NOV 30TH ST WITHHOLDINGS	ADMINIST	545.78
	SMALL CITIES PUBLISHING	MEMBERSHIP	ADMINIST	99.00
	OFFICE MAX CREDIT PLAN	2 INK JET CARTRIDGES	ADMINIST	49.98
	OFFICE MAX CREDIT PLAN	VIRUS SCAN SOFTWARE	ADMINIST	43.71
39443	PERA	NOV 30TH PERA WITHHOLDIN	ADMINIST	968.29
	WORTHINGTON, HEATHER	PARKING EXP REIMBURSEMENT	ADMINIST	14.00
	POSTIGO, ELIZABETH	MILEAGE REIMB	ADMINIST	6.83
	*** TOTAL FOR DEPT 12			1,852.75
	CASH	COYPAPER FOR BUDGET	FINANCE	18.18
	CASH	PARKING FOR OSA COURSE	FINANCE	0.75
	ROLAND OLSON	MILEAGE REIMB/BANK DEPOS	FINANCE	13.00
	*** TOTAL FOR DEPT 13			31.93
	CASH	ELECTION JUDGES SNACKS	ELECTION	53.44
	*** TOTAL FOR DEPT 15			53.44
	FBN, INC	COMPUTER ISSUES	COMMUNIC	127.50
	*** TOTAL FOR DEPT 16			127.50
	PHILLIPS, PATRICIA	NORTHOME REDEVELOPMENT	PLANNING	19.14
	ROWEKAMP ASSOCIATES INC	GIS TECHNICAL SUPPORT	PLANNING	777.80
	*** TOTAL FOR DEPT 17			796.94
	XCEL ENERGY	CIVIL DEFENSE SIREN	EMERGENC	6.28
	*** TOTAL FOR DEPT 21			6.28
	HUGHES & COSTELLO	12/00 PROSECUTIONS	PROSECUT	2,638.00
	*** TOTAL FOR DEPT 23			2,638.00
	CY'S UNIFORMS	FIRE NAME TAGS& HAT BAND	FIRE FIG	127.11
	INSTY-PRINTS PLUS	ENVELOPES AND LETTERHEAD	FIRE FIG	164.96
	MINNESOTA CONWAY	EXTINGUISHER TEST/RECHAR	FIRE FIG	62.05
	OXYGEN SERVICE COMPANY	AIR AND O2	FIRE FIG	31.50
	SUBURBAN HARDWARE	OIL DRY FOR FLOORS	FIRE FIG	8.51
	SUPERAMERICA	FUEL	FIRE FIG	37.74
	*** TOTAL FOR DEPT 24			431.87
	BROWNING-FERRIS IND.	12/00 WASTE REMOVAL	CITY HAL	244.52
	BUMPER TO BUMPER	TIRE INFLATOR GAUAGE	CITY HAL	43.15
	GLENWOOD INGLEWOOD	H2O AND COOLER RENT	CITY HAL	24.30
	MINNESOTA CONWAY	EXTINGUISHER TEST/RECHAR	CITY HAL	184.41
	XCEL ENERGY	GAS TO 11/28	CITY HAL	672.15

** This payable is a prepayment for January Police Services. St Anthony Village requires payment at the beginning of the month for the month. I will not mail the check until January 2, 2001

APPROVAL OF BILLS
 PERIOD ENDING: 12-08-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	XCEL ENERGY	ELECT TO 11/29	CITY HAL	72.97
	OFFICE MAX CREDIT PLAN	CORK BORAD/CLEANER	CITY HAL	37.67
	OXYGEN SERVICE COMPANY	TANK RENTAL/ACYTELENE	CITY HAL	9.00
	SUBURBAN HARDWARE	TOILET CLEANER	CITY HAL	3.29
	SUBURBAN HARDWARE	ICE MELT/CAULK GUN	CITY HAL	50.87
	VERIZON WIRELESS	CELL PHONE PUBLIC WORKS	CITY HAL	13.09
	*** TOTAL	FOR DEPT 31		1,355.42
	COLIN CALLAHAN	REIMB CLOTHING-WTR GEAR	STREETS	84.99
	GCR MPLS TRUCK TIRE CTR	TIRE REPAIR	STREETS	23.50
	GRAINGER, W. W., INC.	CABLE TIE PACK	STREETS	13.86
	KNOX LUMBER CO.	2 HAMMERS	STREETS	26.45
	KNOX LUMBER CO.	CHAIN AND GARLAN PINE	STREETS	90.70
	LINDERS GREENHOUSES	SPRUCE TOPS FOR PLANTERS	STREETS	633.04
	LINDERS GREENHOUSES	BLVD WREATHS FOR CHRISTM	STREETS	397.58
	MIDWAY FORD ROSEVILLE	EXHAUST REPAIR F-250	STREETS	607.65
	XCEL ENERGY	ELECT TO 11/29	STREETS	9.83
	XCEL ENERGY	ELECT TO 11/29	STREETS	8.19
	XCEL ENERGY	ELECT TO 11/29	STREETS	70.30
	XCEL ENERGY	ELECT TO 11/29	STREETS	8.95
	XCEL ENERGY	ELECT TO 11/29	STREETS	64.74
	XCEL ENERGY	ELECT TO 11/29	STREETS	1,895.95
	XCEL ENERGY	ELECT TO 11/29	STREETS	10.66
	XCEL ENERGY	ELECT TO 11/29	STREETS	76.67
	SUBURBAN HARDWARE	EXT CORD & LIGHT BULBS	STREETS	78.99
	SUPERAMERICA	FUEL	STREETS	176.15
	TARGET	FLOOD LIGHTS/TREE LIGHTS	STREETS	122.82
	*** TOTAL	FOR DEPT 32		4,401.02
	HOWARD GREEN COMPANYC.	GENERAL SERVICES	ENGINEER	1,353.00
	*** TOTAL	FOR DEPT 33		1,353.00
	ICMA RETIREMENT TRUST 457	12/00 MAERTZ	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	12/00 TRETSEVEN	PARK & R	100.00
	XCEL ENERGY	ELECT TO 11/15 CURTIS	PARK & R	21.15
	XCEL ENERGY	ELECT TO 11/28 ICE RINK	PARK & R	20.98
	SUBURBAN HARDWARE	FASTENERS FOR ICE RINKS	PARK & R	7.34
	SUPERAMERICA	FUEL	PARK & R	23.39
	*** TOTAL	FOR DEPT 41		272.86
	HOWARD GREEN COMPANYC.	FULHAM AVE STORM SEWER	STORM SE	87.12
	*** TOTAL	FOR DEPT 51		87.12
	E-Z RECYCLING, INC.	12/00 RECYCLING	SOLID WA	2,559.40
	*** TOTAL	FOR DEPT 56		2,559.40
	US BANCORP	HP INK JET 712 PRINTER/C	GENERAL	105.00
	*** TOTAL	FOR DEPT 63		105.00
	MN PLAYGROUND INC	PLAYGROUND EQUIPMENT	PUBLIC W	20,800.60
	*** TOTAL	FOR DEPT 65		20,800.60
	HOWARD GREEN COMPANYC.	ALLEYS	INFRASTR	898.99

APPROVAL OF BILLS
 PERIOD ENDING: 12-08-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	HOWARD GREEN COMPANYC.	NORTHHOME	INFRASTR	528.50
	HOWARD GREEN COMPANYC.	SIDEWALKS	INFRASTR	10.76
	*** TOTAL FOR DEPT 71			1,438.25
	XCEL ENERGY	ELECT TO 11/28	SANITARY	16.46
	*** TOTAL FOR DEPT 75			16.46
	BERNARDY, CONNIE LANNERS	PROF SVCS DEC 16-31	MCAD	1,288.49
	BERNARDY, CONNIE LANNERS	MEETING EXPS MCAD	MCAD	66.16
	BERNARDY, CONNIE LANNERS	COPYING EXPS	MCAD	2.67
	JUDITH VOIGHT	MCAD SEMINAR EXPS 2PEOPL	MCAD	150.00
	*** TOTAL FOR DEPT 84			1,507.32
	*** TOTAL FOR BANK 01			74,331.32
	*** GRAND TOTAL ***			74,331.32

Consent 2
DATE: 12/13/00

ITEM: Approval of the Final Pay Estimate No. 4 to T.A. Schifsky & Sons for the 2000 Alley Improvements Project in the amount of \$8,439.50

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: John Anderson, P.E., H.R. Green Company

EXPLANATION:

Summary: The Council is being asked to approve the final partial pay estimate for the 2000 Alley Improvements Project. The total amount budgeted for this project is \$198,403.50.

The total for this pay estimate is \$8,439.50. This includes \$8,883.68 earned, minus a retainage of \$444.18. The major pay items included in this pay estimate are Bituminous Wear, and sod replacement.

ATTACHMENTS:

Letter from John Anderson, H.R. Green Co.
Partial Payment Estimate



Howard R. Green Company
CONSULTING ENGINEERS

December 8, 2000
File: 808630J-0071

Ms. Heather Worthington
City Administrator
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113-5594

RE: 2000 ALLEY IMPROVEMENTS
PARTIAL PAY ESTIMATE NO. 3 (FINAL)

Dear Ms. Worthington:

Enclosed are three copies of Partial Pay Estimate No. 3 for T.A. Schifsky & Sons, Inc. who is the Contractor for the 2000 Alley Improvements project. This pay estimate is in the amount of \$8,439.50. This amount includes \$8,883.68 earned minus retainage of \$444.18. The major pay items included in this pay estimate are sod and topsoil. Also included in this pay estimate are extra work items of bituminous curb, retaining wall and driveway replacements that we discussed with you and the Council to address residents' concerns.

We have inspected the work performed by T.A. Schifsky & Sons, Inc. and recommend payment of Partial Pay Estimate No. 3 (Final). The quantities in this pay estimate represent the final quantities for this project. The Contractor has some minor sod replacements to take care of in the spring, prior to final payment of retainage.

The total construction cost for this project is \$182,165.95, which is 8% under the contract amount of \$198,403.50. We will work with the Contractor to ensure the sod repairs are made in the spring and all other required documentation is final before recommending release of retainage.

Sincerely,

Howard R. Green Company

John M. Anderson, P.E.
Project Engineer

JMA:tw
Enclosures

O:\PROJ\808630J\0071\Ltr-12-08-00 Payest#3final.doc

ITEM: Fund Transfer from the Infrastructure Fund to the 2000 Alley Reconstruction Fund and amend the 2000 budgets for these two accounts to reflect this transfer. Also, authorize the final retainage amount to be paid from the Infrastructure Capital Improvement fund when the 2000 Alley Reconstruction fund is closed out 12-31-00

SUBMITTED BY: Roland Olson , Finance Director

REVIEWED BY: Heather Worthington, City Administrator and
Matt Mayer, CPA, Kern, DeWenter, Viere, Ltd

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to approve a fund transfer from the Infrastructure Fund to the 2000 Alley Reconstruction Fund to provide the additional final funding of the costs associated with the alley reconstruction project. John Anderson of Howard Green calculated the Third pay estimate to T.A. Schifsky to be \$8439.50. After this payment there still would be a retainage of \$9108.25 for the entire project which would not be paid until the final sod issues would be completed next year. Even though this retainage amount would not be paid until next year, this expense of \$9108.25 would need to be recognized in the 2000 Alley Reconstruction Fund this year. I would be setting up an Accounts Payable for this expense and when the 2000 Alley fund would be closed this accounts payable would transfer over to the Infrastructure Capital Improvement Fund .

Request transferring an additional \$15,000 to the 2000 Alley Reconstruction Fund from the Infrastructure Fund. Also, with the 2000 Alley Reconstruction Fund being closed out on 12-31-00, the council is being requested to authorize the payment of the outstanding retainage to be paid from the infrastructure fund after all issues are taken care of on the project. With the additional costs verified from John Anderson , the additional funds are needed to maintain a positive fund balance in the 2000 Alley Reconstruction Capital Fund. Any balance that might be remaining as of 12-31-00 will be transferred back to the Infrastructure Capital Improvement Fund.

Meets goal # 4: To provide a responsive and effective city government.

Strategy 6: To effectively manage the city's financial resources.

Action Requested: Transfer an additional \$15,000 from the infrastructure Capital Improvement fund to the 2000 Alley Reconstruction fund, amend the budgets and also authorize the final payment of the retainage to be paid from the Infrastructure fund after the 2000 Alley Reconstruction Fund is closed out as of 12-31-00

**Policy 1
December 13, 2000**

ITEM: Consideration of resolution 00-25 adopting the 2001 property tax levy of \$643,309

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Mayor Gehrz, Councilmembers Hustad, Kuettel, Lindstrom and Talbot; Roland Olson, Finance Director

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to adopt a resolution approving the property tax levy for 2001 in the amount of \$643,309 to support the \$1,317,349 operating budget for 2001. The council held a public hearing on the 2001 budget on December 4, 2000.

Purpose: To promote a community that is a good place to work, live, and visit.

ATTACHMENTS:

Resolution 00-25

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: December 4, 2000

A RESOLUTION CERTIFYING THE 2001 TAX LEVY

BE IT RESOLVED that the city council authorizes the city to levy taxes in the Amount of \$643,309 for the year 2001; and

BE IT FURTHER RESOLVED that the county auditor should extend the tax levy In the amount of \$643,309 for the year 2001.

Moved by: _____

Approved by: _____

GEHRZ
HUSTAD ___ In Favor
KUETTEL
LINDSTROM ___ Against
TALBOT

Mayor
Date: December 4, 2000

Attested by: _____

City Clerk
Date: December 4, 2000

**Policy 2
December 13, 2000**

ITEM: Consideration of resolution 00-24 adopting the 2001 budget

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Mayor Gehrz, Councilmembers Hustad, Kuettel, Lindstrom
and Talbot, Roland Olson, Finance Director

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to adopt the operating budget of \$1,317,349 for 2001. The council held a hearing on the budget on December 4, 2000.

Purpose: To promote a community that is a good place to work, live and visit.

ATTACHMENT:

Resolution 00-24

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: December 4, 2000

A RESOLUTION ADOPTING THE 2001 BUDGET

BE IT RESOLVED by the city council of the City of Falcon Heights that the General Operating Budget for the year 2001 in the amount of \$1,317,349 is adopted.

Moved by: _____

Approved by: _____

Mayor

Date: December 4, 2000

GEHRZ
HUSTAD ___ In Favor
KUETTEL
LINDSTROM ___ Against
TALBOT

Attested by: _____

City Clerk

Date: December 4, 2000

ITEM: Request for action on the option to waive the statutory tort limits under the LMCIT insurance plan

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Roland Olson

EXPLANATION/DESCRIPTION:

Summary: The League of Minnesota Cities Insurance Trust (LMCIT) is requesting that cities determine if they wish to waive the statutory tort limits of \$750,000. Under these limits an individual can settle for no more than \$300,000 for a single claim and a single claim for all parties cannot exceed ^{1,000,000} \$750,000. In 1998, our attorney, Joel Jamnik of Campbell Knutson, reviewed this proposal and recommended not waiving the statutory limits. Under certain circumstances the LMCIT, which represents the city in these claims, many negotiate above the legal liability limit if necessary because some claims like employment are exempt from the cap. The general counsel from the LMCIT said that cities made different choices depending upon their circumstances. However, he perceived that maintaining the limit was prudent in many cases. The city has had no claims with settlements for several years.

On January 28, 1998, the city council voted not to waive the statutory tort limits. In 1999, the city council voted unanimously to maintain the statutory tort limit of \$750,000.

- Goal 4: To provide a responsive and effective city government
- Strategy 6: To effectively manage the city's financial resources.

ATTACHMENTS:

Letter from Joel Jamnik, dated January 23, 1998
Waiver form

ACTION REQUESTED:

Discussion
Motion to maintain the city's statutory tort limit of \$750,000.

ATTACHMENT 2

CAMPBELL KNUTSON

Professional Association

Attorneys at Law

(612) 452-5000

Fax (612) 452-5550

Thomas J. Campbell
Roger N. Knutson
Thomas M. Scott
Elliott B. Knirsch
Susan Lea Pace

Joel J. Jamnik
Andrea McDowell Prehler
Matthew K. Brukl*
John F. Kelly
Matthew J. Foli
Marguerite M. McCarron
George T. Stephenson
*Also licensed in Wisconsin

Of Counsel:
Gary G. Fuchs

January 23, 1998

VIA FACSIMILE TRANSMISSION

AND U. S. MAIL

Ms. Susan Hoyt
City Administrator
City of Falcon Heights
2077 West Larpenteur
Falcon Heights, Minnesota 55113

Dear Susan:

You asked for our advice/opinion regarding the option provided to the City to waive the monetary limits on municipal tort liability as part of obtaining liability coverage from the League of Minnesota Cities Insurance Trust.

The question posed is primarily a policy matter having few practical legal ramifications. The reason for this is that contrary to popular perception, few damage claims approach \$300,000 per claimant. If the limits are waived there is the potential, however slight or remote, that LMCIT will pay more for a claim than it would have if the City did not waive the claim. Conversely, if the limits are not waived, there is the possibility that LMCIT will pay less on a particular claim.

One's perspective of the issue is a primary detriment (taxpayer, defendant, plaintiff), as is one's political philosophy. In my opinion, the City that waives the limits at the time of obtaining coverage unnecessarily sacrifices a settlement point or statutory protection too early in the process. I am enclosing a more detailed discussion of the pros and cons of waiving the limits which was prepared by Pete Tritz, the Director of LMCIT. Please note that the waiver endorsement issued by LMCIT would result in a higher premium for the City. It may be helpful to find out from LMCIT the cost of the waiver. Two additional points may be of interest. First, about half of all LMCIT members have chosen against waiving the limits. Second, because most of Falcon Heights' neighbors or large institutional citizens are self-insured, they do not have the option to waive their statutory limits except as cases are settled or decided. It may be easier to manage multiple party litigation involving these other entities and the City if all the parties share the same risk.

Suite 317 • Engandale Office Center • 1380 Corporate Center Curve • Eagan, MN 55121

Ms. Susan Hoyt
January 23, 1998
Page 2

I hope this information assists the Council in making its decision.

Very truly yours,

CAMPBELL KNUTSON
Professional Association

By: 

Joel J. Gannik

JJJ:cjh
Enclosure

LMCIT LIABILITY COVERAGE - WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$300,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,000,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,000,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,000,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

The City of _____ accepts liability coverage limits of \$ _____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

_____ The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

_____ The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature _____ Position _____

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

Policy 4
December 13, 2000

ITEM: Consider rescinding the consent item of April 12 authorizing a transfer of funds from the Sanitary Sewer Fund to the 1999 NE Quadrant Street Improvement Bond Fund. Also authorize the transfer of funds from the Sanitary Sewer Fund into the Infrastructure Fund instead.

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Heather Worthington, City Administrator
Matt Mayer, CPA Kern, DeWenter, Viere, Ltd.

EXPLANATION/DESCRIPTION:

Summary: In 1999 we bonded for the 1999 Street Improvement Project in the NE Quadrant. We bonded for the amount of \$1,580,000. When we received the bond proceeds approximately \$49,000 of it was placed in the 1999 NE Quadrant Street Improvement Bond Fund, and the balance was placed in the 1999 NE Quadrant Street Improvement Capital Fund. The reason the \$49,000 was placed in the bond fund was to insure that there was enough balance in the bond fund to pay the 1st interest payment on the bond. The amount in the capital fund was to be used to pay for the expenses of the street improvements.

We assessed the property owners. They had the option of prepaying the assessment or letting it be placed on their property taxes with a ten year payoff. When we worked with Springstead Public Finance Advisors on obtaining the bond we provided estimates of what the project cost would be and an estimate of the projected amount of pre-paid special assessments that the property owners would payoff before the assessments became certified and placed on their property taxes. More property owners prepaid their assessments than has ever happened before. In fact we received \$297,960 in prepaid special assessments in 1999. At the end of 1999, the fund balance in the Bond Fund was \$347,541. During 2000, there were interest payments totaling \$76,200. There were no principal payments during 2000. The first principal payment is Feb 1, 2001. Interest earnings are earned during the year on the balance in this fund. Currently, the fund balance in this bond fund is \$ 315,749.

The 99 NE Quadrant Street Improvement Capital Fund received the bond proceeds less the \$46,000 that went to the bond fund. The actual expenses for the Northeast street reconstruction to-date totaling \$1,472,746. Interest earnings are earned during the year on the balance in this fund. Currently, the fund balance in this capital fund is \$192,987. The NE quadrant street reconstruction project is now complete. We have excess funds in this capital account

On April 12, 2000 a consent item was approved to transfer \$750,000 from the Sanitary Sewer Fund to the 1999 NE Quad Street Improvement Bond Fund. This transfer has not been done. Springstead Public Finance Advisors informed us about the need to maintain a minimum balance in the 1999 NE Quadrant Street Bond Fund and use up the unexpended balance in the 1999 NE Quadrant Street Improvement Capital Fund to enable us to meet "arbitrage" requirements. Arbitrage, in this instance is getting bond proceeds at a low interest rate and then reinvesting the

proceeds at a higher rate and making money on the tax exempt bond funds. The "3 year temporary period" during which construction fund money may be invested at an unrestricted yield will expire in June 2002. We borrowed the bond money at 4.27%. If after June 2002, there is a balance in the bond fund that exceeds 105% of the next year's principle and interest payments then a rebate to the IRS might need to be made. We typically are getting over 6% interest earnings on the fund balances in these funds. Springstead Public Finance Advisors annually performs the arbitrage calculation on this bond (both debt and capital funds). See the attached September 29, 2000 letter from Springsted Public Finance Advisors.

We felt that we needed a second opinion on this issue from our bond council, attorney Richard Martin of Leonard, Street, and Deinard. We need to use up the balance in the 1999 NE Quadrant Street Improvement Capital Fund and we need to minimize the balance in the 1999 NE Quadrant Bond Fund. We can't minimize the balance in this bond fund if we transfer the \$750,000 from the Sanitary Sewer Fund to this bond fund. We are therefore recommending that the council rescind the April 12 consent item authorizing a transfer from the Sanitary Sewer Fund to the 1999 NE Quadrant Street Improvement Bond Fund.

Richard Martin of Leonard, Street and Deinard has provided an alternative to us. We can still transfer the \$750,000 out of the Sanitary Sewer fund, but instead transfer it to the Infrastructure Capital Improvement Fund (#419).

Richard Martin has prepared a resolution to cancel the original transfer of funds and prepared a new transfer of funds transferring this 750,000 to the Infrastructure Improvement Capital Fund.

Richard Martin also prepared a letter of explanation to the Mayor and Council explaining this arbitrage issue and prepared a resolution to address the administration of future transfers from the Infrastructure Improvements Capital Fund to deal with this minimum balance issue in the bond fund. See Policy # 5.

ATTACHMENT:

Letter from Springstead Public Finance Advisors
Letter from Richard Martin, dated December 8, 2000
April 12 consent item

ACTION REQUESTED:

- Discussion
- Rescind the consent item of April 12, 2000 authorizing a transfer of funds from the Sanitary Sewer Fund to the 1999 NE Quadrant Street Improvement Bond Fund.
- Authorize the transfer of funds from the Sanitary Sewer Fund into the Infrastructure Fund instead.

85 SEVENTH PLACE EAST, SUITE 100
SAINT PAUL, MN 55101-2887
651-223-3000 FAX: 651-223-3002
E-MAIL: advisors@springsted.com

SPRINGSTED
Public Finance Advisors



September 29, 2000

Mr. Roland Olson, City Accountant
City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113

Dear Mr. Olson,

Per our conversation on September 21, 2000, I am sending you the information you had requested regarding the General Obligation Improvement Bonds, Series 1999A. We have reviewed the bonds from the settlement date of June 23, 1999 through June 22, 2000 for the purpose of determining the arbitrage liability. Because the City qualifies as a small issuer, it is exempt from rebate but still subject to the arbitrage regulations.

Currently, the Construction Fund shows a balance of \$193,376.05. The City has a 3-year temporary period in which it is allowed to invest unrestricted. After the temporary period has ended on June 22, 2002, the City must restrict the yield on its' investments in the Construction Fund or make a yield reduction payment to the IRS at the five-year computation date.

The City has a couple options regarding the best use for the remaining proceeds in the Construction Fund. As we had discussed, the extra \$60,000 that was put in the account as non bond proceeds can be taken out to reduce the balance, as well as the interest earned on that money. The remaining balance could be used to pay off the principal and interest, but may not be the best option for the City because the Debt Service Fund will still have a large balance and remain non bona fide.

According to the 1999 Minnesota Statutes, Chapter 429.091(4), any remaining balance in the Construction Fund can be used to pay the cost, in whole or in part, of any other improvement. Therefore, the City should use the remaining proceeds in the Construction Fund to pay for additional improvements not bonded for by this issue.

After all the projects are completed and prior to the ending of the three-year temporary period, any remaining balance in the Construction Fund will need to be transferred over to the Debt Service Fund. At that time the fund will need to be yield restricted to below the yield on the

City of Falcon Heights, Minnesota
September 29, 2000
Page 2

bonds or yield reduction payments will have to be made to the IRS at the five-year computation dates.

The Debt Service Fund has an outstanding balance of \$322,161.93, which is well above the allowable amount of 1/12th of the preceding year's debt service. The yield on investments in the Debt Service Fund (6.2350%) exceeds the yield on the bonds (4.2710%). Therefore, this fund is non bona fide and must be either yield restricted or a yield reduction payment will have to be made at the five-year computation date of June 24, 2000.

Please call me at (651) 223-3036 if you have any questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Mikaela Huot".

Mikaela Huot

**Policy 5
December 13, 2000**

ITEM: Consideration of Resolution 00-30 providing guidance to Finance Director with respect to the source of funds to pay debt service on outstanding bonds

SUBMITTED BY: Roland Olson, Finance Director

**REVIEWED BY: Heather Worthington, City Administrator
Matt Meyer, CPA, Kern, DeWenter, Viere, Ltd.
Richard Martin, Leonard, Street, and Deinard**

EXPLANATION/DESCRIPTION:

Our bond counsel, attorney Richard Martin of Leonard, Street and Deinard has provided information providing direction to the Finance Director with respect to the source of funds to pay debt service on outstanding bonds.

ATTACHMENT:

Letter from Richard Martin, dated December 8, 2000
Resolution 00-30

ACTION REQUESTED:

- Discussion
- Adoption of resolution 00-30

COUNCIL RESOLUTION

Date: December 13, 2000

RESOLUTION REGARDING THE CITY'S \$1,580,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 1999A

WHEREAS, the city has issued its \$1,580,000 General Obligation Improvement Bonds, Series 1999A (the "Bonds"), to which the full faith and credit of the city is pledged; and

WHEREAS, the Debt Service Fund for the Bonds (the "Fund") is currently over funded due to prepaid special assessments, ~~by this~~ ^{at the} City Council now wishes to provide direction to the City's Finance Director with respect to the source ~~of~~ ^{of} funds to pay debt service on the Bonds when due in future years;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

1. For each city fiscal year during the term of the Bonds, the Finance Director shall compute the amount equal to 105% of the debt service to be due and payable on the bonds during that fiscal year. The Finance Director shall then subtract from that figure the amount of funds on hand in the Fund, plus the amount of special assessments, whether paid in installments or prepaid, estimated to be received and deposited during the same fiscal year in the Fund. The difference, if any, shall be the "Debt Service Requirement" for that fiscal year.
2. To the extent of excess balances in other city funds and accounts, the Finance Director shall make a recommendation to the City Council regarding whether such excess moneys shall be transferred to the Fund and used to pay debt service on the Bonds in lieu of currently collected property tax revenues of the city. Such recommendation may be framed as a budget amendment, as a separate action of the City Council, or in any other form in which the City Council then takes action. Pending further direction from this Council, the Finance Director shall first consider the use of excess moneys in the Infrastructure Capital Improvement Fund.

Moved by: _____

GEHRZ _____ In Favor
 TALBOT _____
 HUSTAD _____ Against
 LINDSTROM _____
 KUETTEL _____

Approved by: _____

Mayor _____, 2000
 Date _____

Attested by: _____

City Clerk _____, 2000
 Date _____

**Policy 6
December 13, 2000
Laid over from 12/4/00**

ITEM: Consideration of Resolution 00-26, ordering preparation of report on improvement for alleys between Larpenteur Avenue and Crawford Avenue from the east line of Snelling to the west line of North Pascal Avenue, and the alleys surrounding the Hollywood Court neighborhood.

SUBMITTED BY: Heather Worthington, City Administrator

EXPLANATION/DESCRIPTION:

Summary: The council is being asked to approve resolution 00-26, ordering preparation of a report on the possible improvement of the alleys described above. This comes in response to resident concerns about the condition of the alleys, and the possible cost savings on tying this project to the street maintenance and repair project for the Northome neighborhood in 2001 (which is not an assessed project). A feasibility study is the first step in preparing for a public improvement of this type. It permits the engineer to proceed with gathering the necessary information in the field before going ahead with the plans. A feasibility study does not commit the council to the project. Once the study is completed, the city administrator and engineer will meet with property owners along the alleys to discuss the project. The engineer will review the alleys to be reconstructed. The city assessed \$29.00 per linear foot in its last alley project in the Northome neighborhood in 2000. If the city council decides to go forward with the project after the feasibility study and resident meetings, an amendment to the capital budget can be made at that time.

ATTACHMENTS:

- Resolution 00-26
- Letter from H.R. Green regarding above project
- *Memorandum from John Anderson regarding estimated cost of study—new information*

ACTION REQUESTED:

Questions and discussion
Approve Resolution 00-29 if council chooses to proceed with project

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

No. 00-26 13
Date: December 14, 2000

RESOLUTION ORDERING PREPARATION OF
REPORT ON IMPROVEMENT

WHEREAS it is proposed to improve certain alleys listed below by reconstructing them and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

1. The alley between Larpenteur Avenue and Crawford Avenue from the east line of Snelling Avenue to the West line of North Pascal Avenue.
2. The alley surrounding Hollywood Court beginning and ending at the west line of Snelling Avenue.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

That the proposed improvement be referred to Howard R. Green Company, Inc. for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended

Adopted by the Council this ___ day of _____, 2000.

Moved by: _____

GEHRZ _____ In Favor
TALBOT
HUSTAD _____ Against
LINDSTROM
KUETTEL

Approved by: _____

Mayor
_____, 2000

Date

Attested by: _____

City Clerk
_____, 2000

Date

MEMO

To: Heather Worthington
From: John Anderson
Subject: 2001 Alley Improvements
Date: 12/7/00



Howard R. Green Company

Heather

As we discussed we can prepare a feasibility study for the Hollywood Court Alley and Crawford Avenue Alleys for an amount not to exceed \$3000. The scope of this feasibility study would be to evaluate the existing conditions, describe in summary proposed improvements, show an estimate of construction costs and overhead costs, evaluate financing, and show a project schedule. At this point we would hold an informational meeting with residents to gauge public support for the project. At this point the City can determine if they wish to proceed with the project. Additional data would be necessary to complete the final report beyond this point. This would include field survey work and geotechnical investigation. These costs have not been included.

Please let me know if you need more detail on what is included in this scope of work

Heather



Howard R. Green Company
CONSULTING ENGINEERS

November 7, 2000
File: 330000M-0325

Ms. Heather Worthington
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113-5551

RE: ALLEY CONSTRUCTION COST ESTIMATES

Dear Ms. Worthington:

As you requested, we have reviewed the condition of the Hollywood Court alleys and Crawford Avenue alleys, and estimated project costs involved in repairing or reconstructing these alleys based on their present condition.

Hollywood Court Alleys

The condition of these alleys is poor as exhibited by the widespread alligator cracking. Based on this observation, we would recommend a full reconstruct of these alleys. The estimated project cost, including overhead, for the Hollywood Court alleys is \$160,000. The alleys in this area really only serve properties on one side. The likely assessable frontage would be about 1,200 feet. At the rate of \$29 per foot, which is the rate charged to residents in the two previous alley reconstruction projects, assessments would total \$34,800, leaving a cost to the City of \$122,200.

Crawford Avenue Alleys

These alleys are located between Larpenteur Avenue and Crawford Avenue beginning at Snelling Avenue and extending to Pascal Avenue. The section from Snelling Avenue to Arona Avenue is in much better condition than the section from Arona Avenue to Pascal Avenue. We recommend a mill and overlay of the first segment and a full reconstruct of the second segment, which has major drainage problems and will require storm sewer to be extended from the east end to facilitate drainage. The cost of the westerly segment to be overlaid would be \$10,500. The cost of the easterly segment to be fully reconstructed would be \$80,000. Assessment of the 1,100 feet in this alley at the \$29 per foot rate would provide \$31,900 of the cost, leaving approximately \$48,100 to be covered by the City.

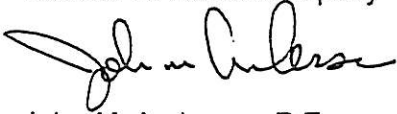
Please note that the cost estimates provided here assume these projects would be combined with the potential Northome Street repair project. If these alley projects were to be bid as separate projects, the cost would be significantly higher.

Ms. Heather Worthington
November 7, 2000
Page Two

If you have any questions, please feel free to give me a call.

Sincerely,

Howard R. Green Company

A handwritten signature in black ink, appearing to read "John M. Anderson". The signature is fluid and cursive, with a large initial "J" and "A".

John M. Anderson, P.E.
Project Engineer

JMA:tw

cc: Terry Maurer, HRG

Proposed Schedule - Northome Street Repairs

Task	Date
Revised assessment policy for council action	11/22/00
Order preparation of Plans & Specs	12/13/00
begin survey work / soil borings	12/18/00
hold informational meeting	1/31/01
council approves plans / authorize bidding project	2/28/01
open bids	3/29/01
council award project	4/11/01
begin construction	May-01
complete construction	Aug-01

Proposed Schedule - Hollywood Court Alley

Task	Date
Council order feasibility study	12/13/00
hold informational meeting	1/10/01
city council receives feasibility study / orders public hearing	1/24/01
public hearing / order plans & specs	2/28/01
begin survey work / soil borings	3/5/01
council approves plans / authorize bidding project	4/25/01
open bids	5/31/01
city council consider bids and orders preparation of assessment roll	6/13/01
assessment hearing and award contract	7/11/01
begin construction	July-01
complete construction	Aug-01

Proposed Schedule - Crawford Avenue Alley

Task	Date
Council order feasibility study	12/13/00
hold informational meeting	1/10/01
city council receives feasibility study / orders public hearing	1/24/01
public hearing / order plans & specs	2/28/01
begin survey work / soil borings	3/5/01
council approves plans / authorize bidding project	4/25/01
open bids	5/31/01
city council consider bids and orders preparation of assessment roll	6/13/01
assessment hearing and award contract	7/11/01
begin construction	July-01
complete construction	Aug-01

Policy 7
December 14, 2000

ITEM: Approve hiring of MCAD Director, Eileen Weber

SUBMITTED BY: Mayor Gehrz

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/DESCRIPTION:

Mayor Gehrz will present information on Ms. Weber's qualifications and duties at the meeting.



CITY OF
FALCON HEIGHTS

2077 W. LARPELLEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 644-5050 FAX (651) 644-8675

December 22, 2000

TO: Mayor Gehrz and Councilmembers
FROM: Roland Olson, Finance Director *RO*
SUBJECT: Payables before year end.

This should be the final payable run for the year 2000. Please review these and if you have any questions, please call me. I would like to mail these out next week or the first couple of days of January. Every year-end we do a final payable run like this to help make the year end closing a little easier and prevent any late charges being assessed before the next scheduled council meeting on January 10, 2001.

Please call me if there are any questions. Thanks

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



PRINTED ON RECYCLED PAPER

APPROVAL OF BILLS
PERIOD ENDING: 12-22-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	LEAGUE MN CITIES INS TRST	2001 WKMANS COMP INS	-----	5,749.00
	LEAGUE MN CITIES INS TRST	2001 WKMANS COMP INS	-----	231.00
	*** TOTAL FOR DEPT 00			5,980.00
	AMERICAN OFFICE PRODUCTS	MAGNETIC CHAULK TRAY	ADMINIST	41.28
	AMERICAN OFFICE PRODUCTS	LEGAL PADS/PENS/TAPE	ADMINIST	65.72
	AMERICAN OFFICE PRODUCTS	OVERHEAD PROJECTOR BULBS	ADMINIST	72.34
	CASH	ONE CENT STAMPS	ADMINIST	4.00
	CASH	KITCHEN SUPPLIES	ADMINIST	31.23
	GOVERNING	SUBSCRIPTION	ADMINIST	15.00
	HUMPHREY INSTITUTE	CONF JAN 16TH	ADMINIST	30.00
	INSTY-PRINTS PLUS	LETTERHEAD ENVELOPES	ADMINIST	569.71
	KEHOE OFFICE FURNISHINGS	PERMANENT STORAGE BOXES	ADMINIST	156.71
	MIDWAY CHAMBER COMMERCE	DEC MEETING	ADMINIST	32.00
	MINNEAPOLIS PAPER COMPANY	10 BOXES PAPER	ADMINIST	287.44
39520	MN DEPARTMENT OF REVENUE	DEC 15 MN TAX WITHHOLDIN	ADMINIST	599.60
39521	PERA	DEC 15 PERA WITHHOLDINGS	ADMINIST	1,027.69
	RAMSEY COUNTY	12/00 INS PREMIUMS	ADMINIST	3,053.74
39522	U.S. POSTMASTER	10 ROLLS/34CENT STAMPS	ADMINIST	340.00
	U.S. POSTMASTER	BULK MAIL POSTAGE	ADMINIST	500.00
	*** TOTAL FOR DEPT 12			6,826.46
	CAMPBELL KNUTSON	11/00 LEGAL SVCS	LEGAL	952.60
	*** TOTAL FOR DEPT 14			952.60
	FBN, INC	LAPTOP COMPUTER ISSUES	COMMUNIC	255.00
	FBN, INC	PRINTER/LAPTOP ISSUES	COMMUNIC	170.00
	QWEST	TELE TO 12/1	COMMUNIC	614.85
	*** TOTAL FOR DEPT 16			1,039.85
	XCEL ENERGY	ELECT CIVIL DEFENSESIREN	EMERGENC	5.92
	*** TOTAL FOR DEPT 21			5.92
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	41.77
	FIRE EQUIPMENT SPECIALTIE	2 RECHARGEABLE FLASHLITE	FIRE FIG	149.85
	KURHAJETZ, CLEM	REIMB-RECEIPT BOOK/BULBS	FIRE FIG	6.55
	TAILORED WEAR INC	3 COATS/1 LINER	FIRE FIG	372.00
	VERIZON WIRELESS	CELL PHONE CHRGS	FIRE FIG	19.66
	QWEST	TELE TO 12/1	FIRE FIG	167.27
	*** TOTAL FOR DEPT 24			757.10
	CASH	OSHA MEETING SNACKS	CITY HAL	8.97
	UNITED LABORATORIES	LIQUID ICE MELT	CITY HAL	144.31
	*** TOTAL FOR DEPT 31			153.28
	RAMSEY CTY PUBLIC WORKS	NOV SNOWPLOWING/SANDING	STREETS	1,797.55
	*** TOTAL FOR DEPT 32			1,797.55
	KUNDE CO INC	DISEASE TREE SAMPLE FEE	TREE PRO	50.00
	PRECISION TREE COMPANY	MAPLE TREE/STUMP REMOVAL	TREE PRO	189.15
	*** TOTAL FOR DEPT 34			239.15
	CASH	PING PONG PADDLES/COMMPK	PARK & R	20.21

Prepaying our Workman's Comp insurance premium for 2001

APPROVAL OF BILLS
 PERIOD ENDING: 12-22-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GRAINGER, W. W., INC.	INSTANT COLD PACKS/SPORT	PARK & R	16.74
	XCEL ENERGY	CURTIS PROTECTIVE LITES	PARK & R	21.35
	XCEL ENERGY	CURTIS PK GAS & ELECT	PARK & R	84.80
	XCEL ENERGY	COMM PK GAS & ELECT	PARK & R	660.66
	NSP COMPOST & WOOD PROCES	SOD/SOIL COMPOST	PARK & R	55.81
	*** TOTAL FOR DEPT 41			859.57
	D-ROCK CENTER LANDSCAPE	RIVER ROCK/ GROVE PLAYGR	PUBLIC W	249.21
	STRAUSS SKATES & BICYCLES	NEW HOCKEY GOALS/NETS	PUBLIC W	766.80
	T.A. SCHIFSKY & SONS, INC	PEAROCK/GROVE PLAYGROUND	PUBLIC W	533.60
	*** TOTAL FOR DEPT 65			1,549.61
	QWEST	AUTO CALL LIFT STATION	SANITARY	62.49
	*** TOTAL FOR DEPT 75			62.49
	EHLERS AND ASSOCIATES	OSA REPORT	TIF #1	343.75
	*** TOTAL FOR DEPT 77			343.75
	EHLERS AND ASSOCIATES	OSA REPORT	TIF #2	343.75
	*** TOTAL FOR DEPT 78			343.75
	ROSEVILLE PARKS AND RECRE	TEEN STAFFING EVENTS	MCAD	2,310.00
	BERNARDY, CONNIE LANNERS	TELEPHONE EXP REIMB	MCAD	82.50
	BERNARDY, CONNIE LANNERS	MEETING EXPS REIMB	MCAD	91.38
	*** TOTAL FOR DEPT 84			2,483.88
	T.A. SCHIFSKY & SONS, INC	ALLEYS PAY EST # 3	2000 ALL	8,439.50
	*** TOTAL FOR DEPT 87			8,439.50
	*** TOTAL FOR BANK 01			31,834.46
	*** GRAND TOTAL ***			31,834.46

* Approved for payment at the
 December 13th council meeting
 (Partial Pay Estimate # 3)