

**CITY OF FALCON HEIGHTS**  
**Regular Meeting of the City Council**  
**City Hall**  
**2077 W. Larpenteur Ave.**

**AGENDA**  
**January 10, 2001**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:           GEHRZ \_\_\_ HUSTAD \_\_\_ KUETTEL \_\_\_  
                          LINDSTROM \_\_\_ TALBOT \_\_\_  
                          WORTHINGTON \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: December 13, 2000
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. ~~General disbursements through 12/29/00, \$7,910.48~~ \*through 1/8/01 \$65,216.00  
    Payroll, 12/1/00 to 12/15/00, \$8,167.12  
    Payroll, 12/16/00 to 12/31/00, \$10,280.38
  2. Licenses Addendum (Part 2)
  3. Consideration of 2001 SCORE Contract
  4. Resolution designating official depositories for 2001 — (01-01)
  5. Appointment of City Engineer and City Attorneys for 2001
  6. Designation of official newspaper
  7. Review and adopt Council standing rules
- G. POLICY AGENDA:
1. Request to approve extension of the recycling contract with E-Z Recycling for one year commencing on February 29, 2001.
  2. Consideration of a contract with Safe Assure for OSHA compliance monitoring and training
  3. Replacement of 1990 Ford F250 Truck
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN TO WORKSHOP

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                          WORTHINGTON \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: December 13, 2000 (Tab #1)
- E. PUBLIC HEARING: None
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1. General disbursements through 12/29/00, \$7,910.48  
Payroll, 12/1/00 to 12/15/00, \$8,167.12  
Payroll, 12/16/00 to 12/31/00, \$10,280.38 (Tab #2)
  2. Licenses (Tab #3)
  3. Consideration of 2001 SCORE Contract (Tab #4)
  4. Resolution designating official depositories for 2001 (Tab #5)
  5. Appointment of City Engineer and City Attorneys for 2001 (Tab #6)
  6. Designation of official newspaper (Tab #7)
  7. Review and adopt Council standing rules (Tab #8)
- G. POLICY AGENDA:
1. Request to approve extension of the recycling contract with E-Z Recycling for one year commencing on February 29, 2001. (Tab #9)
  2. Consideration of a contract with Safe Assure for OSHA compliance monitoring and training (Tab #10)
  3. Replacement of 1990 Ford F250 Truck (Tab #11)
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ATTORNEY \_\_\_ ENGINEER \_\_\_
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**(Tab #6)**
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**(Tab #9)**
2. Consideration of a contract with Safe Assure for OSHA compliance monitoring and training **(Tab #10)**
3. Replacement of 1990 Ford F250 Truck **(Tab #11)**

G. INFORMATION AND ANNOUNCEMENTS

H. ADJOURN TO WORKSHOP

DRAFT

City of Falcon Heights  
City Council Minutes  
December 13, 2000

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

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.

INTRODUCTION: Administrator Worthington introduced Austin Peterson, the newly hired Recreation Coordinator to the Mayor and Council.

APPROVAL OF MINUTES: The minutes of December 4, 2000 were approved.

CONSENT AGENDA:

Councilmember Hustad moved to approve the following consent agenda. The motion passed unanimously.

1. General disbursements
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.

Consideration of Resolution 00-25 adopting the 2001 property tax levy of \$643,309.

Worthington said council is asked to adopt a resolution approving the property tax levy for 2001 in the amount of \$643,309. The council held a public hearing on the 2001 budget on December 4, 2000. Councilmember Talbot made a motion to adopt the resolution. The motion passed unanimously.

Consideration of Resolution 00-24 adopting the 2001 operating budget.

Worthington said council is being asked to adopt the operating budget of \$1,317,349 for 2001. The budget had been discussed and worked on for several months so Councilmember Hustad made a motion to adopt this budget figure. The motion passed unanimously.

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

Administrator Worthington explained that the League of Minnesota Cities Insurance Trust is requesting that cities determine if they wish to waive the statutory tort limits of \$750,000. The city's attorney recommends not waiving the statutory limits. After brief discussion, councilmember Kuettel made a motion to maintain the statutory tort limit of \$750,000. The motion passed unanimously.

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.

Administrator Worthington explained that a rescission of the April 12, 2000 consent item authorizing a transfer of funds from the Sanitary Sewer Fund to the 1999 NE Quadrant Street Improvement Bond Fund is recommended. The transfer was never completed and Worthington said 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 Bond Fund. After receiving advice from the city's financial advisors and bond counsel, the recommendation is to transfer this \$750,000 out of the Sanitary Sewer fund and transfer it into the Infrastructure Capital Improvement Fund. This will enable the city to meet "arbitrage" requirements. After brief discussion, councilmember Kuettel moved to rescind consent item of April 12 agenda. The motion carried unanimously. Councilmember Lindstrom made a motion to authorize transfer of funds from the Sanitary Sewer Fund into the General Fund's Infrastructure Fund. This motion passed unanimously.

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

Administrator Worthington explained that the Debt Service Fund is currently over funded due to prepaid special assessments. This resolution provides direction to the finance director with respect to the source of funds to pay debt service on the bonds when due in future years. After brief discussion, a slight amendment to the resolution was recommended and councilmember Hustad moved to approve Resolution 00-30 as amended. The motion passed unanimously.

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.

Administrator Worthington said the above resolution orders the preparation of a feasibility report on the possible improvement of the above alleys. Worthington said there may be a cost savings on tying this project to the street maintenance and repair project for the Northome neighborhood in 2001. Worthington said after a feasibility study is completed, meetings with affected property owners will take place. If approved by council, an amendment to the capital budget would be made at that time. After brief discussion, councilmember Kuettel moved to adopt Resolution 00-26. The motion passed unanimously.

Approve hiring of MCAD Director, Eileen Weber.

Mayor Gehrz said she and Administrator Worthington met with Eileen Weber who was recommended to complete the last six months of the grant contract we have with Connie Bernardy for MCAD. Ms. Bernardy was elected to the state house of representatives and unable to finish the last six months of the grant contract. Mayor Gehrz said Ms. Bernardy recommended Eileen Weber who has much interest and experience in public health and policy based environmental protection issues. Ms. Weber also has experience in writing grants and will be working approximately 20 hours per week as an independent contractor. The city acts as the fiscal agent for the grant and signs off on all expenditures. Councilmember Lindstrom moved to approve the hiring of Eileen Weber beginning January 1, 2001 and ending June 30, 2001. The motion passed unanimously.

ADJOURN

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Pat Phillips  
Deputy Clerk

CONSENT 1  
Meeting Date: 1/10/01

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 12/29/00, \$7,910.48
2. Payroll, 12/1/00 to 12/15/00, \$8,167.12  
Payroll, 12/16/00 to 12/31/00, \$10,280.38

ACTION REQUESTED: Approval



APPROVAL OF BILLS  
 PERIOD ENDING: 12-29-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
39558	MN DEPARTMENT OF REVENUE	DEC 31 ST WITHHOLDINGS	ADMINIST	744.58
39559	PERA	DEC 31 PERA WITHHOLDINGS	ADMINIST	1,096.23
39560	U.S. POSTMASTER	POSTAGE	ADMINIST	675.00
	*** TOTAL	FOR DEPT 12		2,515.81
	CASH	HUMIDIFIER FOR OFFICE	FINANCE	41.54
	*** TOTAL	FOR DEPT 13		41.54
	MCI WORLDCOM RES SVC	LONG DISTANCE CHRGS	COMMUNIC	7.10
	*** TOTAL	FOR DEPT 16		7.10
39557	PAKOY, GENE	4TH QTR MECHANICALS	PLANNING	1,634.25
	*** TOTAL	FOR DEPT 17		1,634.25
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING FIRE HALL	FIRE FIG	41.77
	I T L PATCH COMPANY	100 PATCHES FIRE FIGHTRS	FIRE FIG	187.05
	KINGS TRUE VALUE	2 ALUMINUM SHOVELS	FIRE FIG	55.32
	OXYGEN SERVICE COMPANY	02 AND COMPRESSED AIR	FIRE FIG	53.69
	MARY RIGNEY	NOV & DEC CLEANING	FIRE FIG	180.00
	MN FIRE SVC CERT. BOARD	CERTIFICATION TESTS	FIRE FIG	175.00
	*** TOTAL	FOR DEPT 24		692.83
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	17.06
	BOARD OF WATER COMMISSNRS	S.S.	CITY HAL	11.69
	M-75 BUILDING MAINTENANCE	12/00 CLEANING	CITY HAL	285.31
	*** TOTAL	FOR DEPT 31		314.06
	CITY OF ST PAUL	ST LIGHTING MAINT AREA	STREETS	978.38
	GRAINGER, W. W., INC.	CABLE TIES (50)	STREETS	13.86
	*** TOTAL	FOR DEPT 32		992.24
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	146.88
	BOARD OF WATER COMMISSNRS	S.S.	PARK & R	23.38
	GRAINGER, W. W., INC.	4" LAVATORY FAUCETT	PARK & R	82.98
	NORTH HGHTS HARDWARE HANK	2 SNOW SHOVELS	PARK & R	63.88
	SCHARBER & SONS	JD 955 REPAIRS	PARK & R	455.85
	QWEST	TELEPHONE SVC TO DEC 22	PARK & R	58.18
	*** TOTAL	FOR DEPT 41		831.15
	DIANE MEYER	REIMB PLAYROOM PUPPETS	PARK PRO	115.25
	*** TOTAL	FOR DEPT 50		115.25
	ST PAUL OFFICE EQUIP REPR	USED IBM WHEELWITER 111	GENERAL	266.25
	*** TOTAL	FOR DEPT 63		266.25
	LEAGUE MN CITIES INS TRST	DEDUCTIBL/MARQUART CLAIM	CONTINGE	500.00
	*** TOTAL	FOR DEPT 92		500.00
	*** TOTAL	FOR BANK 01		7,910.48
	*** GRAND TOTAL ***			7,910.48

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	12 14 00	34 CLEMENT KURHAJETZ	30641	24.99
COM	12 14 00	35 LEO LINDIG	30642	35.55
COM	12 14 00	40 KEVIN ANDERSON	30643	31.92
COM	12 14 00	42 MICHAEL D. CLARKIN	30644	85.90
COM	12 14 00	66 ALFRED HERNANDEZ	30645	357.92
COM	12 14 00	74 MARK J. ALLEN	30646	12.13
COM	12 14 00	77 BARBARA J. LEMAY	30647	25.45
COM	12 14 00	80 MARY K RIGNEY	30648	67.19
COM	12 14 00	81 LAUREL F SANDBERG	30649	19.40
COM	12 14 00	82 DUSTIN P THUNE	30650	73.92
COM	12 14 00	85 DANIEL S JOHNSON-POWERS	30651	87.58
COM	12 14 00	86 GREGORY R YOUNGS JR	30652	12.93
COM	12 14 00	87 MICHAEL A. MCKAY	30653	25.85
COM	12 14 00	88 TRAPPER J. LAPPE	30654	33.94
COM	12 14 00	89 RICKY REVERING	30655	31.92
COM	12 14 00	90 ANDREW P SCHIPPEL	30656	25.85
COM	12 14 00	91 RICHARD H. HINRICHS	30657	48.08
COM	12 14 00	92 HERNON D. MONCADA	30658	6.47
COM	12 14 00	1007 PATRICIA PHILLIPS	30659	1011.11
COM	12 14 00	1013 WILLIAM MAERTZ	30660	1298.11
COM	12 14 00	1033 DAVE TRETSVEN	30661	927.12
COM	12 14 00	1036 KEVIN KELLY	30662	277.05
COM	12 14 00	1102 AUSTIN M. PETERSON	30663	607.31
COM	12 14 00	1136 ROLAND O. OLSON	30664	940.28
COM	12 14 00	1143 COLIN B. CALLAHAN	30665	657.23
COM	12 14 00	1173 ELIZABETH M. POSTIGO	30666	403.63
COM	12 14 00	1185 HEATHER M WORTHINGTON	30667	1038.29

COMPUTER CHECKS	8167.12
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 8167.12

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	12 28 00	6 SUSAN GEHRZ	30670	301.22
COM	12 28 00	11 JOHN HUSTAD	30671	202.05
COM	12 28 00	12 LAURA A. KUETTEL	30672	277.05
COM	12 28 00	13 PETER C. LINDSTROM	30673	277.05
COM	12 28 00	14 RICHARD P. TALBOT JR	30674	277.05
COM	12 28 00	34 CLEMENT KURHAJETZ	30675	276.20
COM	12 28 00	35 LEO LINDIG	30676	64.64
COM	12 28 00	42 MICHAEL D. CLARKIN	30677	94.67
COM	12 28 00	66 ALFRED HERNANDEZ	30678	124.67
COM	12 28 00	74 MARK J. ALLEN	30679	55.41
COM	12 28 00	77 BARBARA J. LEMAY	30680	55.41
COM	12 28 00	1007 PATRICIA PHILLIPS	30681	1011.11
COM	12 28 00	1013 WILLIAM MAERTZ	30682	1298.11
COM	12 28 00	1026 JASON CIERNIA	30683	58.18
COM	12 28 00	1033 DAVE TRETSEVEN	30684	927.12
COM	12 28 00	1036 KEVIN KELLY	30685	196.24
COM	12 28 00	1089 KATHLEEN A. CIERNIA	30686	35.96
COM	12 28 00	1102 AUSTIN M. PETERSON	30687	604.59
COM	12 28 00	1103 DIANE MEYER	30688	45.02
COM	12 28 00	1136 ROLAND O. OLSON	30689	920.47
COM	12 28 00	1142 ANTHONY ANDERSON	30690	380.39
COM	12 28 00	1143 COLIN B. CALLAHAN	30691	513.42
COM	12 28 00	1170 ERIC J BLOMQUIST	30692	27.70
COM	12 28 00	1173 ELIZABETH M. POSTIGO	30693	500.55
COM	12 28 00	1176 MICHAEL P ECKBERG	30694	236.69
COM	12 28 00	1181 LEAH A BICKLER	30695	121.21
COM	12 28 00	1184 MATTHEW W KRIEGLER	30696	27.70
COM	12 28 00	1185 HEATHER M WORTHINGTON	30697	1038.29
COM	12 28 00	1199 BRETT J HOLMBERG	30698	143.82
COM	12 28 00	2000 ALFRED HERNANDEZ	30699	188.39

COMPUTER CHECKS	10280.38
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 10280.38



CITY OF  
**FALCON HEIGHTS**

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

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January 8, 2001

TO: Mayor Gehrz, CouncilMembers, and Heather Worthington

SUBJECT: Another List of Payable for Council Approval

FROM: Roland Olson, Finance Director 

Attached is another payable list of bills that need to be paid. Some are from last year and some are for the new year 2001.

Due to a software malfunction, I was unable to run the normal "Approval of Bills" report. So, I completed a report that has the same information on it as the normal report. If you have any questions, please call me. Thanks.

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HOME OF THE MINNESOTA STATE FAIR AND THE U OF M ST. PAUL CAMPUS

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PRINTED ON RECYCLED PAPER

<b>APPROVAL OF BILLS</b>			
<b>PERIOD ENDING JANUARY 8, 2001</b>			
<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>DEPT</b>	<b>AMOUNT</b>
<b>YEAR 2000 EXPENSES:</b>			
MN Dept of Revenue	2000 Sales Tax Pymt	Admin	189.00
MN Dept of Revenue	2000 Use Tax Pymt	Admin	500.00
Speedway Superamerica	Fuel	Fire Dept	34.66
Speedway Superamerica	Fuel	Parks	338.20
MN State Treasurer	4th Qtr Bldg Surcharges	Planning	129.10
FBN Inc	Computer Conversion Issues	Comm	1,068.45
Grainger	First Aid kit for comm park	Parks	11.27
Insty Prints	Rubber Stamp for Bulk Mailing	Comm	20.18
American Office Supplies	Address labels for newsletters	Comm	58.19
Linders Greenhouses	Spruce Tops for Christmas	Parks	633.04
Office Max	Laser Pointer & PC supplies	Admin	74.52
Document Resources	w-2's, w-3's, 1099's	Finance	67.85
Midwest Delivery	Delivery to Briggs & Morgan	Comm	9.40
On-Site Sanitation	Portable toilet-comm park	Parks	70.65
Castle Inspection Service	4th Qtr Bldg inspections	Planning	2,880.60
Castle Inspection Service	4th Qtr Plumbing inspections	Planning	507.39
Total Register Systems	Typewriter Repair on IBM	Adm	89.00
Oxygen Svc Co	tank rental	city hall	9.00
Oxygen Svc Co	tank rental/air/o2	fire dept	31.50
Verizon Wireless	cell phone charges	city hall	9.47
Glenwood Ingelwood	h20 and cooler rent	fire dept	27.00
Glenwood Ingelwood	h20 and cooler rent	city hall	82.40
Excel Energy	Electric Charges	Various Depts	3,750.82
Cy's Uniforms	Sweaters for Uniforms/hat badges	Fire Dept	1,951.38
Municipal Commercial Sewer Inc	Jet city main at 1883 Albert	Sanitary Sewer	250.00
<b>YEAR 2001 EXPENSES</b>			
Bureau of Crimina Apprehension	Background check	Admin	15.00
Assoc of Metropolitan Municipali	2001 Membership	Legislative	1,850.00
Hughes & Costello	Jan/01 prosecutions	Prosecutions	2,680.00
Visionary Sytems	Fire data software support	Fire Dept	50.00
Northwest Youth & Family Svcs	2001 Cooperative Svcs	Legislative	6,737.00
NCPERS Grp life Ins	Jan/01 Maertz	Parks	12.00
NCPERS Grp life Ins	Jan/01 Phillips	Adm	12.00
ICMA Retirement	Jan/01 Maertz	Parks	100.00
ICMA Retirement	Jan/01 Tretsven	Parks	100.00
Metropolitan Council Enviroment	Jan/01 Sanitary Sewer Charges	Sanitary Sewer	40,702.13
Fire Marshall Assoc of MN	2001 Membership	Fire Dept	35.00
GFOA	2001 Membership	Finance	130.00
<b>Total:</b>			<b>65,216.20</b>

ITEM DESCRIPTION:      Liquor/Beer/Wine Licenses  
                                 Restaurant License  
                                 Cigarette License

SUBMITTED BY:      Pat Phillips, Licensing Coordinator

REVIEWED BY:      Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

The paperwork, insurance, and background checks have been completed for the following businesses in order to issue 2001 liquor, beer, and/or wine licenses. The appropriate fees have also been received. The cigarette, business and restaurant licenses have been processed for these businesses as well. As of January 5, 2001, the state has not mailed the on sale wine license for Ciatti's so I'm expecting it to be on the next agenda.

J's Liquors Jim Ward, owner 1559 W. Larpenteur Ave.	Off Sale Liquor Cigarette and Municipal Business	Lic. #01-500
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Falcon Bowl James and Lawrence Bigelbach, owners 1550 W. Larpenteur Ave.	On Sale Beer and Bottle Club	Lic. #01-501
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Chinatown Restaurant Chau Nuyhn Nguyen, owner 1533 W. Larpenteur Ave.	On Sale Wine and Beer Municipal Restaurant	Lic. #01-502
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Pizza Hut 1650 N. Snelling Ave. Falcon Heights, MN 55108	On Sale 3.2 Beer Municipal Restaurant	Lic. #01-504
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ACTION REQUESTED: Approval

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

MUNICIPAL BUSINESS

	<u>Lic. #</u>		<u>Lic. #</u>
D. S. Companies, Inc. for Amoco Oil. Co.	#01-600	Speedway	
W. J. Tobacco	01-601	SuperAmerica LLC	01-627
Edward Jones & Co.	01-602		
An Angel's Art	01-603		
Tony's Golf	01-604		
Buck's Unpainted Furniture	01-605		
Source Comics and Games	01-606		
Insty Prints	01-607		
John Knutson & Co.	01-608		
Karate Junction	01-609		
Round Bobbin	01-610		
American Family Insurance	01-611		
Hamline Hoyt Service Inc.	01-612		
Suburban Credit Plan, Inc.	01-613		
Warners' Stellan	01-614		
Hair Designs Unlimited	01-615		
Magic Nails	01-616		
James Kernik, DDS	01-617		
Design Modern Interiors, Inc.	01-618		
Do It Yourself Upholstery Supply	01-619		
Hermes Floral	01-620		
Thatcher Chiropractic Clinic, P.A.	01-621		
Fan Man	01-622		
One Hour Martinizing	01-623		
Market America Corp.	01-624		
Custom Chocolate	01-625		
Clips 'n' Styles	01-626		

MECHANICAL CONTRACTORS

	<u>Lic. #</u>
McQuillan Bros. Plumbing & Heating Co.	01-800
Air Mechanical Inc.	01-801
The Snelling Company, Inc.	01-802
Standard Heating and Air Conditioning	01-803
River City Sheet Metal	01-804
Wenzel Heating and Air Conditioning	01-805
Krinkie Heating & Air	01-806
Kelly Plumbing & Heating	01-807
Woodland Stoves & Fireplaces	01-808
Sedgwick Heating & A/C, Inc.	01-809
Vollhaber Heating & A/C, Inc.	01-810
Hoffman Corner Heating & A/C	01-811
Home Energy Center	01-812
Kath Heating & A/C	01-813
Blaine Heating, A/C & Electric	01-814
Fireside Corner	01-815

REFUSE/RECYCLING HAULERS

	<u>Lic. #</u>
Keith Krupenny & Son Disposal Service	01-100 ✓
E-Z Recycling Inc.	01-101 ✓
Aspen Waste Systems	01-102 ✓
Gene's Disposal	01-103 ✓
Superior Services	01-104 ✓
Horrigan Hauling	01-105 ✓
BFI Waste Services	01-106 ✓

TREE TRIMMING/TREATING/REMOVAL

	<u>Lic. #</u>
St. Croix Tree Service Inc.	01-1300 ✓
<del>Red Arrow Waste Disposal</del> #108	<del>01-1301</del>
A-1 Walsh Inc.	01-1302 ✓
S & S Tree & Horticultural Specialists, Inc.	01-1303 ✓
Precision Landscape & Tree, Inc.	01-1304 ✓



RESTAURANT

	<u>Lic. #</u>
Chin's Kitchen	01-700
Dino's Gyros	01-701
DJ's Embers America	01-702
Coffee Grounds	01-703
Pizza Hut (also 3.2 Beer)	01-504

HOME OCCUPATION

	<u>Lic. #</u>
Attention Technology, Inc.	01-1100
Rose Bed & Breakfast	01-1101
Martha Klager Consulting	01-1102

GENERAL CONTRACTOR

	<u>Lic. #</u>
E. L. Bulach Construction Company Inc.	01-900
Asphalt Driveway Co.	01-901
Lawrence Sign	01-902
Kraus-Anderson Cosntruction	01-903

AMUSEMENT GAMES & POOL TABLES

	<u>Lic. #</u>
St. Croix Amusement's (located in Falcon Bowl)	01-1600

ACTION REQUESTED: Approval

CONSENT 2 (Part 2)  
Meeting Date: 1/10/01  
**ADDENDUM**

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

The paperwork for Ciatti's liquor license arrived from the State of Minnesota on Monday, January 8 so I'm presenting it as an addendum to this agenda. There were fees received for other licenses as well which are included below.

LIQUOR, RESTAURANT

RESTAURANT

✓ Ciatti's Restaurant      On-Sale Liquor,      Lic. #01-503  
                                         Sunday Sale Liquor,  
                                         Restaurant, Cigarette

Living Room Music Cafe ✓  
                                         Lic. #-01-704

MUNICIPAL BUSINESS

J. T's Feathered Denims      Lic. #01-628 ✓  
Midwest Youth Dance Theater      Lic. #01-629 ✓

REFUSE/RECYCLING HAULERS

Waste Management of MN., Inc.      Lic. #01-107<sup>109</sup>

TREE TRIMMING/TREATING/REMOVAL

Rainbow Tree Company      Lic. #01-1305 ✓  
Lone Oak Tree Service Inc.      ✓ Lic. #01-1306 (wms?)

MECHANICAL CONTRACTOR

Tschida Bros. Plumbing      Lic. #01-816 ✓

HOME OCCUPATION

Doru's Therapeutic and Sports Massage Center      Lic. #01-1103 ✓

ACTION REQUESTED: Approval

**Consent 3**  
**January 10, 2000**

**ITEM:           Consideration of 2001 SCORE Contract**

**SUBMITTED BY: Heather Worthington, City Administrator**

**EXPLANATION/SUMMARY:**

The Council is being asked to authorize the Mayor and Administrator to sign the 2001 SCORE recycling grant contract from Ramsey County. The grant is in the amount of \$10,836.00.

**ATTACHMENT:**

2001 SCORE Grant

**ACTION REQUESTED:**

Authorize Mayor and Administrator to sign the 2001 SCORE Grant

**AGREEMENT BETWEEN  
RAMSEY COUNTY AND CITY OF FALCON HEIGHTS  
FOR A SCORE FUNDING RECYCLING GRANT**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2001, between Ramsey County through the Department of Public Health ( the "County" ) and the City of Falcon Heights (the "Municipality").

**WITNESSETH:**

WHEREAS, The County has established policies and plans supporting curbside recycling as part of an overall waste abatement program; and

WHEREAS, The Municipality supports curbside recycling and has established a mechanism for long term funding of a recycling program serving residents of the Municipality which includes curbside collection of recyclables; and

WHEREAS, The County will be collecting funding for recycling programs from the State of Minnesota which, in part, provide for the funding of recycling services; and

WHEREAS, The Municipality has established an in-house recycling program pursuant to Minnesota Statutes §115A.151; and

WHEREAS, The Municipality has requested funds from the County to support its Municipality's recycling program;

NOW, THEREFORE, The County and Municipality mutually agree as follows in consideration of the mutual promises and covenants contained herein:

**1. OBLIGATIONS**

**a. Reimbursement**

1. The Municipality is obligated to provide for curbside recycling for at least four materials, including programs or provisions for assuring residential recycling service is available to residents on-site at all multi-unit housing and manufactured home parks.
2. The Municipality is required to credit the County and the State of Minnesota's SCORE fund as funding sources in any public education materials.
3. The Municipality shall incur expenses for reimbursement by the County in accordance with the budget, presented in Attachment A, which is attached and incorporated into this Agreement. Reimbursement is not to be requested for expenses reimbursed by other sources. Proper documentation is required for reimbursement.
4. The County shall reimburse the Municipality for adequately documented requests consistent with Attachment A submitted by the Municipality. Reimbursement is contingent upon the County receiving the SCORE funds from the State of Minnesota. In the event that SCORE funds actually received by the County are less than the amount budgeted by the County, the amount of the grant to the Municipality will be reduced in proportion to the population of the Municipality.

5. Reimbursement will be made according to the following schedule:

For the period of:	Reimbursement will occur after:
January 1 - March 31	April 1, 2001
April 1 - June 30	July 1, 2001
July 1 - September 30	October 1, 2001
October 1 - December 31	January 1, 2002

b. Reports

1. The Municipality shall submit two reports to the County. The first is due to the County on August 15, 2001. The second is due on February 1, 2002. The report due August 15, 2001, will include program information for January 1 through June 30, 2001. The second report will include information for July 1 through December 31, 2001. These reports are to include recycling at all residential units, including multi-family buildings and manufactured home parks, even if the municipal program does not serve them.
2. The semiannual reports shall be submitted on forms provided by the County.

c. Financial Report

The Municipality shall be required to submit, if requested by the County, an audited financial report to the Ramsey County Budget and Accounting Office. The report shall show how funds received from Ramsey County were disbursed.

**2. TERM**

The term of this agreement shall be from January 1, 2001, through December 31, 2001, the date of signatures notwithstanding.

**3. CANCELLATION**

Either party may cancel this Agreement at any time upon thirty (30) days written notice to the other party. In the event of termination, the Municipality shall be entitled to reimbursement for those expenses incurred up to the termination date provided the expenses have been incurred according to the budget shown in Attachment A.

**4. DEFAULT**

Any of the following shall constitute default on the part of the Municipality:

- a. The failure of the Municipality to use funds in a manner consistent with this contract and Attachment A.
- b. The failure of the Municipality or its (sub)contractor(s) to use their best efforts to ensure the maximum collection and marketing of recyclable materials from the area served.
- c. The failure of the Municipality to provide information satisfactory to the County as required in this Agreement.

**5. GENERAL CONDITIONS**

- a. All services and duties performed by the Municipality pursuant to this Agreement shall be performed to the satisfaction of the County and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations as a condition of payment. The Municipality agrees that it will comply with all federal, state, and local statutes and ordinances relating to

nondiscrimination.

- b. The Municipality shall at all times be an independent contractor and shall not be the employee of the County for any purpose. The County shall not be responsible for the payment of any taxes, either federal or state, on behalf of the Municipality, nor shall the County be responsible for any fringe benefits. No Civil Service or other rights of employment will be acquired by virtue of Municipality's services.
- c. The Municipality and County mutually agree to defend, hold harmless, and indemnify the other party, its officials, agents, and employees, from any liability, loss, or damage they may suffer as a result of demands, claims, judgments, or costs arising out of or caused by the indemnifying party's performance of their respective obligations under the provisions of this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law.
- d. All data collected, created, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable State statute, any State rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy. The Municipality agrees to abide by these statutes, rules, and regulations.
- e. All books, records, documents, and accounting procedures and practices of the Municipality and its (sub)contractor(s), if any, relative to this Agreement are subject to examination by the County and the State Auditor, as appropriate, in accordance with the provisions of Minnesota Statutes §16C.05, Subd. 5.
- f. The Municipality shall obtain and keep in force throughout the term of this agreement a Crime and Fidelity Bond, including Faithful Performance coverage, in the minimum amount of \$10,836.
- g. The Municipality shall make all reasonable efforts to ensure that their employees, officials and subcontractors do not engage in violence while performing under this agreement. Violence, as defined by the Ramsey County Workplace Violence Prevention and Respectful Workplace Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.
- h. The Municipality will be required to pay interest of 1½ percent per month or any part of a month to any subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Municipality shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Municipality must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
- i. All equipment purchased using funds provided in this Agreement shall remain the property of the Municipality.
- j. Any amendments to this Agreement shall be in writing and signed by both parties.

## **6. RECYCLING MARKETS SUPPORT FUND**

During 2001, the County will reserve for the Municipality a portion of the County Recycling Markets Support Fund for the Municipality. This portion will be the proportion of the Municipality's population residing in Ramsey County to the entire Ramsey County population, according to 1999 Metropolitan Council population figures, multiplied by \$250,000. To gain access to these funds, the Municipality must first apply to the County, in accordance with the County's guidelines in place at



# ATTACHMENT A

## FALCON HEIGHTS SCORE FUNDING GRANT BUDGET

ADMINISTRATION:	\$ 0.00
PROMOTION ACTIVITIES:	\$ 0.00
EQUIPMENT:	\$ 0.00
COLLECTION OF RECYCLABLES:	\$ 10,836.00
(DETAIL) Recycling service contract	
TOTAL SCORE GRANT:	\$ 10,836.00



**Consent 4**  
**January 10, 2001**

**ITEM: Resolution designating official depositories for 2001**

**SUBMITTED BY: Heather Worthington, City Administrator**

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

**EXPLANATION/SUMMARY:**

- First Bank System, LMC 4M Fund (checking account)
- US Bank National Association
- Dain Bosworth Incorporated
- Solomon Smith Barney Incorporated
- Edward D. Jones
- FBS Investment Services
- Prudential Securities
- Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)
- Municipal Investors Service Corporation
- U.S. Bancorp Piper Jaffrey
- Wells Fargo Brokerage Services, LLC
- Paine Webber, Inc.

All investments are made according to state law and the city's investment policy. The Administrator or Finance Director are 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.

**ATTACHMENTS:**

Resolution designating the city's official depositories for 2001  
The City of Falcon Height's investment policy

**ACTION REQUESTED:**

Adoption of resolution 00-01 approving official depositories for 2001

CITY OF FALCON HEIGHTS  
**COUNCIL RESOLUTION**

Date: January 10, 2001

-----  
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
- Dain Bosworth Incorporated
- Solomon Smith Barney Incorporated
- Edward D. Jones
- FBS Investment Services
- Prudential Securities
- Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)
- Municipal Investors Service Corporation
- U.S. Bancorp Piper Jaffrey
- Wells Fargo Brokerage Services, LLC
- Paine Webber, Inc.

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

Moved by:

Approved by: \_\_\_\_\_

Mayor  
January 10, 2001  
Date

- GEHRZ     \_\_\_ In Favor
- HUSTAD
- KUETTEL   \_\_\_ Against
- LINDSTROM
- TALBOT

Attested by: \_\_\_\_\_

City Clerk  
January 10, 2001  
Date

C. INVESTMENT POLICIES

1. PURPOSE

The investment policies are designed to legally maximize the return on the city's idle funds.

2. POLICY

The city will regularly analyze its cash flow needs.

The city will collect, disburse and deposit funds on a regular basis.

The city will pool cash from its different funds and invest it as allowed by law.

The general fund will receive 5 percent of all investment earnings as administrative fees for the finance director's time.

The city will invest funds for the highest rate of return possible allowed under state and federal law, while maintaining a diversified investment portfolio.

The city will regularly review its cash position and investment performance as documented by its financial records.

3. IMPLEMENTATION

The following graph historically illustrates the city's interest rate on its investments compared to general interest rates.

**Consent 5**  
**January 10, 2001**

**ITEM: Appointment of City Engineer and City Attorneys for 2001**

**SUBMITTED BY: Heather Worthington, City Administrator**

**EXPLANATION/SUMMARY:**

The following individuals are under contract serving as city consultants for 2001:  
(Minnesota Statute requires formal appointment to these posts)

City Engineer	Terry Maurer, Howard R. Green Company
City Attorney (Civil)	Roger Knutson, Campbell Knutson
City Attorney (Criminal)	Martin Costello, Hughes and Costello

**ACTION REQUESTED:**

Appointment of the City Engineer and City Attorneys for 2001

**Consent 6  
January 10, 2001**

**ITEM:            Designation of official newspaper**

**SUBMITTED BY: Heather Worthington, City Administrator**

**REVIEWED BY: Pat Phillips, Deputy Clerk**

**EXPLANATION/SUMMARY:**

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

Staff recommends that they city designate the Roseville Review as its legal newspaper for the following reasons:

- The Roseville Review circulates to most households in Falcon Heights. The current legal newspaper, the Focus News, is no longer delivered to homes in the city.
- Unlike the Park Bugle, 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 monthly, and legal notices often must be published on a more timely schedule.
- Staff also finds that the Roseville Review's rates are competitive.

**ATTACHMENT:**

Letter dated December 1, 2000 from Jeffery Enright and N. Theodore Lillie, co-publishers of the Roseville Review.

# Lillie Suburban Newspapers

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800

December 1, 2000

Susan Hoyt, City Administrator  
Falcon Heights City Hall  
2077 W. Larpenteur Ave.  
Falcon Heights, MN 55113

Dear Ms. Hoyt:

Thank you for the opportunity to bid on public notice publication services for the City of Falcon Heights. Lillie Suburban Newspapers has been serving the needs of the Falcon Heights area for 27 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His son, N. Theodore Lillie, and grandson, Jeffery Enright, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Roseville-Falcon Heights-Little Canada area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Falcon Heights area residents look to the Roseville Review as one of their primary sources of information about city activities and meetings, as well as local events throughout the community; and we will continue to publish the city's press releases and photos.

The Roseville Review is distributed to homes in Falcon Heights by paper carriers and through the mail. The newspaper has the official designation of the neighboring communities of St. Anthony and Maplewood, and the Mounds View School District.

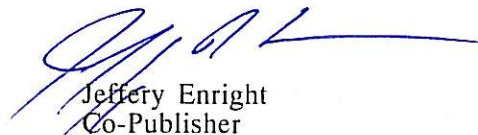
Noon Thursday is the deadline each week for submitting public notices to our office. Late public notices are accepted up to 10 a.m. Friday for the Tuesday newspaper. Public notices should be directed to Barbara Michel, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to [lillnews@wavetech.net](mailto:lillnews@wavetech.net)

Legal publication rates for minutes, advertisements for bids and other notices are as follows:


\$2.45 per column inch for a one-time publication  
\$2.08 per column inch for each additional publication

Thank you for considering the Roseville Review as the official legal newspaper for the City of Falcon Heights for 2001. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright  
Co-Publisher



N. Theodore Lillie  
Co-Publisher



RAMSEY COUNTY REVIEW — MAPLEWOOD REVIEW — OAKDALE-LAKE ELMO REVIEW — NEW BRIGHTON BULLETIN  
SHOREVIEW BULLETIN — ST. ANTHONY BULLETIN — SHOPPING REVIEW — EAST SIDE REVIEW  
ROSEVILLE REVIEW — SOUTH-WEST REVIEW — WOODBURY-SOUTH MAPLEWOOD REVIEW

**Consent 7**  
**January 10, 2000**

**ITEM: Review and adopt Council standing rules**

**SUBMITTED BY: Heather Worthington, City Administrator**

**EXPLANATION/SUMMARY:**

Each year at the first council meeting, the city council reviews the operating procedures it intends to use, and decides whether changes are warranted.

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

**ATTACHMENT:**

City Council Standing Rules, last amended 1/11/95

**ACTION REQUESTED:**

Adopt standing rules as amended 1/11/95 for 2001.

**Policy 1**  
**Date: 1/24/01**

**ITEM:** Request to approve extension of the recycling contract with E-Z Recycling for one year, commencing on February 29, 2001.

**SUBMITTED BY:** Heather Worthington, City Administrator

**EXPLANATION/DESCRIPTION:**

**Summary and action requested:**

The Council is being asked to approve extension of the recycling contract with E-Z Recycling for one year, commencing on February 29, 2001, at the current rate.

**Goal 4:** To provide a responsive and effective city government.

**Strategy 4:** Strive to provide citizens with more efficient and convenient city services

**Background:**

- City staff has spoken to E-Z, and they are agreeable to this extension at the current rate.
- City staff has followed up on complaints regarding multi-family recycling service, and residential pickups, and the damage to recycling bins. E-Z has been responsive, and the complaints have been resolved.
- Due to a limited number of service providers in the metro area, City staff has determined that an extension of the contract is preferable to solicitation of RFP's for the 2001 recycling year.
- The current contract allows for extension if mutually agreeable to both parties.
- City Staff is working with Ramsey County to research and develop a bidding process for future years.

**ACTION REQUESTED:**

Approve extension of the recycling contract with E-Z Recycling for one year, commencing on February 29, 2001, at the current rate.



**Policy-2**  
**January 10, 2001**

**ITEM: Consideration of a contract with SafeAssure for OSHA Compliance monitoring and training**

**SUBMITTED BY: Heather Worthington, City Administrator**

**REVIEWED BY: Bill Maertz, Director of Parks and Public Works**

**EXPLANATION/DESCRIPTION:**

The Council is being asked to consider approving a one-year contract in the amount of \$2,450.00 with SafeAssure to bring the city into compliance with the United States and Minnesota Department of Occupational Health and Safety (OSHA).

This organization will make sure that the necessary city facilities and city policies are in place, as well as offer training for staff members. The proposal includes an inspection of the Fire Department, but not training, as that is done at their weekly drill nights. The proposal is being made in conjunction with similar proposals for Little Canada and Lauderdale because training would be shared with these two small cities. To date, the city has completed one year of training and compliance inspections with SafeAssure, and these have been worthwhile and valuable for staff. This group contracts with several metro area cities. The parks and public works staff has been pleased with this service. The costs would be paid for through administrative training (20%), parks and public works training (50%), and sanitary sewer funds (30%).

**ATTACHMENT:**

- Proposal from SafeAssure

**ACTION REQUESTED:**

- Summary of proposal
- Discussion
- Approval of contracting for this service through SafeAssure at the amount of \$2,450.00.

2000 - 2001 Contract/PROPOSAL  
for

# The city of Falcon Heights

By: SafeAssure Consultants, Inc.

November 28, 2000

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarifies written and training requirements.**

**The required standards that apply to The City of Falcon Heights are listed below:**

**A.W.A.I.R. MN Statute 182.653**

*"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions....."*

**EMERGENCY ACTION PLAN 29 CFR 1910.35 THRU .38**

*"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".*

**CONTROL OF HAZARDOUS ENERGY-- 29 CFR 1910.147 & MN Statute 5207.0600**

*"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".*

**HAZARD COMMUNICATIONS 29 CFR 1910.1200 & MN Statute 5206.0100 thru 5206.1200**

*"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."*

**RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904**

*"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."*

**CONFINED SPACE 29 CFR 1910.146**

*If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....*

**RESPIRATORY PROTECTION 29 CFR 1910.134**

*Written standard operating procedures governing the selection and use of respirators shall be established.*

**OCCUPATIONAL NOISE EXPOSURE 29 CFR 1910.95**

*The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, and shall ensure employee participation in such a program.*

**BLOODBORNE PATHOGENS 29 CFR 1910.1030**

*Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.*

**GENERAL DUTY CLAUSE PL91-596**

*"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."*

**LOGGING OPERATIONS 1910.266 (i)(1)**

*The employer shall provide training for each employee, including supervisors, at no cost to the employee.*

**OPERATION OF MOBILE EARTH-MOVING EQUIPMENT.**

*Training programs shall be developed and instructed by competent individuals who have knowledge, training, experience, and the demonstrated ability to identify existing and predictable hazards related to the subject matter.*

**EXCAVATIONS/TRENCHING 1926.651 (k)(1)**

*Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.*

**PERSONAL PROTECTIVE EQUIPMENT 1926.95 a)**

*"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.*

**ERGONOMICS 29 CFR PART 1910.900 THRU 1910.944**

*"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."*

In the interest of Quality Safety Management, it is recommended that written procedures and documented employee training also be provided for the following Subparts. (Subparts represent multiple standards)

### **1910 Subparts**

Subpart D - Walking - Working Surfaces  
 Subpart E - Means of Egress  
 Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms  
 Subpart G - Occupational Health and Environmental Control  
 Subpart H - Hazardous Materials  
 Subpart I - Personal Protective Equipment  
 Subpart J - General Environmental Controls  
 Subpart K - Medical and First Aid  
 Subpart L - Fire Protection  
 Subpart M - Compressed Gas and Compressed Air Equipment  
 Subpart N - Materials Handling and Storage  
 Subpart O - Machinery and Machine Guarding  
 Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.  
 Subpart Q - Welding, Cutting, and Brazing.  
 Subpart S - Electrical  
 Subpart Z - Toxic and Hazardous Substances

### **1926 Subparts**

Subpart C - General Safety and Health Provisions  
 Subpart D - Occupational Health and Environmental Controls  
 Subpart E - Personal Protective and Life Saving Equipment  
 Subpart F - Fire Protection and Prevention  
 Subpart G - Signs, Signals, and Barricades  
 Subpart H - Materials Handling, Storage, Use, and Disposal  
 Subpart I - Tools - Hand and Power  
 Subpart J - Welding and Cutting  
 Subpart K - Electrical  
 Subpart L - Scaffolds  
 Subpart M - Fall Protection  
 Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors  
 Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations  
 Subpart P - Excavations  
 Subpart V - Power Transmission and Distribution  
 Subpart W - Rollover Protective Structures; Overhead Protection  
 Subpart X - Stairways and Ladders  
 Subpart Z - Toxic and Hazardous Substances  
 Applicable MN OSHA 5205 Rules  
 Applicable MN OSHA 5207 Rules  
 Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Falcon Heights to obtain as required to comply with OSHA standards.

Our training year will begin on the signing of this proposal. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

**All documents and classroom training produced by SafeAssure Consultants for The City of Falcon Heights are for the sole and express use by The City of Falcon Heights and its employees and not to be shared, copied, or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.**

**It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to The City of Falcon Heights**

**SafeAssure consultants does not take responsibility for financial loss due to OSHA fines or any other factors within The City of Falcon Heights**

# ADDENDUM

## SAFETY PROGRAM RECOMMENDATIONS

### City of Falcon Heights

#### Written Programs & Training

##### **A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)**

- maintain site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection
- safety committee advisor

##### **Employee Right to Know/Hazard Communication**

- maintain site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist in maintaining easy to read and manage MSDS manual

##### **Lock Out/Tag Out (Control of Hazardous Energy)**

- maintain site specific program
- documented training of all personnel

##### **Emergency Action Plan**

- maintain site specific program
- documented training of all personnel

##### **Respiratory Protection**

- maintain site specific program
- documented training of all personnel
- required fit tests



**Bloodborne Pathogens**

- maintain site specific program
- documented training of all personnel

**Hearing Conservation (Occupational Noise Exposure)**

- maintain site specific program
- documented training of all personnel
- decibel testing and documentation

**Personal Protective Equipment**

- maintain site specific program
- documented training of all personnel

**Confined Space**

- maintain site specific program
- documented training of all personal

**Trenching & Excavation (competent person training in second year)**

- maintain site specific program
- documented training of all personnel

**Earth Moving Equipment/Motor Vehicles**

- maintain site specific program
- documented training of all personnel

**Ergonomics**

- maintain/write site specific program
- documented training of all personnel
  - job hazards-recognition
  - control steps
  - reporting
  - management leadership requirements
  - employee participation requirements

**General Safety Requirements**

- maintain site specific program
- documented training of all personnel

**Miscellaneous**

- Workplace Hazard Assessment
- training manual maintenance
- safety manual maintenance
- documented decibel testing
- documented air quality readings
- documented foot-candle readings
- OSHA recordkeeping
- General Duty Clause
- assistance during an actual OSHA inspection
- general safety recommendations
- "SafeSide" newsletter publication
- "ALERT" data base
- unlimited consulting services

In consideration of this signed monetary agreement/contract, for the period of twelve months, SafeAssure Consultants, Inc. will act as a consultant to, and/or perform the function of "Safety Manager" for The City of Falcon Heights. SafeAssure Consultants, Inc. will provide unlimited consulting services, conduct classroom training sessions ("see Tentative Training Schedule") maintain current written programs to assure compliance of the various OSHA regulations and statutes which pertain to The City of Falcon Heights.

ANNUAL TOTAL IF PAID ON SIGNING \$2,450.00

\_\_\_\_\_  
**The City of Falcon Heights**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**The City of Falcon Heights**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SafeAssure Consultants**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SafeAssure Consultants**

\_\_\_\_\_  
**Date**

**(SEAL)**

**The above cost analysis and proposal is valid through 30 days from**

*" Safety Wise We Specialize"*

**Little Canada, Falcon Heights & Lauderdale  
2000-2001 TENTATIVE TRAINING SCHEDULE**

<b>December 2000</b>	<b>MONITORING SIMULATED OSHA INSPECTION PROGRAM WRITING/RESEARCH</b>	<b>SAFEASSURE SAFEASSURE SAFEASSURE</b>
<b>Jan. 25th 2001 8:00 AM to 3:00 PM</b>	<b>ERTK (GENERAL) ERTK (SPECIFIC) OSHA RECORDKEEPING ERGONOMICS EMERGENCY ACTION PLAN</b>	<b>ALL PERSONNEL AS REQUIRED AS DESIRED ALL PERSONNEL ALL PERSONNEL</b>
<b>February</b>	<b>PROGRAM WRITING/RESEARCJ</b>	<b>SAFEASSURE</b>
<b>Mar. 22nd 8-12 AM</b>	<b>P.P.E. BLOODBORNE CHAINSAW OPERATIONS</b>	<b>AS REQUIRED AS REQUIRED AS REQUIRED</b>
<b>April</b>	<b>PROGRAM WRITING/RECORDKEEPING</b>	<b>SAFEASSURE</b>
<b>May 24th 8-12 AM</b>	<b>L.O.T.O. HANDS ON RESPIRATORS</b>	<b>AS REQUIRED AS REQUIRED</b>
<b>June</b>	<b>PROGRAM WRITING/RECORDKEEPING</b>	<b>SAFEASSURE</b>
<b>July 26th 8-12 AM</b>	<b>TRENCHING COMPETENT PERSON HEARING CONSERVATION</b>	<b>AS REQUIRED AS REQUIRED</b>
<b>August</b>	<b>PROGRAM WRITING/RECORDKEEPING</b>	<b>SAFEASSURE</b>
<b>Sept. 27th 8-12 AM</b>	<b>EARTHMOVING EQUIPMENT CONFINED SPACE- HANDS ON</b>	<b>AS REQUIRED AS REQUIRED</b>
<b>October</b>	<b>PROGRAM WRITING/RECORDKEEPING</b>	<b>SAFEASSURE</b>
<b>Nov. 22nd 8-12 AM</b>	<b>GENERAL SAFETY REQUIREMENTS QUIZ</b>	<b>AS REQUIRED ALL PERSONNEL</b>

**Note: One class on each topic and one make-up class from previous class date.**

# SafeAssure Consultants Inc.

513 5th St. SW  
PO Box 281  
Willmar, MN 56201

# Invoice

DATE	INVOICE #
11/27/2000	1828

BILL TO
Falcon Heights 2077 W Larpenteur Falcon Heights MN 55113

P.O. NO.	TERMS	PROJECT
	Due on signing	

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	Safety Training, Annual	2,450.00	2,450.00
Thank you!! Work Safely!		<b>Total</b>	\$2,450.00

Policy Item #3  
Date: 1/10/01

**ITEM DESCRIPTION:** Replacement of 1990 Ford F250 Truck

**SUBMITTED BY:** Bill Maertz, Director Parks and Public Works

**REVIEWED BY:** Heather Worthington, City Administrator

**EXPLANATION:**

Summary: The Ford F250 plow truck is 10 years old and has become unreliable. The Capital Budget for 2001 includes \$28,000 for replacement of this vehicle. Under the State of Minnesota bid (Specification 09) a new truck with plow package will cost \$27,611 including tax.

Superior Ford of Plymouth, MN was awarded the State bid and has a truck available now. Trade-in value of the existing 1990 Ford F250 is \$4,200. After trade in and license fees the total cost will be \$24,600.

**ATTACHMENTS:** Quote from Superior Ford and L-Z Equipment

**ACTION REQUESTED:**

Approve the purchase of a Ford F250 truck and plow from Superior Ford of Plymouth, MN at a cost of **\$27,611** minus trade-in.

# SUPERIOR FORD

## FLEET & GOVERNMENT SALES DEPT.

9700 56TH AVE NO., PLYMOUTH, MN. 55442 763-559-9111

BILL STUART 763-519-6349  
FAX 763-519-6336

CAROL HENDRICKSON 763-519-6351  
WANDA MAHAFFEY 763-519-6373

### FAX INFO

651-917-1271

TO: Falcon Heights PD - Bill Mertz DATE 11/21/00

FROM: Bill Stuart #PAGES 3

2001 Ford Super Duty 4 wheel Drive

F250 - Snow Plow Pickup

As per state spec 09-  
Plus - Class III Tow Pkg  
Plus Snow Plow Pkg. 21,017<sup>00</sup>

Western 7 1/2 FT Plow } 4,985<sup>00</sup>

1000# Tommy Gate

TOTAL \$26,002<sup>00</sup>

Thank  
Bill

### PICKUP TRUCK SPECIFICATION

(Group 01-09) Revised 10-04-00

(PLEASE TYPE ENTRIES)

- ✓ 4X4, Standard Cab Full Size Pickup, 8 Ft Wide-Side Box (8500 GVWR Minimum)
- ✓ Make and Model Name FORD F250 4X4 REG CAB
- ✓ Model Number F21
- ✓ GVWR: 8500 Minimum.....GVWR 8800
- ✓ Engine: 5.4L Minimum.....Engine 5.4
- ✓ Limited Slip Differential, Ratio To Meet 13500 GCWR.....15000 Axle Ratio 4.10 CL5
- ✓ Automatic Transmission
- ✓ Air Conditioning
- ✓ AM/FM Radio
- ✓ Standard Upholstery.....  Vinyl  Cloth
- ✓ (5) Tires, On-Off Road or All Terrain.....Size & Type L7235/85R16 A/T
- ✓ 25 Gallon Fuel Tank, Minimum.....Capacity 38
- ✓ Engine Block Heater + CHASS III HEAT
- ✓ Chrome Front Bumper and Chrome Rear Step Bumper + TRAILER PKG
- ✓ Skid Plates + SNOW PLOW PKG.
- ✓ Front Locking Hubs.....  Automatic,  Manual
- Price for One (1) Unit per the above Specification.....\$ 21,017.00
- Delivery Charge from Vendor to Delivery Location (Per Mile).....\$ included
- Any Option Changes (Adds or Deletes) Shall Be Priced at Manufacturer-to-dealer Invoice
- Vendor Name and Address Superior Ford, Inc. 9700 56 Ave No. PLYMOUTH MI 48179
- Contact Person BOB STUART E-mail \_\_\_\_\_
- Phone 612-579-6349 Toll Free \_\_\_\_\_ Fax # 612-579-6336





1881 RICE STREET • ST. PAUL, MINNESOTA 55113  
PHONE (651) 488-2571 • FAX (651) 488-9857  
MN WATS (800) 247-1082  
lz@smartmetal.com www.lztruckequipment.com



17-Nov-00

QUOTE#TD2090

SUPERIOR FORD  
ATTN: BILL STUART  
9700 56TH AVENUE NORTH  
PLYMOUTH, MN  
PHONE: 612/559-9111  
FAX: 612/519-6336

MAKE:FORD MODEL:F-250 YEAR:2001

RE: FALCON HEIGHTS

- 1- WESTERN UP75 7 1/2' PRO-FLOW WITH HALOGEN HEADLIGHTS, POWER ANGLING, IN CAB CONTROL, ELECTRIC HYDRAULIC POWER AND BLADE GUIDES.
- 1- 60-1040 1000# TOMMY GATE WITH 58" X 27" SMOOTH STEEL PLATFORM, ENCLOSED POWER UNIT, TOGGLE SWITCH CONTROL, 150 AMP CIRCUIT BREAKER PAINTED, FACTORY BLACK.

INSTALLED ALL COMPLETE

\$4985<sup>00</sup>

THOMAS DENK  
SALES MANAGER