

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

AGENDA  
February 23, 2011

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_\_\_\_ HARRIS \_\_\_\_ GOSLINE \_\_\_\_  
LONG \_\_\_\_ MERCER-TAYLOR \_\_\_\_  
MILLER \_\_\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: February 9, 2011
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General Disbursements through 2/17/2011: \$149,673.42  
Payroll through 2/15/2011: \$14,656.60
  - 2. City License Renewal
  - 3. Budget amendment to the 2010 Capital Equipment 2010A capital fund and a  
budget amendment to the 2010 Parking Lot/Rain Garden Fund
- G. POLICY ITEMS
  - 1. Approval of Environmentally Preferable Purchasing Policy
  - 2. Tennis Court Design and Construction Management Proposals
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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

AGENDA  
February 9, 2011

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM \_X\_ HARRIS \_X\_ GOSLINE \_X\_  
LONG \_X\_ MERCER-TAYLOR \_absent\_  
MILLER \_X\_
- C. PRESENTATIONS:  
1. Katrina Joseph, Prosecuting Attorney Update
- D. APPROVAL OF MINUTES: January 12, 2011 Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Keith Gosline Moved Approval 4-0  
1. General Disbursements through 1/31/2011: \$75,241.43  
Payroll through 1/27/2011: \$30,784.35  
2. City License Renewal  
3. Appointment of Fire Inspector  
4. Acceptance of Monetary Donations to Special Events  
5. Budget amendment to the 2010 Larpenteur Streetscape Capital Project Fund # 427 and  
Infrastructure Capital Fund # 419
- G: POLICY ITEMS Chuck Long Moved Approval 4-0  
1. Delegation of Franchise Renewal Authority to Northwest Suburban Communication Commission
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 8:03p.m.



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Meeting Date</b> | February 23, 2011                 |
| <b>Agenda Item</b>  | Consent F1                        |
| <b>Attachment</b>   | General Disbursements and Payroll |
| <b>Submitted By</b> | Roland Olson, Finance Director    |

|                            |  |
|----------------------------|--|
| <b>Item</b>                | General Disbursements and Payroll  |
| <b>Description</b>         | General Disbursements through 2/17/2011: \$149,673.42<br>Payroll through 2/15/2011: \$14,656.60  |
| <b>Budget Impact</b>       |  |
| <b>Attachment(s)</b>       | General Disbursements and Payroll  |
| <b>Action(s) Requested</b> | Staff recommends that the Falcon Heights City Council approve general disbursements and payroll. |

PACKET: 00526 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                         |                                | GROSS    | P.O. #             |                        |              |
|-----------------------|-------------------------|--------------------------------|----------|--------------------|------------------------|--------------|
| POST DATE             | BANK CODE               | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====                 |                         |                                |          |                    |                        |              |
| 01-00800              | ALLIED WASTE SERVICES   |                                |          |                    |                        |              |
| I-0923-001670617      |                         | FEB/11 WASTE REMOVAL           | 281.95   |                    |                        |              |
| 2/09/2011             | APBNK                   | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |                         | FEB/11 WASTE REMOVAL           |          | 101 4131-82010-000 | WASTE REMOVAL          | 281.95       |
| === VENDOR TOTALS === |                         |                                | 281.95   |                    |                        |              |
| =====                 |                         |                                |          |                    |                        |              |
| 01-00292              | AVENET, LLC             |                                |          |                    |                        |              |
| I-28002               |                         | WEB SITE - GOV OFFICE          | 1,125.00 |                    |                        |              |
| 2/09/2011             | APBNK                   | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |                         | WEB SITE - GOV OFFICE          |          | 101 4116-85060-000 | WEB SITE               | 1,125.00     |
| === VENDOR TOTALS === |                         |                                | 1,125.00 |                    |                        |              |
| =====                 |                         |                                |          |                    |                        |              |
| 01-00975              | BOYER TRUCKS INC        |                                |          |                    |                        |              |
| I-201102092702        |                         | PARTS FOR DUMP TRUCK           | 115.24   |                    |                        |              |
| 2/09/2011             | APBNK                   | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |                         | PARTS FOR DUMP TRUCK           |          | 601 4601-87000-000 | REPAIR EQUIPMENT       | 115.24       |
| === VENDOR TOTALS === |                         |                                | 115.24   |                    |                        |              |
| =====                 |                         |                                |          |                    |                        |              |
| 01-03001              | CAMPBELL KNUTSON        |                                |          |                    |                        |              |
| I-161                 |                         | JAN/11 LEGAL FEES              | 87.00    |                    |                        |              |
| 2/09/2011             | APBNK                   | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |                         | JAN/11 LEGAL FEES              |          | 101 4114-80200-000 | LEGAL FEES             | 87.00        |
| === VENDOR TOTALS === |                         |                                | 87.00    |                    |                        |              |
| =====                 |                         |                                |          |                    |                        |              |
| 01-03123              | CINTAS CORPORATION #470 |                                |          |                    |                        |              |
| I-470598049           |                         | BATHROOM & SHOP SUPPLIES       | 205.53   |                    |                        |              |
| 2/09/2011             | APBNK                   | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |                         | BATHROOM & SHOP SUPPLIES       |          | 101 4131-70110-000 | SUPPLIES               | 102.77       |
|                       |                         | BATHROOM & SHOP SUPPLIES       |          | 101 4141-70100-000 | SUPPLIES               | 102.76       |
| === VENDOR TOTALS === |                         |                                | 205.53   |                    |                        |              |
| =====                 |                         |                                |          |                    |                        |              |
| 01-06290              | CITY OF ROSEVILLE       |                                |          |                    |                        |              |
| I-0213623             |                         | FEB/11 PHONES SERVICES         | 354.09   |                    |                        |              |
| 2/09/2011             | APBNK                   | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |                         | FEB/11 PHONES SERVICES         |          | 101 4116-85010-000 | TELEPHONE              | 354.09       |
| I-0213638             |                         | FEB/11 IT SERVICES             | 1,189.42 |                    |                        |              |
| 2/09/2011             | APBNK                   | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |                         | FEB/11 IT SERVICES             |          | 101 4116-85070-000 | TECHNICAL SUPPORT      | 1,189.42     |
| === VENDOR TOTALS === |                         |                                | 1,543.51 |                    |                        |              |

PACKET: 00526 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----   |                            |                                | GROSS    | P.O. #             |                          |              |
|----------------|----------------------------|--------------------------------|----------|--------------------|--------------------------|--------------|
| POST DATE      | BANK CODE                  | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====          |                            |                                |          |                    |                          |              |
| 01-03122       | CITY OF ST PAUL            |                                |          |                    |                          |              |
| I-117383       |                            | DEC/10 FUEL                    | 98.65    |                    |                          |              |
| 2/09/2011      | APBNK                      | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                            | DEC/10 FUEL                    |          | 101 20200-000      | ACCOUNTS PAYABLE         | 98.65        |
|                |                            | === VENDOR TOTALS ===          | 98.65    |                    |                          |              |
| =====          |                            |                                |          |                    |                          |              |
| 01-03247       | CUB FOODS                  |                                |          |                    |                          |              |
| I-201102092707 |                            | WINTERFEST SUPPLIES            | 28.16    |                    |                          |              |
| 2/09/2011      | APBNK                      | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                            | WINTERFEST SUPPLIES            |          | 101 4116-89010-000 | SPECIAL EVENTS           | 28.16        |
|                |                            | === VENDOR TOTALS ===          | 28.16    |                    |                          |              |
| =====          |                            |                                |          |                    |                          |              |
| 01-04027       | EMERGENCY APPARATUS MAINT  |                                |          |                    |                          |              |
| I-53273        |                            | REPAIR CORD REEL - 753         | 434.58   |                    |                          |              |
| 2/09/2011      | APBNK                      | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                            | REPAIR CORD REEL - 753         |          | 101 4124-87029-000 | REPAIR OTHER EQUIPMENT   | 434.58       |
|                |                            | === VENDOR TOTALS ===          | 434.58   |                    |                          |              |
| =====          |                            |                                |          |                    |                          |              |
| 01-04084       | FIRE EQUIPMENT SPECIALTIES |                                |          |                    |                          |              |
| I-6928         |                            | FIRE BOOTS                     | 299.95   |                    |                          |              |
| 2/09/2011      | APBNK                      | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                            | FIRE BOOTS                     |          | 101 4124-77000-000 | CLOTHING                 | 299.95       |
|                |                            | === VENDOR TOTALS ===          | 299.95   |                    |                          |              |
| =====          |                            |                                |          |                    |                          |              |
| 01-05510       | LEAGUE OF MN CITIES        |                                |          |                    |                          |              |
| I-147747       |                            | '11 SAFETY/LOSS CONTROL WKSHP  | 20.00    |                    |                          |              |
| 2/09/2011      | APBNK                      | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                            | '11 SAFETY/LOSS CONTROL WKSHP  |          | 101 4111-86100-000 | CONFERENCES/EDUCATION/TR | 20.00        |
|                |                            | === VENDOR TOTALS ===          | 20.00    |                    |                          |              |
| =====          |                            |                                |          |                    |                          |              |
| 01-05670       | METRO PRODUCTS INC         |                                |          |                    |                          |              |
| I-76027        |                            | SHOP SUPPLIES                  | 67.78    |                    |                          |              |
| 2/09/2011      | APBNK                      | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                            | SHOP SUPPLIES                  |          | 101 4131-70110-000 | SUPPLIES                 | 67.78        |
|                |                            | === VENDOR TOTALS ===          | 67.78    |                    |                          |              |

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SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                                |                                | GROSS     | P.O. #             |                          |              |
|-----------------------|--------------------------------|--------------------------------|-----------|--------------------|--------------------------|--------------|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----          | DISCOUNT  | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====                 |                                |                                |           |                    |                          |              |
| 01-05665              | METROPOLITAN COUNCIL           |                                |           |                    |                          |              |
| I-0000951572          |                                | MAR/11 S.S.                    | 39,240.54 |                    |                          |              |
| 2/09/2011             | APBNK                          | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                       |                                | MAR/11 S.S.                    |           | 601 4601-85060-000 | METRO SEWER CHARGES      | 39,240.54    |
| === VENDOR TOTALS === |                                |                                | 39,240.54 |                    |                          |              |
| =====                 |                                |                                |           |                    |                          |              |
| 01 05585              | METROPOLITAN AREA MANAGEMENT A |                                |           |                    |                          |              |
| I-361                 |                                | MAMA MEETING EXP - JUSTIN      | 20.00     |                    |                          |              |
| 2/09/2011             | APBNK                          | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                       |                                | MAMA MEETING EXP - JUSTIN      |           | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 20.00        |
| I-370                 |                                | MAMA MEETING EXPENSE- MICHELL  | 20.00     |                    |                          |              |
| 2/09/2011             | APBNK                          | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                       |                                | MAMA MEETING EXPENSE- MICHELLE |           | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 20.00        |
| === VENDOR TOTALS === |                                |                                | 40.00     |                    |                          |              |
| =====                 |                                |                                |           |                    |                          |              |
| 01 05760              | MINNESOTA GFOA                 |                                |           |                    |                          |              |
| I-201102092700        |                                | 2011 MEMBERSHIP DUES           | 60.00     |                    |                          |              |
| 2/09/2011             | APBNK                          | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                       |                                | 2011 MEMBERSHIP DUES           |           | 101 4113-86100-000 | CONFERENCES/EDUCATION/AS | 60.00        |
| === VENDOR TOTALS === |                                |                                | 60.00     |                    |                          |              |
| =====                 |                                |                                |           |                    |                          |              |
| 01 05843              | MN NCPERS LIFE INSURANCE       |                                |           |                    |                          |              |
| I-201102092709        |                                | FEB/11 INSURANCE               | 32.00     |                    |                          |              |
| 2/09/2011             | APBNK                          | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                       |                                | FEB/11 INSURANCE               |           | 101 21709-000      | OTHER PAYABLE            | 31.20        |
|                       |                                | FEB/11 INSURANCE               |           | 206 21709-000      | OTHER PAYABLE            | 0.80         |
| === VENDOR TOTALS === |                                |                                | 32.00     |                    |                          |              |
| =====                 |                                |                                |           |                    |                          |              |
| 01-04700              | MN STREET SUPERNTINT ASSOC     |                                |           |                    |                          |              |
| I-201102092706        |                                | 2011 MEMBERSHIP                | 35.00     |                    |                          |              |
| 2/09/2011             | APBNK                          | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                       |                                | 2011 MEMBERSHIP                |           | 101 4132-86100-000 | CONFERENCES/EDUCATION/AS | 35.00        |
| === VENDOR TOTALS === |                                |                                | 35.00     |                    |                          |              |

PACKET: 00526 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-07263  NEXTEL COMMUNICATIONS, INC

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I-172868921-071  CELL PHONES - FIRE DEPT - JAN  76.46
2/09/2011  APBNK  DUE: 2/09/2011 DISC: 2/09/2011  1099: N
CELL PHONES - FIRE DEPT - JAN  101 4124-85015-000  CELL PHONE  76.46

=== VENDOR TOTALS ===  76.46

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01-06053 OREILLY AUTO PARTS

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I-201102092699  LIGHTBULBS  64.59
2/09/2011  APBNK  DUE: 2/09/2011 DISC: 2/09/2011  1099: N
JD TRACTOR LIGHT  101 4141-87120-000  FACILITIES & GROUND MAIN  52.83
F-250 LIGHT BULBS  101 4132-87000-000  REPAIR EQUIPMENT  11.76

=== VENDOR TOTALS ===  64.59

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01-06115 TIMOTHY PITTMAN

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I-201102092704  MILEAGE REIMBURSEMENT  35.70
2/09/2011  APBNK  DUE: 2/09/2011 DISC: 2/09/2011  1099: N
MILEAGE - WINTERFEST  101 4116-89010-000  SPECIAL EVENTS  32.64
MILEAGE - SCHOOL  101 4141-86101-000  MILEAGE  3.06

=== VENDOR TOTALS ===  35.70

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01-06945 QWEST

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I-201102092701  LANDLINE TELEPHONE  112.92
2/09/2011  APBNK  DUE: 2/09/2011 DISC: 2/09/2011  1099: N
LANDLINE TELEPHONE  601 4601-85011-000  TELEPHONE - LANDLINE  58.62
LANDLINE TELEPHONE  101 4141-85011-000  TELEPHONE - LANDLINE  54.30

=== VENDOR TOTALS ===  112.92

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01-06185 RAMSEY COUNTY

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I-PRREL-000370  4TH QTR ELECTION CONTRACT  4,054.37
2/09/2011  APBNK  DUE: 2/09/2011 DISC: 2/09/2011  1099: N
4TH QTR ELECTION CONTRACT  101 20200-000  ACCOUNTS PAYABLE  4,054.37

I-RISK-001392  FEB/11 INSURANCE  854.70
2/09/2011  APBNK  DUE: 2/09/2011 DISC: 2/09/2011  1099: N
FEB/11 INSURANCE  101 4112-89000-000  MISCELLANEOUS  854.70

=== VENDOR TOTALS ===  4,909.07

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PACKET: 00526 Regular Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
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| -----ID-----   |           |                                | GROSS     | P.O. #             |                          |              |
|----------------|-----------|--------------------------------|-----------|--------------------|--------------------------|--------------|
| POST DATE      | BANK CODE | -----DESCRIPTION-----          | DISCOUNT  | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====          |           |                                |           |                    |                          |              |
| 01-05107       |           | ROTARY CLUB OF ROSEVILLE       |           |                    |                          |              |
| -----          |           |                                |           |                    |                          |              |
| 1-201102092703 |           | 1ST QTR MEMBERSHIP & EXPENSES  | 265.00    |                    |                          |              |
| 2/09/2011      | APBNK     | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                |           | 1ST QTR MEMBERSHIP & EXPENSES  |           | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 265.00       |
|                |           | === VENDOR TOTALS ===          | 265.00    |                    |                          |              |
| =====          |           |                                |           |                    |                          |              |
| 01 06415       |           | SCHARBER & SONS                |           |                    |                          |              |
| -----          |           |                                |           |                    |                          |              |
| 1-01-1065494   |           | WIPERS FOR JD SNOW BLOWER      | 208.41    |                    |                          |              |
| 2/09/2011      | APBNK     | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                |           | WIPERS FOR JD SNOW BLOWER      |           | 101 4132-87000-000 | REPAIR EQUIPMENT         | 208.41       |
| -----          |           |                                |           |                    |                          |              |
| 1-01-1065643   |           | BLOWER MOTOR-JD SNOW BLOWER    | 149.41    |                    |                          |              |
| 2/09/2011      | APBNK     | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                |           | BLOWER MOTOR-JD SNOW BLOWER    |           | 101 4132-87000-000 | REPAIR EQUIPMENT         | 149.41       |
|                |           | === VENDOR TOTALS ===          | 357.82    |                    |                          |              |
| =====          |           |                                |           |                    |                          |              |
| 01-06535       |           | SPEEDWAY SUPERAMERICA          |           |                    |                          |              |
| -----          |           |                                |           |                    |                          |              |
| 1-201102092696 |           | FUEL                           | 1,105.25  |                    |                          |              |
| 2/09/2011      | APBNK     | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                |           | FUEL FOR F-250                 |           | 601 20200-000      | ACCOUNTS PAYABLE         | 94.24        |
|                |           | FUEL FOR DUMP TRUCK            |           | 601 20200-000      | ACCOUNTS PAYABLE         | 166.64       |
|                |           | DIESEL FUEL                    |           | 101 20200-000      | ACCOUNTS PAYABLE         | 160.13       |
|                |           | FUEL FOR F-250                 |           | 601 4601-74000-000 | MOTOR FUEL & LUBRICANTS  | 138.16       |
|                |           | FUEL FOR F-350                 |           | 101 4141-74000-000 | MOTOR FUEL & LUBRICANTS  | 93.25        |
|                |           | DIESEL FUEL                    |           | 101 4141-74000-000 | MOTOR FUEL & LUBRICANTS  | 266.44       |
|                |           | FUEL FOR DUMP TRUCK            |           | 601 4601-74000-000 | MOTOR FUEL & LUBRICANTS  | 186.39       |
|                |           | === VENDOR TOTALS ===          | 1,105.25  |                    |                          |              |
| =====          |           |                                |           |                    |                          |              |
| 01-07228       |           | CITY OF ST ANTHONY             |           |                    |                          |              |
| -----          |           |                                |           |                    |                          |              |
| 1-2500         |           | FEB/11 POLICE SERVICES         | 49,180.58 |                    |                          |              |
| 2/09/2011      | APBNK     | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                |           | FEB/11 POLICE SERVICES         |           | 101 4122-81000-000 | POLICE SERVICES          | 49,180.58    |
|                |           | === VENDOR TOTALS ===          | 49,180.58 |                    |                          |              |
| =====          |           |                                |           |                    |                          |              |
| 01-06525       |           | SUBURBAN ACE HARDWARE          |           |                    |                          |              |
| -----          |           |                                |           |                    |                          |              |
| 1-201102092698 |           | WINTERFEST AND PARKS SUPPLIES  | 120.62    |                    |                          |              |
| 2/09/2011      | APBNK     | DUE: 2/09/2011 DISC: 2/09/2011 |           | 1099: N            |                          |              |
|                |           | WNTRFEST: WOOD, TAPE, BAG TOSS |           | 101 4116-89010-000 | SPECIAL EVENTS           | 62.25        |
|                |           | ROPE                           |           | 101 4132-70120-000 | SUPPLIES                 | 34.41        |
|                |           | LIGHTBULB FOR COMM PARK        |           | 101 4141-70100-000 | SUPPLIES                 | 2.82         |
|                |           | BOBCAT BLOWER                  |           | 101 4141-70100-000 | SUPPLIES                 | 12.45        |
|                |           | JD BLOWER SHOOT                |           | 101 4141-70100-000 | SUPPLIES                 | 8.69         |
|                |           | === VENDOR TOTALS ===          | 120.62    |                    |                          |              |



PACKET: 00526 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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|----------------|-----------------------|--------------------------------|----------|--------------------|--------------------------|--------------|
| POST DATE      | BANK CODE             | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====          |                       |                                |          |                    |                          |              |
| 01-07282       | SURPLUS SERVICES      |                                |          |                    |                          |              |
| I-00009202     |                       | 2 PAIR COLD WEATHER BOOTS      | 20.00    |                    |                          |              |
| 2/09/2011      | APBNK                 | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                       | 2 PAIR COLD WEATHER BOOTS      |          | 101 4141-70100-000 | SUPPLIES                 | 20.00        |
|                |                       | === VENDOR TOTALS ===          | 20.00    |                    |                          |              |
| =====          |                       |                                |          |                    |                          |              |
| 01-05374       | TENNIS SANITATION LLC |                                |          |                    |                          |              |
| I-495021       |                       | JAN/11 RECYCLING               | 5,769.00 |                    |                          |              |
| 2/09/2011      | APBNK                 | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                       | JAN/11 RECYCLING               |          | 206 4206-82030-000 | RECYCLING CONTRACTS      | 5,769.00     |
|                |                       | === VENDOR TOTALS ===          | 5,769.00 |                    |                          |              |
| =====          |                       |                                |          |                    |                          |              |
| 01-06585       | THE OFFICE CLEANERS   |                                |          |                    |                          |              |
| I-20110131     |                       | JAN/11 OFFICE CLEANING         | 423.14   |                    |                          |              |
| 2/09/2011      | APBNK                 | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                       | JAN/11 OFFICE CLEANING         |          | 101 4131-87010-000 | CITY HALL MAINTENANCE    | 423.14       |
|                |                       | === VENDOR TOTALS ===          | 423.14   |                    |                          |              |
| =====          |                       |                                |          |                    |                          |              |
| 01-06581       | TRI-STATE BOBCAT INC  |                                |          |                    |                          |              |
| I-A77995       |                       | EDGE FOR BOBCAT                | 146.92   |                    |                          |              |
| 2/09/2011      | APBNK                 | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                       | EDGE FOR BOBCAT                |          | 101 4132-87000-000 | REPAIR EQUIPMENT         | 146.92       |
|                |                       | === VENDOR TOTALS ===          | 146.92   |                    |                          |              |
| =====          |                       |                                |          |                    |                          |              |
| 01-06921       | UNITED RENTALS, INC   |                                |          |                    |                          |              |
| I-91908704-001 |                       | POWER SNAKE - CURTISS S.S.     | 45.20    |                    |                          |              |
| 2/09/2011      | APBNK                 | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                       | POWER SNAKE - CURTISS S.S.     |          | 101 4141-87120-000 | FACILITIES & GROUND MAIN | 45.20        |
|                |                       | === VENDOR TOTALS ===          | 45.20    |                    |                          |              |
| =====          |                       |                                |          |                    |                          |              |
| 01-00878       | US BANCORP            |                                |          |                    |                          |              |
| I-201102092708 |                       | FOOD, AWARD, MEMBERSHIP, PARK  | 262.33   |                    |                          |              |
| 2/09/2011      | APBNK                 | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                          |              |
|                |                       | WORKSHOP FOOD                  |          | 101 4111-70100-000 | SUPPLIES                 | 35.09        |
|                |                       | LIST SERV E-MAIL AWARD         |          | 101 4116-70100-000 | SUPPLIES                 | 25.00        |
|                |                       | PARKING - CACC MEETING         |          | 101 4112-86010-000 | MILEAGE & PARKING        | 6.00         |
|                |                       | PARKING - LCDA STAKEHOLDERS    |          | 101 4112-86010-000 | MILEAGE & PARKING        | 7.00         |
|                |                       | AMEM MEMBERSHIP DUES           |          | 101 4121-86100-000 | MILEAGE/CONF/EDUC/ASSOCI | 100.00       |
|                |                       | LIAISON MEETING MEALS          |          | 101 4111-70100-000 | SUPPLIES                 | 89.24        |
|                |                       | === VENDOR TOTALS ===          | 262.33   |                    |                          |              |

PACKET: 00526 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |             |                                | GROSS    | P.O. #             |                        |              |
|-----------------------|-------------|--------------------------------|----------|--------------------|------------------------|--------------|
| POST DATE             | BANK CODE   | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====                 |             |                                |          |                    |                        |              |
| 01.05373              | BEN WAGNER  |                                |          |                    |                        |              |
| I-201102092705        |             | ENERGY EFF REBATE - WINDOWS    | 67.88    |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ENERGY EFF REBATE - WINDOWS    |          | 101 4117-89100-000 | ENERGY REBATE PROGRAM  | 67.88        |
| === VENDOR TOTALS === |             |                                | 67.88    |                    |                        |              |
| =====                 |             |                                |          |                    |                        |              |
| 01 05870              | XCEL ENERGY |                                |          |                    |                        |              |
| I-268674281           |             | ELECTRICITY                    | 7.29     |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 209 4209-85020-000 | STREET LIGHTING POWER  | 7.29         |
| I-268713761           |             | AUTOPROTECTIVE LIGHTS          | 29.86    |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | AUTOPROTECTIVE LIGHTS          |          | 101 4141-85020-000 | ELECTRIC/GAS           | 29.86        |
| I-269544757           |             | ELECTRICITY                    | 810.38   |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 101 4131-85020-000 | ELECTRIC               | 810.38       |
| I-269681236           |             | ELECTRICITY                    | 30.48    |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 601 4601-85020-000 | ELECTRIC               | 30.48        |
| I-269690194           |             | ELECTRICITY                    | 39.12    |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 101 4141-85020-000 | ELECTRIC/GAS           | 39.12        |
| I-269690470           |             | ELECTRICITY                    | 9.97     |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 209 4209-85020-000 | STREET LIGHTING POWER  | 9.97         |
| I-269692122           |             | ELECTRICITY                    | 41.13    |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 209 4209-85020-000 | STREET LIGHTING POWER  | 41.13        |
| I-269695732           |             | ELECTRICITY                    | 26.88    |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 209 4209-85020-000 | STREET LIGHTING POWER  | 26.88        |
| I-269702190           |             | GAS                            | 1,214.41 |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | GAS                            |          | 101 4131-85030-000 | NATURAL GAS            | 1,214.41     |
| I-269706263           |             | ELECTRICITY & GAS              | 881.43   |                    |                        |              |
| 2/09/2011             | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |          | 1099: N            |                        |              |
|                       |             | ELECTRICITY                    |          | 101 4141-85020-000 | ELECTRIC/GAS           | 247.20       |
|                       |             | GAS                            |          | 101 4141-85030-000 | NATURAL GAS            | 634.23       |

PACKET: 00526 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID----- |             |                                | GROSS      | P.O. #             |                        |              |
|--------------|-------------|--------------------------------|------------|--------------------|------------------------|--------------|
| POST DATE    | BANK CODE   | -----DESCRIPTION-----          | DISCOUNT   | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====        |             |                                |            |                    |                        |              |
| 01-05870     | XCEL ENERGY | ( ** CONTINUED ** )            |            |                    |                        |              |
| -----        |             |                                |            |                    |                        |              |
| I-269817571  |             | ELECTRICITY                    | 43.80      |                    |                        |              |
| 2/09/2011    | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |            | 1099: N            |                        |              |
|              |             | ELECTRICITY                    |            | 209 4209-85020-000 | STREET LIGHTING POWER  | 43.80        |
| -----        |             |                                |            |                    |                        |              |
| I-269821017  |             | ELECTRICITY                    | 9.77       |                    |                        |              |
| 2/09/2011    | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |            | 1099: N            |                        |              |
|              |             | ELECTRICITY                    |            | 209 4209-85020-000 | STREET LIGHTING POWER  | 9.77         |
| -----        |             |                                |            |                    |                        |              |
| I-270000847  |             | ELECTRICITY & GAS              | 278.20     |                    |                        |              |
| 2/09/2011    | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |            | 1099: N            |                        |              |
|              |             | ELECTRICITY                    |            | 101 4141-85020-000 | ELECTRIC/GAS           | 102.75       |
|              |             | GAS                            |            | 101 4141-85030-000 | NATURAL GAS            | 175.45       |
| -----        |             |                                |            |                    |                        |              |
| I-270020983  |             | ELECTRICITY                    | 2,201.68   |                    |                        |              |
| 2/09/2011    | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |            | 1099: N            |                        |              |
|              |             | ELECTRICITY                    |            | 209 4209-85020-000 | STREET LIGHTING POWER  | 2,201.68     |
| -----        |             |                                |            |                    |                        |              |
| I-270024731  |             | ELECTRICITY                    | 18.84      |                    |                        |              |
| 2/09/2011    | APBNK       | DUE: 2/09/2011 DISC: 2/09/2011 |            | 1099: N            |                        |              |
|              |             | ELECTRICITY                    |            | 209 4209-85020-000 | STREET LIGHTING POWER  | 18.84        |
|              |             | === VENDOR TOTALS ===          | 5,643.24   |                    |                        |              |
|              |             | === PACKET TOTALS ===          | 112,320.61 |                    |                        |              |



February Statement for activity from Jan. 05, 2011 through Feb. 02, 2011  
 CITY OF FALCON HEIGHT  
 JUSTIN J MILLER (CPN 000107109)

Inquiries: 1-866-485-4545  
 BUS 5 78 02 Page 1 of 2

Your U.S. Bank Visa® Business Card account at a glance ... Account: XXXXXXXXXX

| Activity Summary            |                 |
|-----------------------------|-----------------|
| Previous Balance .....      | \$0.00          |
| Payments .....              | \$0.00          |
| Other Credits .....         | \$0.00          |
| Purchases .....             | \$262.33        |
| Balance Transfers .....     | \$0.00          |
| Advances .....              | \$0.00          |
| Other Debits .....          | \$0.00          |
| Past Due Amount .....       | \$0.00          |
| Fees Charged .....          | \$0.00          |
| Interest Charged .....      | \$0.00          |
| <b>New Balance .....</b>    | <b>\$262.33</b> |
| Credit Line .....           | \$24,000.00     |
| Available Credit .....      | \$23,737.67     |
| Statement Close Date .....  | Feb. 02, 2011   |
| Days in Billing Cycle ..... | 29              |

| Payment Information   |                |
|---|----------------|
| New Balance .....   | \$262.33       |
| Minimum Payment Due (Current Month)   | \$10.00        |
| Minimum Payment Due (Past Due)  | \$0.00         |
| <b>Total New Minimum Payment Due</b>  | <b>\$10.00</b> |
| Payment Due Date .....  | Mar. 01, 2011  |
| <b>Late Payment Warning:</b> If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%. |                |

To reduce or avoid paying additional fees and interest charges on your purchase balance, pay the total new balance of \$262.33 by 03/01/11. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

**Transactions**

| Post Date                         | Trans Date | Ref. Nbr | Description of Transaction                 | Amount   | Notation            |
|-----------------------------------|------------|----------|--|----------|---------------------|
| <b>Purchases and Other Debits</b> |            |          |  |          |                     |
| 01/07                             | 01/05      | 0793     | JIMMY JOHN'S # 305 FALCON HEIGHT MN.....   | \$35.09  | wksp meals          |
| 01/13                             | 01/11      | 1941     | LOWER TOWN PARKING SAINT PAUL MN.....      | \$7.00   | LCDR state holidays |
| 01/21                             | 01/19      | 6051     | JIMMY JOHN'S # 305 FALCON HEIGHT MN.....   | \$25.00  | Litsey prize        |
| 01/26                             | 01/24      | 3560     | PIZZA HUT #02248226310 FALCON HGTS MN..... | \$89.24  | Liasion mtg meals   |
| 01/26                             | 01/25      | 5793     | PAYPAL *AMEMASSOCIA 402-935-7733 CA.....   | \$100.00 | AMEM Dues           |
| 01/31                             | 01/27      | 0748     | U OF M PARKING AND TRA MINNEAPOLIS MN..... | \$6.00   | Acc Parking         |

PACKET: 00529 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----   |                               |                                | GROSS    | P.O. #             |                          |              |
|----------------|-------------------------------|--------------------------------|----------|--------------------|--------------------------|--------------|
| POST DATE      | BANK CODE                     | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====          |                               |                                |          |                    |                          |              |
| 01-00250       | AMERIPRIDE SERVICES           |                                |          |                    |                          |              |
| I-1000754018   |                               | LINEN CLEANING                 | 38.50    |                    |                          |              |
| 2/17/2011      | APBNK                         | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                |                               | LINEN CLEANING                 |          | 101 4124-82011-000 | LINEN CLEANING           | 38.50        |
|                |                               | === VENDOR TOTALS ===          | 38.50    |                    |                          |              |
| =====          |                               |                                |          |                    |                          |              |
| 01-00869       | BENEFIT EXTRAS, INC           |                                |          |                    |                          |              |
| I-38496        |                               | FEB FLEX MINIMUM               | 30.00    |                    |                          |              |
| 2/17/2011      | APBNK                         | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                |                               | FEB FLEX MINIMUM               |          | 101 4112-89000-000 | MISCELLANEOUS            | 30.00        |
|                |                               | === VENDOR TOTALS ===          | 30.00    |                    |                          |              |
| =====          |                               |                                |          |                    |                          |              |
| 01-01046       | BREDEMUS HARDWARE COMPANY INC |                                |          |                    |                          |              |
| I-207029       |                               | REPAIR PW SERVICE DOOR         | 55.56    |                    |                          |              |
| 2/17/2011      | APBNK                         | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                |                               | REPAIR PW SERVICE DOOR         |          | 101 4141-87120-000 | FACILITIES & GROUND MAIN | 55.56        |
|                |                               | === VENDOR TOTALS ===          | 55.56    |                    |                          |              |
| =====          |                               |                                |          |                    |                          |              |
| 01-05196       | BRIGGS & MORGAN, P.A.         |                                |          |                    |                          |              |
| I-475140       |                               | LEGAL SERVICES                 | 500.00   |                    |                          |              |
| 2/17/2011      | APBNK                         | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                |                               | LEGAL SERVICES                 |          | 412 4412-81900-000 | OTHER PROFESSIONAL SERVI | 500.00       |
|                |                               | === VENDOR TOTALS ===          | 500.00   |                    |                          |              |
| =====          |                               |                                |          |                    |                          |              |
| 01-03089       | CASH                          |                                |          |                    |                          |              |
| I-201102172714 |                               | SYMPATHY CARD, CERTIFIED MAIL  | 9.82     |                    |                          |              |
| 2/17/2011      | APBNK                         | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                |                               | SYMPATHY CARD-DEATH IN FAMILY  |          | 101 4112-70100-000 | SUPPLIES                 | 2.99         |
|                |                               | CERTIFIED MAIL                 |          | 101 4112-70500-000 | POSTAGE                  | 6.83         |
|                |                               | === VENDOR TOTALS ===          | 9.82     |                    |                          |              |
| =====          |                               |                                |          |                    |                          |              |
| 01-03123       | CINTAS CORPORATION #470       |                                |          |                    |                          |              |
| I-470583808    |                               | BATHROOM & SHOP SUPPLIES       | 178.03   |                    |                          |              |
| 2/17/2011      | APBNK                         | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                |                               | BATHROOM & SHOP SUPPLIES       |          | 101 4131-70110-000 | SUPPLIES                 | 89.02        |
|                |                               | BATHROOM & SHOP SUPPLIES       |          | 101 4141-70100-000 | SUPPLIES                 | 89.01        |
|                |                               | === VENDOR TOTALS ===          | 178.03   |                    |                          |              |

PACKET: 00529 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                                |                                | GROSS    | P.O. #             |                         |              |
|-----------------------|--------------------------------|--------------------------------|----------|--------------------|-------------------------|--------------|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----  | DISTRIBUTION |
| =====                 |                                |                                |          |                    |                         |              |
| 01-05376              | CLAREY'S SAFETY EQUIPMENT, INC |                                |          |                    |                         |              |
| I-137466              |                                | CARBON MONOXIDE METER          | 209.04   |                    |                         |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                         |              |
|                       |                                | CARBON MONOXIDE METER          |          | 402 4402-91000-000 | MACHINERY & EQUIPMENT   | 209.04       |
| === VENDOR TOTALS === |                                |                                | 209.04   |                    |                         |              |
| =====                 |                                |                                |          |                    |                         |              |
| 01-04000              | EHLERS AND ASSOCIATES          |                                |          |                    |                         |              |
| I-342473              |                                | SOLAR ENERGY SYSTEM ANALYSIS   | 95.00    |                    |                         |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                         |              |
|                       |                                | SOLAR ENERGY SYSTEM ANALYSIS   |          | 419 4419-92090-000 | SOLAR ENERGY SYSTEM     | 95.00        |
| === VENDOR TOTALS === |                                |                                | 95.00    |                    |                         |              |
| =====                 |                                |                                |          |                    |                         |              |
| 01-05115              | GOPHER STATE ONE CALL          |                                |          |                    |                         |              |
| I-5155                |                                | DAMAGE PREVENTION ASSESSMENT   | 100.00   |                    |                         |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                         |              |
|                       |                                | DAMAGE PREVENTION ASSESSMENT   |          | 601 4601-89000-000 | MISCELLANEOUS           | 100.00       |
| I-5532                |                                | FAX & VOICE CORRESPONDENCE FE  | 24.95    |                    |                         |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                         |              |
|                       |                                | FAX & VOICE CORRESPONDENCE FEE |          | 601 4601-89000-000 | MISCELLANEOUS           | 24.95        |
| === VENDOR TOTALS === |                                |                                | 124.95   |                    |                         |              |
| =====                 |                                |                                |          |                    |                         |              |
| 01-07187              | KRISTIN GRANGAARD              |                                |          |                    |                         |              |
| I-201102172715        |                                | CERT SUPPLIES                  | 224.20   |                    |                         |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                         |              |
|                       |                                | CERT SUPPLIES                  |          | 213 4213-86105-000 | CERT TRAINING EXERCISES | 224.20       |
| === VENDOR TOTALS === |                                |                                | 224.20   |                    |                         |              |
| =====                 |                                |                                |          |                    |                         |              |
| 01-05440              | LOFFLER COMPANIES, INC         |                                |          |                    |                         |              |
| I-1215485             |                                | 2/22/11 - 5/21/11 COPIER MAIN  | 678.45   |                    |                         |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                         |              |
|                       |                                | 2/22/11 - 5/21/11 COPIER MAINT |          | 101 4112-87000-000 | REPAIR OFFICE EQUIPMENT | 678.45       |
| === VENDOR TOTALS === |                                |                                | 678.45   |                    |                         |              |

PACKET: 00529 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                                |                                | GROSS    | P.O. #             |                          |              |
|-----------------------|--------------------------------|--------------------------------|----------|--------------------|--------------------------|--------------|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====                 |                                |                                |          |                    |                          |              |
| 01-05555              | MEDICS TRAINING                |                                |          |                    |                          |              |
| I-8950                |                                | EMT INSERVICE TRAINING         | 1,030.00 |                    |                          |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                       |                                | EMT INSERVICE TRAINING         |          | 101 4124-86020-000 | TRAINING                 | 1,030.00     |
| === VENDOR TOTALS === |                                |                                | 1,030.00 |                    |                          |              |
| =====                 |                                |                                |          |                    |                          |              |
| 01-05585              | METROPOLITAN AREA MANAGEMENT A |                                |          |                    |                          |              |
| I-396                 |                                | MAMA MEETING EXP - JUSTIN      | 20.00    |                    |                          |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                       |                                | MAMA MEETING EXP - JUSTIN      |          | 101 4112-86100-000 | CONFERENCES/EDUCATION/AS | 20.00        |
| === VENDOR TOTALS === |                                |                                | 20.00    |                    |                          |              |
| =====                 |                                |                                |          |                    |                          |              |
| 01-05730              | MINNEAPOLIS PAPER COMPANY      |                                |          |                    |                          |              |
| I-1494645             |                                | COPY PAPER                     | 92.11    |                    |                          |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                       |                                | COPY PAPER                     |          | 101 4112-70100-000 | SUPPLIES                 | 92.11        |
| === VENDOR TOTALS === |                                |                                | 92.11    |                    |                          |              |
| =====                 |                                |                                |          |                    |                          |              |
| 01-05273              | MN PUBLIC EMPLOYEES INSURANCE  |                                |          |                    |                          |              |
| I-201102172716        |                                | MAR/11 INSURANCE               | 5,990.70 |                    |                          |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                       |                                | MAR/11 INSURANCE               |          | 101 4112-89000-000 | MISCELLANEOUS            | 5,990.70     |
| === VENDOR TOTALS === |                                |                                | 5,990.70 |                    |                          |              |
| =====                 |                                |                                |          |                    |                          |              |
| 01-05825              | MUNICIPAL CODE CORPORATION     |                                |          |                    |                          |              |
| I-00203830            |                                | 2011 ANNUAL CODE INTERNET FEE  | 400.00   |                    |                          |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                       |                                | 2011 ANNUAL CODE INTERNET FEE  |          | 101 4116-85060-000 | WEB SITE                 | 400.00       |
| === VENDOR TOTALS === |                                |                                | 400.00   |                    |                          |              |
| =====                 |                                |                                |          |                    |                          |              |
| 01-05973              | NORTH SUBURBAN ACCESS CORPORAT |                                |          |                    |                          |              |
| I-11-127              |                                | 4TH QTR WEB & PROGRAMMING      | 270.00   |                    |                          |              |
| 2/17/2011             | APBNK                          | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |                          |              |
|                       |                                | 4TH QTR WEB & PROGRAMMING      |          | 101 20200-000      | ACCOUNTS PAYABLE         | 270.00       |
| === VENDOR TOTALS === |                                |                                | 270.00   |                    |                          |              |

PACKET: 00529 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID----- |           |                       | GROSS    | P.O. #      |                        |              |
|--------------|-----------|-----------------------|----------|-------------|------------------------|--------------|
| POST DATE    | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |

01-05978 NORTH SUBURBAN COMMUNICATIONS

|                       |       |                                |           |                    |                     |           |
|-----------------------|-------|--------------------------------|-----------|--------------------|---------------------|-----------|
| I-11-311              |       | CITY CONTRIBUTIONS             | 11,514.53 |                    |                     |           |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |           | 1099: N            |                     |           |
|                       |       | CITY CONTRIBUTIONS             |           | 101 4111-86500-000 | COOPERATIVE SERVICE | 11,514.53 |
| === VENDOR TOTALS === |       |                                | 11,514.53 |                    |                     |           |

01-06024 ON SITE SANITATION

|                       |       |                                |        |                    |                       |       |
|-----------------------|-------|--------------------------------|--------|--------------------|-----------------------|-------|
| I-A-414838            |       | PORTABLE TOILET RENTAL         | 55.58  |                    |                       |       |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |        | 1099: N            |                       |       |
|                       |       | PORTABLE TOILET RENTAL         |        | 601 4601-85080-000 | PORTABLE TOILET PARKS | 55.58 |
| I-A-414877            |       | PORTABLE TOILET RENTAL         | 55.58  |                    |                       |       |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |        | 1099: N            |                       |       |
|                       |       | PORTABLE TOILET RENTAL         |        | 601 4601-85080-000 | PORTABLE TOILET PARKS | 55.58 |
| === VENDOR TOTALS === |       |                                | 111.16 |                    |                       |       |

01-06065 OXYGEN SERVICE COMPANY

|                       |       |                                |       |                    |          |       |
|-----------------------|-------|--------------------------------|-------|--------------------|----------|-------|
| I-03159868            |       | MONTHLY AIR TANK RENTALS       | 62.76 |                    |          |       |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |       | 1099: N            |          |       |
|                       |       | MONTHLY AIR TANK RENTALS       |       | 101 4124-70100-000 | SUPPLIES | 62.76 |
| === VENDOR TOTALS === |       |                                | 62.76 |                    |          |       |

01-06112 PIONEER PRESS

|                       |       |                                |        |                    |          |        |
|-----------------------|-------|--------------------------------|--------|--------------------|----------|--------|
| I-201102172711        |       | 2011 NEWSPAPER SUBSCRIPTION    | 149.73 |                    |          |        |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |        | 1099: N            |          |        |
|                       |       | 2011 NEWSPAPER SUBSCRIPTION    |        | 101 4116-70100-000 | SUPPLIES | 149.73 |
| === VENDOR TOTALS === |       |                                | 149.73 |                    |          |        |

01-06945 QWEST

|                       |       |                                |       |                    |                      |       |
|-----------------------|-------|--------------------------------|-------|--------------------|----------------------|-------|
| I-201102172713        |       | LANDLINE TELEPHONE             | 58.52 |                    |                      |       |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |       | 1099: N            |                      |       |
|                       |       | LANDLINE TELEPHONE             |       | 101 4141-85011-000 | TELEPHONE - LANDLINE | 58.52 |
| === VENDOR TOTALS === |       |                                | 58.52 |                    |                      |       |



PACKET: 00529 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID----- |           |                       | GROSS    | P.O. #      |                        |              |
|--------------|-----------|-----------------------|----------|-------------|------------------------|--------------|
| POST DATE    | BANK CODE | -----DESCRIPTION----- | DISCOUNT | G/L ACCOUNT | -----ACCOUNT NAME----- | DISTRIBUTION |

01-06185 RAMSEY COUNTY

|                       |       |                                |          |                    |              |          |
|-----------------------|-------|--------------------------------|----------|--------------------|--------------|----------|
| I-PUBW-010889         |       | JAN/11 SNOWPLOWING & SANDING   | 6,039.47 |                    |              |          |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |          | 1099: N            |              |          |
|                       |       | JAN/11 SNOWPLOWING & SANDING   |          | 101 4132-83030-000 | SNOW REMOVAL | 6,039.47 |
| === VENDOR TOTALS === |       |                                | 6,039.47 |                    |              |          |

01-06301 SAMS CLUB DISCOVER CARD

|                       |       |                                |        |                    |                |        |
|-----------------------|-------|--------------------------------|--------|--------------------|----------------|--------|
| I-201102172712        |       | MEMBERSHIP,WINTERFEST,OFFICE   | 286.66 |                    |                |        |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |        | 1099: N            |                |        |
|                       |       | ANNUAL MEMBERSHIP              |        | 101 4131-70110-000 | SUPPLIES       | 100.00 |
|                       |       | WINTERFEST SUPPLIES            |        | 101 4116-89010-000 | SPECIAL EVENTS | 176.22 |
|                       |       | OFFICE KITCHEN SUPPLIES        |        | 101 4131-70110-000 | SUPPLIES       | 10.44  |
| === VENDOR TOTALS === |       |                                | 286.66 |                    |                |        |

01-05870 XCEL ENERGY

|                       |       |                                |       |                    |                       |       |
|-----------------------|-------|--------------------------------|-------|--------------------|-----------------------|-------|
| I-270345504           |       | ELECTRICITY                    | 11.39 |                    |                       |       |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |       | 1099: N            |                       |       |
|                       |       | ELECTRICITY                    |       | 209 4209-85020-000 | STREET LIGHTING POWER | 11.39 |
| I-270923776           |       | ELECTRICITY-GAZEBO & ST SIGN   | 19.90 |                    |                       |       |
| 2/17/2011             | APBNK | DUE: 2/17/2011 DISC: 2/17/2011 |       | 1099: N            |                       |       |
|                       |       | ELECTRICITY-GAZEBO & ST SIGN   |       | 101 4141-85020-000 | ELECTRIC/GAS          | 19.90 |
| === VENDOR TOTALS === |       |                                | 31.29 |                    |                       |       |

|                       |                 |
|-----------------------|-----------------|
| === PACKET TOTALS === | 28,200.48       |
| Federal Withholding   | 4513.83         |
| State Withholding     | 758.78          |
| PERA                  | 2570.72         |
| ICMA                  | 1309.00         |
| <b>Total</b>          | <b>37352.81</b> |

| EMP #   | NAME                    | AMOUNT   |
|---------|-------------------------|----------|
| 01-1002 | JUSTIN J MILLER         | 2,555.06 |
| 01-1010 | MICHELLE C TESSER       | 1,409.75 |
| 01-1136 | ROLAND O OLSON          | 1,505.42 |
| 01-1147 | CHARLOTTE E STOCKSTEAD  | 393.72   |
| 01-2154 | MAUREEN A ANDERSON      | 70.76    |
| 01-1038 | DEBORAH K JONES         | 1,684.80 |
| 01-0040 | KEVIN ANDERSON          | 106.33   |
| 01-0085 | DANIEL S JOHNSON-POWERS | 68.61    |
| 01-0086 | RICHARD H HINRICHS      | 95.22    |
| 01-0087 | MICHAEL A MCKAY         | 94.82    |
| 01-0097 | PATRICK GAFFNEY         | 100.33   |
| 01-0101 | DALE E HUFF             | 137.32   |
| 01-0106 | SCOTT A TESCH           | 117.25   |
| 01-1030 | TIMOTHY J PITTMAN       | 1,922.42 |
| 01-1033 | DAVE TRETSVEN           | 1,470.69 |
| 01-1143 | COLIN B CALLAHAN        | 1,025.21 |

TOTAL PRINTED: 16 12,757.71

2-14-2011 10:55 AM PAYROLL CHECK REGISTER PAGE: 1  
 PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 2/15/2011

| EMP NO | EMPLOYEE NAME         | TYPE | CHECK DATE | CHECK AMOUNT | CHECK NO. |
|--------|-----------------------|------|------------|--------------|-----------|
| 0034   | KURHAJETZ, CLEMENT    | R    | 2/14/2011  | 154.19       | 077459    |
| 0066   | HERNANDEZ, ALFRED     | R    | 2/14/2011  | 96.58        | 077460    |
| 0095   | POESCHL, MICHAEL J    | R    | 2/14/2011  | 116.07       | 077461    |
| 0104   | VANN, VINCENT A       | R    | 2/14/2011  | 62.95        | 077462    |
| 0105   | FEHRENBACH, ANTON M   | R    | 2/14/2011  | 97.44        | 077463    |
| 0112   | LESKE, CHRIS M        | R    | 2/14/2011  | 79.08        | 077464    |
| 0119   | WICK, JEFFREY M       | R    | 2/14/2011  | 84.20        | 077465    |
| 0120   | HAWTHORNE, ROCHELLE L | R    | 2/14/2011  | 31.48        | 077466    |
| 0123   | SULLIVAN, BRYAN R     | R    | 2/14/2011  | 57.84        | 077467    |
| 0124   | KRUSE, MICHAEL D      | R    | 2/14/2011  | 158.98       | 077468    |
| 0125   | MILLER, RACHEL L      | R    | 2/14/2011  | 110.62       | 077469    |
| 0126   | SMITH, BENJAMIN J     | R    | 2/14/2011  | 47.61        | 077470    |
| 0127   | PONTRELLI, MITCHELL E | R    | 2/14/2011  | 58.24        | 077471    |
| 2172   | ARCAND, MICHAEL W     | R    | 2/14/2011  | 282.58       | 077472    |
| 2176   | HARTMAN, JARED C      | R    | 2/14/2011  | 204.71       | 077473    |
| 2164   | MILLER, ALLISON       | R    | 2/14/2011  | 256.32       | 077474    |

2-14-2011 10:55 AM PAYROLL CHECK REGISTER PAGE: 2  
 PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 2/15/2011

\*\*\* REGISTER TOTALS \*\*\*

|                                |    |           |
|--------------------------------|----|-----------|
| REGULAR CHECKS:                | 16 | 1,898.89  |
| DIRECT DEPOSIT REGULAR CHECKS: | 16 | 12,757.71 |
| MANUAL CHECKS:                 |    |           |
| PRINTED MANUAL CHECKS:         |    |           |
| DIRECT DEPOSIT MANUAL CHECKS:  |    |           |
| VOIDED CHECKS:                 |    |           |
| NON CHECKS:                    |    |           |
| TOTAL CHECKS:                  | 32 | 14,656.60 |



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

|                     |  |
|---------------------|--|
| <b>Meeting Date</b> | February 23, 2011                                    |
| <b>Agenda Item</b>  | Consent F2   |
| <b>Attachment</b>   |  |
| <b>Submitted By</b> | Michelle Tesser, Assistant to the City Administrator |

|                            |   |
|----------------------------|---|
| <b>Item</b>                | City License Applications   |
| <b>Description</b>         | <p>The following individuals have applied for a <u>Home Occupation License</u> for 2011. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. Lisa Puga Consulting</p> <p>The following individuals have applied for a <u>Tree Trimming License</u> for 2011. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. Upper Cut Tree Services</p> <p>The following individuals have applied for a <u>Mechanical License</u> for 2011. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. Heating &amp; Cooling Two<br/>2. Forced Air Inc. dba Wenzel Heating &amp; Air Conditioning<br/>3. Krinkie's One Hour Heating &amp; Air</p> |
| <b>Budget Impact</b>       |   |
| <b>Attachment(s)</b>       | N/A   |
| <b>Action(s) Requested</b> | Staff recommends that the Falcon Heights City Council approve the 2011 City License Applications  |



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

|                     |                                |
|---------------------|--------------------------------|
| <b>Meeting Date</b> | February 23 , 2011             |
| <b>Agenda Item</b>  | Consent F3                     |
| <b>Attachment</b>   |                                |
| <b>Submitted By</b> | Roland Olson, Finance Director |

|                            |  |
|----------------------------|--|
| <b>Item</b>                | Budget amendment to the 2010 Capital Equipment 2010A capital fund and a budget amendment to the 2010 Parking Lot/Rain Garden Fund  |
| <b>Description</b>         | <p>In 2010 the city obtained a bond for future capital equipment needs. The bond revenues received were net proceeds. The bond fees had already been removed. Proper presentation in our Comprehensive Annual Financial Report requires the listing of the gross proceeds, the bond fees, and the net amount after bond fees. A comparison to budget in the CAFR is desired. Staff recommends establishing the following budget line items for this bond.</p> <p style="padding-left: 40px;">Revenue: Bond proceeds 424-39310 \$300,000<br/>Expenses: Bond fees 424-4424-94900 15,000</p> <p>The Parking Lot/Rain Garden capital project was completed in 2009, however, there were some additional expenses in 2010 such as: informational signs for both the porous pavement parking lot and rain garden, testing fees for the porous pavement, and a portion of the annual audit fee. A previous consent on August 25, 2010 has already authorized closing this fund and transferring any remaining balance to the Storm Drainage fund. For a better presentation in our CAFR, staff recommends establishing the following budget line items:</p> <p style="padding-left: 40px;">Expenses: Audit/Professional svcs: 426-4426-80310 \$ 650<br/>Parking Lot/Testing: 426-4426-92000 900<br/>Rain Garden: 426-4426-92500 700<br/>Closing Transfer: 426-4426-97000 19,000</p> |
| <b>Budget Impact</b>       | Establish budget line item amounts as listed above.  |
| <b>Attachment(s)</b>       | NA   |
| <b>Action(s) Requested</b> | <p>Staff recommends amending the following budget line items:</p> <p>Capital Equipment 2010A capital fund<br/>Revenue: 424-39310 \$300,000 Expense: 424-4424-94900 \$15,000</p> <p>Parking Lot/Rain Garden capital fund.<br/>Expenses: 426-4426-80310 \$650, 426-4426-92000 \$900, 426-4426-92600 \$700,<br/>426-4426-97000 \$19,000</p>   |



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Meeting Date</b> | February 23, 2011                 |
| <b>Agenda Item</b>  | Policy G1                         |
| <b>Attachment</b>   | Draft Policy<br>EPA Guidelines    |
| <b>Submitted By</b> | Justin Miller, City Administrator |

|                      |   |
|----------------------|---|
| <b>Item</b>          | Approval of Environmentally Preferable Purchasing Policy  |
| <b>Description</b>   | <p>Earlier this year the City of Falcon Heights adopted a resolution expressing our intent to become a GreenStep City. As part of this process, the city must implement a series of best management practices. As a category B city (based on population), the city must implement 12 of the 28 best practices outlined by the Minnesota Pollution Control Agency (MPCA). To date, the City of Falcon Heights can claim credit for nine best practices, leaving three to be achieved.</p> <p>One area in which the city can claim credit is by approving an environmentally friendly purchasing policy. Specifically, the requirement is:</p> <p>Adopt a policy or administrative policy directing that the city purchase only:</p> <ul style="list-style-type: none"> <li>a) EnergyStar certified equipment and appliances, and</li> <li>b) Paper containing at least 30% post-consumer recycled content</li> </ul> <p>As a practice, this policy is already followed by city staff when we purchase paper products. The price of recycled paper is such that there is a negligible difference when seeking competitive prices, and appliance purchase is so rare that this policy will not be difficult to implement.</p> <p>The Falcon Heights Environment Commission reviewed this policy on February 14<sup>th</sup> and did not recommend that any changes be made.</p> |
| <b>Budget Impact</b> | Purchasing decisions regarding these products are already built into annual operating budgets.  |
| <b>Attachment(s)</b> | Draft Policy<br>EPA Guidelines  |

|                                |   |
|--------------------------------|---|
| <b>Action(s)<br/>Requested</b> | Staff recommends that the Falcon Heights City Council adopt the attached “City of Falcon Heights Environmentally Preferable Purchasing Policy”. |
|--------------------------------|---|

## City of Falcon Heights Environmentally Preferable Purchasing Policy

The goal of this policy is to encourage and increase purchasing that reflects the city's commitment to sustainability. Benefits of the policy include:

- Conserving natural resources
- Minimizing environmental impacts such as pollution and use of water and energy
- Identifying environmentally preferable products and distribution systems
- Setting an example for residents and businesses in the City of Falcon Heights

The following policies are to be followed by the City of Falcon Heights:

### **Recycled Paper Products**

- 1) Printing paper, office paper, and paper products will contain the highest postconsumer content practicable, but no less than minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.

### **Energy and Water Savings**

- 1) Where applicable, energy-efficient equipment will be purchased with the most up-to-date energy efficient functions.
- 2) All appliances and products purchased by the City and for which the US EPA Energy Star certification is available will meet Energy Star certification. Typically, this would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers, and microwave ovens.
- 3) The city will purchase water-saving products whenever practicable. This includes, but is not limited to, high-performing fixtures like toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

This policy is subject to the requirements and preferences in the Municipal Contracting Law (MN Statutes 471.345) and all other applicable laws and ordinances.



**Falcon Heights Environment Commission**



## Wastes - Resource Conservation - Comprehensive

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[Tools](#) | [Comprehensive Procurement Guidelines](#) | [Products](#) | [Printing and Writing Papers](#)

[Products](#)  
[Product Resource Guides](#)  
[Suggest a Product](#)

# Printing and Writing Papers

---

Printing and writing papers comprise one of the largest categories of paper and paper products. Examples include copier paper, stationery, computer printout, offset paper, and note pads. Printing and writing paper can be either coated or uncoated.

[Recommended Recovered Materials Content Ranges](#)  
[Product Information](#)  
[Additional Links](#)

### EPA's Recommended Recovered Fiber Content Levels for Uncoated Printing and Writing Papers <sup>1</sup>

| Item   | <u>Postconsumer Fiber (%)</u> : | <u>Recovered Fiber (%)</u> : |
|--|---------------------------------|------------------------------|
| Reprographic Paper (e.g., mimeo and duplicator paper, high-speed copier paper, and bond paper*)                        | 30                              | 30                           |
| Offset Paper (e.g., offset printing paper*, book paper*, and bond paper*)  | 30                              | 30                           |
| Tablet Paper (e.g., offset paper such as note pads, stationery*, and other writing* papers)                            | 30                              | 30                           |
| Forms Bond (e.g., forms, computer printout paper, and ledger*)   | 30                              | >30                          |
| Envelope Paper   |                                 |                              |
| Wove   | 30                              | 30                           |
| Kraft, white, and colored (including manila)   | 10-20                           | 10-20                        |
| Kraft, unbleached  | 10                              | 10                           |
| Excludes custom envelopes  |                                 |                              |
| Cotton Fiber Paper (e.g., cotton fiber papers, ledger*, stationery* and matching envelopes, and other writing* papers) | 30                              | 30                           |
| Text & Cover Paper (e.g., cover stock, book paper*, stationery* and matching envelopes, and other writing* paper)      | 30                              | 30                           |
| Supercalendered  | 10                              | 10                           |
| Machine Finish Groundwood  | 10                              | 10                           |
| Papeteries   | 30                              | 30                           |
| Check Safety Paper   | 10                              | 10                           |



These items can be made from a variety of printing and writing papers, depending on the performance characteristics of the item. Some of the papers are a commodity type and some are specialty papers. EPA recommends that procuring agencies determine the performance characteristics required of the paper prior to establishing minimum content standards. Bond, ledger, or stationery made from cotton fiber paper or a text & cover paper, for example, have different characteristics than similar items made from commodity papers.

**EPA's Recommended Recovered Fiber Content Levels for Coated Printing and Writing Papers**

| Item                  | <u>Postconsumer Fiber (%)</u> : | <u>Recovered Fiber (%)</u> : |
|-----------------------|---------------------------------|------------------------------|
| Coated Printing Paper | 10                              | 10                           |
| Carbonless            | 30                              | 30                           |

**EPA's Recommended Recovered Fiber Content Levels for Bristols**

| Item   | <u>Postconsumer Fiber (%)</u> : | <u>Recovered Fiber (%)</u> : |
|--|---------------------------------|------------------------------|
| File Folders (manila and colored)                        | 30                              | 30                           |
| Dyed Filing Products                                     | 20                              | 20-50                        |
| Cards (index, postal, and other, including index sheets) | 20                              | 50                           |
| Pressboard Report Covers and Binders                     | 20                              | 50                           |
| Tags and Tickets   | 20                              | 50                           |

NOTE: The content levels for all EPA recommendations should be read as X% recovered fiber, including Y% postconsumer fiber and **not** as X% recovered fiber plus Y% postconsumer fiber.

**Product Information:**

Database of Manufacturers and Suppliers

This database identifies manufacturers and suppliers of printing and writing papers containing recovered fiber.

GSA Advantage!

Printing and writing papers can be ordered through the General Service Administration's (GSA's) online ordering system. In addition, GSA publishes various supply catalogues, guides, and schedules for recycled-content products available through the Federal Supply Service.

**Additional Links:**

2007 Buy-Recycled Series: Paper Products (PDF) (7 pp, 72K, [About PDF](#))

This fact sheet highlights paper products designated in the CPG, including printing and writing papers, and includes recommended recovered-content levels and a list of resources.

Technical Background Documents

EPA has published technical background documents on paper and paper products.



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

|                     |  |
|---------------------|--|
| <b>Meeting Date</b> | February 23, 2011                                    |
| <b>Agenda Item</b>  | Policy G2  |
| <b>Attachment</b>   |  |
| <b>Submitted By</b> | Michelle Tesser, Assistant to the City Administrator |

| <b>Item</b>                | Tennis Court Design and Construction Management Proposals Updated   |                                  |                    |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |
|----------------------------|---|----------------------------------|--------------------|--|------------|-----------------|----------------------------------|-------|----------------------------|---------|---------|----------|--------------------|-------------------|---------|--------------------|--------------------|----------|---------|----------|
| <b>Description</b>         | <p>Staff solicited proposals to design the Community Park tennis courts. In order to meet the USTA grant guidelines, the proposal deadline is February 22<sup>nd</sup>. Since results were not available until after the packet was sent to council, staff will have the complied results for the council on February 23<sup>rd</sup>.</p> <p>Update: Proposals were received on February 22, 2011. Three proposals were submitted:</p> <table border="1" data-bbox="331 1003 1518 1367"> <thead> <tr> <th>Contractor</th> <th>Design Proposal</th> <th>Construction Management Proposal</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CEI Engineering Associates</td> <td>\$8,300</td> <td>\$4,900</td> <td>\$12,200</td> </tr> <tr> <td>WSB and Associates</td> <td>\$9,100 - \$9,700</td> <td>\$9,000</td> <td>\$18,100- \$18,700</td> </tr> <tr> <td>Larson Engineering</td> <td>\$11,984</td> <td>\$5,900</td> <td>\$17,884</td> </tr> </tbody> </table> |                                  |                    |  | Contractor | Design Proposal | Construction Management Proposal | Total | CEI Engineering Associates | \$8,300 | \$4,900 | \$12,200 | WSB and Associates | \$9,100 - \$9,700 | \$9,000 | \$18,100- \$18,700 | Larson Engineering | \$11,984 | \$5,900 | \$17,884 |
| Contractor                 | Design Proposal   | Construction Management Proposal | Total              |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |
| CEI Engineering Associates | \$8,300   | \$4,900                          | \$12,200           |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |
| WSB and Associates         | \$9,100 - \$9,700   | \$9,000                          | \$18,100- \$18,700 |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |
| Larson Engineering         | \$11,984  | \$5,900                          | \$17,884           |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |
| <b>Budget Impact</b>       | The design proposal costs will come out of the Parks Capital fund which is reflected in the 2011 CIP. Construction bids will be received in April.  |                                  |                    |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |
| <b>Attachment(s)</b>       |   |                                  |                    |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |
| <b>Action(s) Requested</b> | Staff recommends approving CEI Engineering Associates as the design and construction management firm for the Community Park tennis court reconstruction project.  |                                  |                    |  |            |                 |                                  |       |                            |         |         |          |                    |                   |         |                    |                    |          |         |          |