

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

AGENDA  
August 8, 2012

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_\_\_\_ HARRIS \_\_\_\_ GOSLINE \_\_\_\_  
LONG \_\_\_\_ MERCER-TAYLOR \_\_\_\_  
FISCHER \_\_\_\_
- C. PRESENTATIONS:
  - 1. CTV/Cable Commission Update- Cor Wilson
- D. APPROVAL OF MINUTES: July 25, 2012
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General Disbursements through 7/31/2012: \$71,064.98  
Payroll through 7/31/2012: \$19,332.92
  - 2. Approval of City Licenses
  - 3. Appointment of Gordon Strom to Parks and Recreation Commission
  - 4. Appointment of Kern, DeWenter, Viere Ltd for Audit Services
  - 5. Recognition of Community Garden Day
  - 6. 2013-2016 Ramsey County Elections Agreement
  - 7. Order Feasibility Report for the 2013 Pavement Management Program
- G: POLICY ITEMS:
- 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/MINUTES  
July 25, 2012

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_\_X\_\_ HARRIS \_\_X\_\_ GOSLINE \_\_X\_\_  
LONG \_\_X\_\_ MERCER-TAYLOR \_\_X\_\_  
FISCHER \_\_X\_\_
- C. PRESENTATIONS:  
1. Emergency Management Update- Dan Johnson-Powers
- D. APPROVAL OF MINUTES: July 11, 2012 Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Chuck Long Moved Approval 5-0  
1. General Disbursements through 7/19/2012: \$214,485.31  
Payroll through 7/12/2012: \$18,743.35  
2. Approval of City Licenses  
3. Appointment of Christina Erickson to Parks and Recreation Commission  
4. Approval of Structural Repair of City Hall's Southwest Corner  
5. Approval of LED Light Installation of Budget Amendment
- G. POLICY ITEMS:  
1. Approval of Stormwater Management Plan for TIES Parking Lot Reconstruction Pam Harris Moved Approval 5-0
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 7:37 pm



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 8, 2012
<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 7/31/2012: \$71,064.98 Payroll through 7/31/2012: \$19,332.92
<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: 00716 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
=====						
01-00867		ALBRECHT ENTERPRISES LLC				

I-8679		TORO MOWER SUPPLIES	24.64			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		TORO MOWER SUPPLIES		101 4141-70100-000	SUPPLIES	24.64
=== VENDOR TOTALS ===			24.64			

=====						
01-05083		MICHAEL ARCAND				
I-201207253558		REIMB: ADHESIVE LABELS	6.41			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		REIMB: ADHESIVE LABELS		101 4117-70100-000	SUPPLIES	6.41
=== VENDOR TOTALS ===			6.41			

=====						
01-05422		BP				
I-201207313566		FUEL	1,210.17			
7/25/2012	APBNK	MANUAL CK# 079519 7/30/2012		1099: N		
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	113.55
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	1,096.62
=== VENDOR TOTALS ===			1,210.17			

=====						
01-06290		CITY OF ROSEVILLE				
I-201207253559		ENGINEERING	3,985.63			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		GENERAL ENGINEERING		419 4419-80100-000	ENGINEERING	3,808.60
		PVMNT MGMT		419 4419-80100-000	ENGINEERING	177.03
=== VENDOR TOTALS ===			3,985.63			

=====						
01-04084		FIRE EQUIPMENT SPECIALTIES				
I-7592		HYDRANT WRENCHES	88.02			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		HYDRANT WRENCHES		101 4124-70100-000	SUPPLIES	88.02
=== VENDOR TOTALS ===			88.02			

=====						
01-05166		GRAINGER, W. W., INC.				
I-9880454989		HARDWARE	32.62			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		HARDWARE		101 4132-70120-000	SUPPLIES	32.62
=== VENDOR TOTALS ===			32.62			

PACKET: 00716 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
=====						
01-05153	HOME DEPOT	CRC/GECF				
I-201207313564		GRASS SEED/BOLTS/TOOLS/QUIKRE	350.87			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		GRASS SEED/BOLTS/SIGN/ANCHORS		101 4141-70100-000	SUPPLIES	65.72
		SPRINKLER PARTS		101 4131-87010-000	CITY HALL MAINTENANCE	41.15
		BACKPACK WEED SPRAYOR		101 4132-70120-000	SUPPLIES	96.97
		BLVD TRIMMING TOOLS		101 4132-87010-000	BOULEVARD MAINTENANCE	86.16
		QUIKRETE		602 4602-70200-000	SUPPLIES	40.87
		=== VENDOR TOTALS ===	350.87			
=====						
01-03255	KEEPRS, INC.					
I-192254-01		FIRE CLOTHING	455.01			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		FIRE CLOTHING		101 4124-77000-000	CLOTHING	455.01
I-192254-02		FIRE CLOTHING	77.72			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		FIRE CLOTHING		101 4124-77000-000	CLOTHING	77.72
		=== VENDOR TOTALS ===	532.73			
=====						
01-05670	METRO PRODUCTS INC					
I-86356		METRO PRODUCTS INC	128.64			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		WHITE TRAFFIC PAINT		101 4141-70100-000	SUPPLIES	128.64
		=== VENDOR TOTALS ===	128.64			
=====						
01-05693	MIDWEST ASPHALT CORPORATION					
I-117456MB		DUMP CHARGES	25.00			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		DUMP CHARGES		101 4132-87010-000	BOULEVARD MAINTENANCE	25.00
I-117665MB		DUMP CHARGES	25.00			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		DUMP CHARGES		101 4132-87010-000	BOULEVARD MAINTENANCE	25.00
		=== VENDOR TOTALS ===	50.00			

PACKET: 00716 Regular Payables

VENDOR SET: 01 City of Falcon Heights

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05796	MN DEPT OF LABOR & INDUSTRY					
I-201207253560		14766123015 - SURCHARGE REMIT	271.77			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		14766123015 - SURCHARGE REMIT		101 20200-000	ACCOUNTS PAYABLE	271.77
		=== VENDOR TOTALS ===	271.77			
=====						
01 05843	MN NCPERS LIFE INSURANCE					
I-201207313565		INSURANCE:DEB & MICHELLE	32.00			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		INSURANCE:DEB & MICHELLE		101 21709-000	OTHER PAYABLE	31.20
		INSURANCE:DEB & MICHELLE		206 21709-000	OTHER PAYABLE	0.80
		=== VENDOR TOTALS ===	32.00			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-7152003		CELL PHONE	142.28			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		CELL PHONE		101 4121-85015-000	CELL PHONE	70.40
		CELL PHONE		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONE		101 4141-85015-000	CELL PHONE	31.57
		CELL PHONE		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONE		601 4601-85015-000	CELL PHONE	20.91
		=== VENDOR TOTALS ===	142.28			
=====						
01-05973	NORTH SUBURBAN ACCESS CORPORAT					
I-12.325		2ND QTR VIDEO STRM	275.40			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		2ND QTR VIDEO STRM		101 4116-85050-000	CABLE TV	275.40
		=== VENDOR TOTALS ===	275.40			
=====						
01-05983	NORTHERN TOOL AND EQUIPMENT					
I-151035		UNIBIT STEP DRILL	44.98			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		UNIBIT STEP DRILL		101 4131-70110-000	SUPPLIES	44.98
		=== VENDOR TOTALS ===	44.98			

PACKET: 00716 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
=====						
01-06115	TIMOTHY PITTMAN					
I-201207253561		REIMB: MILEAGE	177.60			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		REIMB: MILEAGE PARK CHECK		101 4141-86101-000	MILEAGE	142.08
		COUNCIL WRKSHR		101 4116-86010-000	MILEAGE	35.52
		=== VENDOR TOTALS ===	177.60			
=====						
01-06165	RAMSEY COUNTY					
I-EMCOM-002007		JULY FLEET SUPPORT	56.16			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		JULY FLEET SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	56.16
I-PRRRV-000521		ASSMNT FEES	50.00			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		ASSMNT FEES		419 4419-94900-000	BOND FEES	50.00
		=== VENDOR TOTALS ===	106.16			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM 1992		JULY 911 DISPATCH SVC	2,155.92			
7/25/2012	APBNK	DUE: 7/25/2012 DISC: 7/25/2012		1099: N		
		JULY 911 DISPATCH SVC		101 4122-81200-000	911 DISPATCH FEES	2,155.92
		=== VENDOR TOTALS ===	2,155.92			
=====						
01-05247	REGENTS OF THE UNIVERSITY OF M					
I-150004103		RAPTOR EDUCATION PROGRAM	275.00			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		RAPTOR EDUCATION PROGRAM		201 4201-89000-000	MISCELLANEOUS	275.00
		=== VENDOR TOTALS ===	275.00			
=====						
01-07228	CITY OF ST ANTHONY					
I-2881		AUG/12 POLICE SVCS	49,672.42			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		AUG/12 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	49,672.42
		=== VENDOR TOTALS ===	49,672.42			

PACKET: 00716 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

01-05303 MICHELLE TESSER

I-201207313563		REIMB: REC SPORTS SUPPLIES	7.98			
7/31/2012	APBNK	DUE: 7/31/2012 DISC: 7/31/2012		1099: N		
		REIMB: REC SPORTS SUPPLIES		201 4201-70100-000	SUPPLIES	7.98

=== VENDOR TOTALS === 7.98

=== PACKET TOTALS === 59,571.24

federal withholdings	6,053.91
state withholdings	1,059.32
Pera	2,755.51
Icma	1,625.00

Total: 71,064.98



EMP #	NAME	AMOUNT
01-0013	PETER C LINDSTROM	317.84
01-0016	PAMELA M HARRIS	283.05
01-0019	KEITH P GOSLINE	283.05
01-1004	BART J FISCHER	2,408.86
01-1010	MICHELLE C TESSER	1,471.15
01-1136	ROLAND O OLSON	1,484.02
01-2154	MAUREEN A ANDERSON	157.23
01-1038	DEBORAH K JONES	1,674.53
01-0086	RICHARD H HINRICHS	254.79
01-0095	MICHAEL J POESCHL	100.96
01-0105	ANTON M FEHRENBACH	98.29
01-1030	TIMOTHY J PITTMAN	1,815.12
01-1033	DAVE TRETSEVEN	1,477.37
01-1143	COLIN B CALLAHAN	1,066.27
01-2129	KIRSTEN M SKUNDBERG	351.47
01-2148	LEANN M BENSON	308.24
01-2187	LUKE J MIELKE	337.25
01-2197	LAURA A CHANDLER	351.95

TOTAL PRINTED: 18 14,241.44

7-30-2012 10:13 AM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 7/30/2012

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	7/30/2012	280.60	079506
0018	LONG, CHARLES E	R	7/30/2012	283.05	079507
1137	DIEGNAU, PAUL	R	7/30/2012	511.17	079508
0034	KURHAJETZ, CLEMENT	R	7/30/2012	367.30	079509
0097	GAFFNEY, PATRICK	R	7/30/2012	100.96	079510
1034	PITTMAN, GERALD J	R	7/30/2012	952.26	079511
1036	IVERSON, ERIC K	R	7/30/2012	695.39	079512
2164	MILLER, ALLISON	R	7/30/2012	354.85	079513
2186	DAVITT, ALLISON N	R	7/30/2012	841.70	079514
2198	LUNDY, ROSE M	R	7/30/2012	121.20	079515
2199	PELLEGRINI, DAVID L	R	7/30/2012	171.75	079516
2200	POLYDOROFF, ALEXANDER L	R	7/30/2012	67.94	079517
2201	SAVAGE, MADELYN R	R	7/30/2012	143.33	079518

7-30-2012 10:13 AM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 7/30/2012

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

REGULAR CHECKS:	13	5,091.48
DIRECT DEPOSIT REGULAR CHECKS:	18	14,241.44
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	31	19,332.92



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 8, 2012
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Michelle Tesser, Assistant to the City Administrator

<b>Item</b>	Approval of City Licenses
<b>Description</b>	<p>The following individuals have applied for a <u>Tree Trimming License</u> for 2012. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. All Seasons Tree Service and Snowplowing Inc.</p> <p>The following individuals have applied for a <u>Municipal Business License</u> for 2012. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. The Art, LLC</p> <p>The following individuals have applied for a <u>Mechanical License</u> for 2012. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. Marsh Heating and Air Conditioning, Inc.</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 2012 City License Applications.



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 8, 2012
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	Application
<b>Submitted By</b>	Mayor Peter Lindstrom

<b>Item</b>	Appointment of Gordon Strom to the Parks and Recreation Commission
<b>Description</b>	I recommend Gordon Strom be appointed to the Falcon Heights Parks and Recreation Commission.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	Gordon Strom's application.
<b>Action(s) Requested</b>	Approval of the above appointment.

CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION

DATE: July 27<sup>th</sup>, 2012

NAME: GORDON STROM

ADDRESS: 1485 HOYT AVE W.

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? 1 MONTH

IN WHAT CAPACITY DO YOU WISH TO SERVE? \_\_\_\_\_

Planning Commission

REASON YOU WISH TO SERVE ON ABOVE: TO continue to preserve the splendid qualities of Falcon Heights. We have lived the past 15 years just across the border in Como and have always admired Falcon Heights planning.

PRIOR PUBLIC (OR RELATED) SERVICE: An architect for the past 25 years w/ experience in planning, zoning codes, and governmental regulations. Served on St. Paul District 10 Citizen Committee for City budgets.

OTHER RELEVANT BACKGROUND (OR COMMENTS): I am a senior project manager and architect @ RSP Architects who is familiar w/ City Planning and organizing teams to accomplish common goals. We are planning to make Falcon Heights our life long home and would to be involved in the planning process!



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 8, 2012
<b>Agenda Item</b>	Consent F4
<b>Attachment</b>	
<b>Submitted By</b>	Bart Fischer, City Administrator Roland Olson, Finance Director

<b>Item</b>	Three year proposal for audit services by the audit firm of Kern, DeWenter, Viere, Ltd for the audit years ending 2012, 2013, and 2014.									
<b>Description</b>	<p>The City is considering extending the audit services with Kern, DeWenter, Viere Ltd. The audit cost for the year ending December 31, 2011 was \$19,000. The proposed costs for the following years are:</p> <table style="margin-left: 40px; border: none;"> <tr> <td>Year ending December 31, 2012</td> <td>\$ 19,350</td> <td>(1.8% increase)</td> </tr> <tr> <td>Year ending December 31, 2013</td> <td>\$ 19,700</td> <td>(1.8% increase)</td> </tr> <tr> <td>Year ending December 31, 2014</td> <td>\$ 20,100</td> <td>(2.0% increase)</td> </tr> </table> <p>The current consumer price index is approximately 2.1%. The only increases in prices are due to inflationary estimates. There are no projected increases due to increases in GASB (Governmental Accounting Standards Board) and SAS (Statement of Auditing Standards) auditing requirements even though these requirements frequently change. The City's thorough preparation for the audit results in savings in audit costs.</p> <p>Kern, DeWenter, Viere, Ltd provides exemplary service. They are always available for consultation during the year, almost always at no charge to the city. Other firms usually would charge for the consultative services. The audit costs have been consistently lower than neighboring communities. Staff recommends extending the audit services provided by Kern, DeWenter, Viere, Ltd through the year ending December 31, 2014.</p>	Year ending December 31, 2012	\$ 19,350	(1.8% increase)	Year ending December 31, 2013	\$ 19,700	(1.8% increase)	Year ending December 31, 2014	\$ 20,100	(2.0% increase)
Year ending December 31, 2012	\$ 19,350	(1.8% increase)								
Year ending December 31, 2013	\$ 19,700	(1.8% increase)								
Year ending December 31, 2014	\$ 20,100	(2.0% increase)								
<b>Budget Impact</b>	The annual audit cost is a budgeted line item in the General Fund Budget for 2013.									
<b>Attachment(s)</b>	N/A									
<b>Action(s) Requested</b>	Staff recommends that the City Council approve the audit services to be provided by Kern, DeWenter, Viere, Ltd for the audit years ending December 2012, 2013, and 2014 and authorize the Mayor, City Administrator and Finance Director to sign and enter into any associated paperwork.									



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 8, 2012
<b>Agenda Item</b>	Consent F5
<b>Attachment</b>	Resolution 12-08
<b>Submitted By</b>	Michelle Tesser, Assistant to the City Administrator

<b>Item</b>	Recognition of Community Garden Day
<b>Description</b>	<p>On August 11, 2012 community gardens across the State of Minnesota will celebrate Community Garden Day, a statewide community garden open house. Community Garden Day is organized by Gardening Matters, a Twin Cities-based nonprofit that grows successful &amp; sustainable community gardens in Minnesota by supporting the gardeners that make them happen.</p> <p>Gardening Matters has asked that August 11<sup>th</sup> be the day that recognizes the residents who work together to improve their communities through gardening.</p> <p>Gardening Matters has encouraged local governments to pass resolutions to support this day. Minneapolis and St. Paul will pass similar resolutions.</p>
<b>Budget Impact</b>	None.
<b>Attachment(s)</b>	Resolution 12-08
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the attached 12-08 Resolution.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

August 8, 2012

No. 12-08

---

**Resolution Proclaiming Community Garden Day**

**WHEREAS**, the City of Falcon Heights has a community garden at Community Park that is open to residents in apartment dwellings and homes around the city.

**WHEREAS**, Community gardens beautify and strengthen our neighborhoods and our community, along with providing sustainable resources.

**WHEREAS**, many of our community gardeners participate in the city's Adopt-A-Crop program which takes gardeners excess produce to the local food shelves, helping feed healthy foods to those families in need.

**NOW, THEREFORE BE IT RESOLVED**, that the Falcon Heights City Council commends community gardeners who participate in community gardens for their valuable contributions to our City.

**BE IT FURTHER RESOLVED** that the Falcon Heights City Council does hereby declare that August 11<sup>th</sup> is Community Garden Day in the City of Falcon Heights.

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Moved by:

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

Peter Lindstrom, Mayor  
August 8, 2012

LINDSTROM      \_\_\_\_\_      In Favor  
GOSLINE  
HARRIS            \_\_\_\_\_      Against  
LONG  
MERCER-TAYLOR

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

Bart Fischer  
City Administrator  
August 8, 2012



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 8, 2012
<b>Agenda Item</b>	Consent F6
<b>Attachment</b>	2013-2016 Ramsey County Elections Services Contract
<b>Submitted By</b>	Bart Fischer, City Administrator

<b>Item</b>	Adoption of the 2013-2016 Ramsey County Election Services Contract
<b>Description</b>	<p>Over the past few election cycles, the City of Falcon Heights has contracted with the Ramsey County Elections Department to operate the annual primary and general elections. It is Staff's opinion that the City receives a good service from the County in this regard and that resources are saved by not having to continually train a staff member(s) in election rules, laws and procedures. The Ramsey County Elections Department provides this service at a reasonable cost.</p> <p>The attached contract is basically the same as the previous contract with 1 significant change:</p> <p>-Language was added in 11.3 regarding possible costs associated with changes in election laws. This mainly has to do with the possibility of the implementation of the voter ID amendment if it is passed.</p> <p>It should be noted that the cost of the contract has been kept constant at \$16,250 for 2013 &amp; 2014 respectively. The following language should also be pointed out from the contract in regard to 2015-2016 costs: <i>The County will provide the cost for the 2015-2016 calendar years to the City no later than April 1, 2014. The County will base the cost for the 2015-2016 budget period on the actual cost for the previous similar election years, adjusted as necessary by the County to account for the following factors: 1) estimated voter turnout; 2) labor contracts and agreements for non-represented employees approved by the Ramsey County Board of Commissioners; 3) changes in the Consumer Price Index for the Minneapolis-Saint Paul metropolitan area, as determined by the U.S. Bureau of Labor Statistics for the previous two-year period; 4) changes in state, federal, County or City legal requirements, as applicable; and 5) other factors having a significant impact on election costs.</i></p> <p>It is Staff's recommendation that the City Council approve the 2013-2016 Ramsey County Elections Services Contract and authorize the Mayor and City Administrator to sign any and all paperwork associated with the Elections Services Contract.</p>
<b>Budget Impact</b>	The costs will stay the same for 2013-2014-\$16,250.



<b>Attachment(s)</b>	2013-2016 Ramsey County Elections Services Contract
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the 2013-2016 Ramsey County Elections Services Contract and authorize the Mayor and City Administrator to sign any and all paperwork associated with the Elections Services Contract.

**AGREEMENT BETWEEN  
RAMSEY COUNTY AND THE CITY OF FALCON HEIGHTS  
FOR ELECTION SERVICES  
2013-2016**

This is an agreement between the County of Ramsey, through the Ramsey County Elections Office, 90 West Plato Boulevard, St. Paul, MN ("County") and the City of Falcon Heights, 2077 Larpenteur Ave W, Falcon Heights, MN for the provision of election services by the County ("Agreement").

1. Term

This Agreement will be in effect for the four-year period from January 1, 2013 through December 31, 2016 ("Initial Term"), unless earlier terminated pursuant to the provisions of this Agreement.

2. Renewal and Termination

This Agreement may be renewed for one additional four year period by written agreement of the parties, in the form of an amendment to this Agreement. An amendment for renewal of this Agreement must be executed by all parties no later than June 1, 2016.

This Agreement may be terminated by any party by written notice to the other parties no later than June 1 of any year, effective on January 1 of the following year. Upon termination of this Agreement, the City-owned voting equipment, election supplies and related materials will be returned to the City.

3. County Responsibilities

Except as otherwise provided in this Agreement, the County will provide all services, equipment, and supplies as required to perform on behalf of the City and all election-related duties of the City under the Minnesota election law and other relevant state and federal laws. These duties will include but are not limited to:

- Recruitment, training, and supervision of staff to carry out the duties specified in this Agreement;
- Annual inspection of polling places to verify compliance with all state and federal accessibility requirements;
- Recruitment, training, and assignment of election judges;
- Payment of compensation to election judges in an amount determined by the Ramsey County Board of Commissioners;
- Operation, maintenance, testing, demonstration, storage, and technical support for electronic voting systems;

- Maintenance, storage, and replacement of voting stations for each polling place and for absentee voting purposes;
- Preparation and transportation of voting systems, voting stations, and other election materials to and from each polling place;
- Providing election forms, supplies, and other related materials for each polling place;
- Conducting preliminary tests and public accuracy tests of electronic voting systems;
- Programming, layout and printing of ballots for City elections;
- Compilation and reporting of election results and election statistics for dissemination to the appropriate canvassing boards and the public;
- Providing election-related information on the County web site;
- Conducting recounts for City offices and ballot questions;
- Preparing, posting, and publishing election notices;
- Providing information and assistance on election laws and procedures to City officials, candidates, the news media, and the general public;
- Administering absentee voting;
- Administering campaign financial reporting and economic disclosure activities;
- Performing duties of candidate filing officer, including acceptance of affidavits of candidacy and petitions;
- Analyzing proposed state and federal laws on election-related matters to determine impact on the City;
- Maintaining a database and preparing maps of election district and precinct boundaries;
- Providing technical assistance to the city council in redrawing precinct boundaries as required;

- Retaining election records for at least 22 months following each election; and
- Retaining permanent archive of election results.

4. City Responsibilities

The City will perform the following election-related responsibilities:

- Conduct official canvass of election results following each City election;
- Provide the title and text of City questions to be placed on the ballot;
- Provide final approval for polling place locations; and
- Designate a person who will be the principal contact for the City.

5. Office Space and Equipment Storage

The County will provide suitable office and warehouse space to conduct all election-related activities and for storage of election equipment and supplies.

6. Upgrading or Replacing Voting Systems

The County is in the process of acquiring a new voting system for state, County and City elections. The cost of upgrading or replacing voting systems is not included in this Agreement and will be the subject of a separate agreement.

7. Special Elections

7.1 The County will conduct all special elections required by law during the term of this contract. The costs of all special elections that are not held concurrently with a regularly scheduled state, County or City election will be paid separately from payments for regularly scheduled elections under this contract.

7.2 The City will pay all costs of any City special election that is not conducted on the date of a regularly scheduled City, County or state election. The City will also pay all costs applicable to the City of any state special election that is not conducted on the date of a regularly scheduled City or state election.

8. Insurance

During the term of this Agreement, the County and City will maintain, through commercially available insurance or on a self-insurance basis, property insurance coverage on the voting equipment each owns and for the repair or replacement of the voting equipment if damaged or stolen.

Each party shall be responsible for any deductible under its respective policy. Each party hereby waives and releases the other parties, their employees, agents, officials, and officers from all claims, liability, and causes of action for loss, damage to or destruction of the waiving party's property resulting from fire or other perils covered in the standard property insurance coverage maintained by the parties. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other parties.

9. Indemnification

Each party to this Agreement will be responsible for its own acts and omissions, and the acts and omissions of its officials, employees, and agents, and the results thereof, to the extent authorized by law and shall not be responsible for the acts of the other party, its officials, employees, and agents, and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the parties shall be governed by the provisions of Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this Agreement.

10. Legal Representation

The Ramsey County Attorney's office will advise and represent the County in all election-related matters except that the Falcon Heights City Attorney will advise the County on any election-related matter applying to the Falcon Heights municipal code.

11. Election Costs and Payments

11.1 Regular Elections

Payments to cover the costs incurred by the County in the performance of the provisions of this Agreement for regularly scheduled elections will be made by the City in eight equal quarterly amounts for each two-year budget period, for a total of 16 quarterly payments during the Initial Term of the Agreement, based on invoices submitted by the County. Payments will be due on March 31, June 30, September 30 and December 31 of each year.

The cost of election services for Regular Elections for the 2013-2014 calendar years will be \$32,500.

The County will provide the cost for the 2015-2016 calendar years to the City no later than April 1, 2014. The County will base the cost for the 2015-2016 budget period on the actual cost for the previous similar election years, adjusted as necessary by the County to account for the following factors: 1) estimated voter turnout; 2) labor

contracts and agreements for non-represented employees approved by the Ramsey County Board of Commissioners; 3) changes in the Consumer Price Index for the Minneapolis-Saint Paul metropolitan area, as determined by the U.S. Bureau of Labor Statistics for the previous two-year period; 4) changes in state, federal, County or City legal requirements, as applicable; and 5) other factors having a significant impact on election costs.

11.2 Special Elections

The County will submit an invoice payable within 30 days of receipt to the City for all costs incurred by the County to conduct a special election.

11.3 Costs resulting from changes to election laws

The County will notify the City of additional costs that it will incur as a result of changes to applicable election laws. The County will include and separately identify in any invoice for a regular election or a special election the cost that was incurred as a result of the enactment of new election laws.

12. Data Practices

All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

13. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and duly signed by all parties. Any amendment must be approved no later than June 1 of any year for implementation on January 1 of the following year.

14. Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

IN WITNESS THEREOF, the parties have executed this Agreement as of the last date written below.

**RAMSEY COUNTY**

**CITY OF FALCON HEIGHTS**

\_\_\_\_\_  
Julie Kleinschmidt  
County Manager

\_\_\_\_\_  
Peter Lindstrom  
Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approval recommended:

Approval recommended:

\_\_\_\_\_  
Mark Oswald, Director  
Property Records and Revenue

\_\_\_\_\_  
Bart Fischer  
City Administrator

Approved as to form and insurance:

\_\_\_\_\_  
Assistant County Attorney

\_\_\_\_\_  
City Attorney



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	August 8, 2012
<b>Agenda Item</b>	Consent F7
<b>Attachment</b>	Project Location Map, Resolution 12-09
<b>Submitted By</b>	Kristine Giga, Civil Engineer


<b>Item</b>	Order Feasibility Report for the 2013 Pavement Management Program
<b>Description</b>	<p>City Staff is proposing to initiate the planning and preliminary design for roadway maintenance included in the 2013 Pavement Management Project (PMP). The proposed project combines the streets originally scheduled for a 2012 project with the streets scheduled in 2013 and consists of the following streets and alleys:</p> <ul style="list-style-type: none"> <li>• Arona Street, from Crawford Avenue to Larpenteur Avenue</li> <li>• Crawford Avenue, from Snelling Avenue to Simpson Street</li> <li>• Hollywood Court, from Snelling Avenue Frontage Road to alleys</li> <li>• Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue</li> <li>• Albert Street, from Hoyt Avenue to Larpenteur Avenue</li> <li>• Pascal Street, from Hoyt Avenue to Larpenteur Avenue</li> <li>• Arona Street, from Hoyt Avenue to Larpenteur Avenue</li> <li>• East Snelling Avenue Service Drive, Idaho Avenue to dead end</li> </ul> <p>The proposed project area abuts 107 properties.</p> <p>Not all of the streets proposed in the 2012 project have been included in the 2013 project. Crawford Avenue from Simpson Street to Pascal Street and the alley between Larpenteur Avenue and California Avenue, from Arona Street to Pascal Street are not recommended for improvements at this time. Based on preliminary analysis completed in 2011, it was determined that the condition of these two segments has not deteriorated to a point where the proposed maintenance methods are appropriate at this time. Staff will continue to monitor the condition of these segments and recommend them for improvements when it is the most cost effective.</p> <p>A resolution ordering the preparation of the feasibility report is attached. A portion of the 2013 PMP is proposed to be assessed. The approval of the attached resolution is required for the Minnesota Chapter 429 Assessment Process.</p>



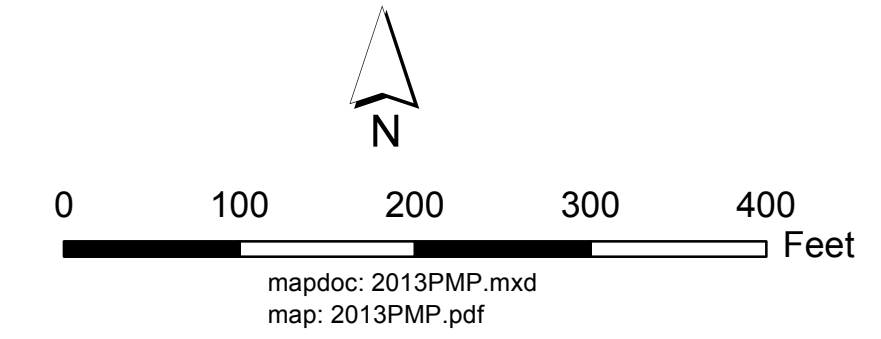
<b>Budget Impact</b>	<p>This project has the following financial implications for the city and property owners along the streets being considered for maintenance:</p> <ul style="list-style-type: none"> <li>• Assessments levied in accordance with the City’s assessment policy.</li> <li>• Use of Municipal State Aid (MSA), Tax increment financing (TIF), and street infrastructure funds to pay the City’s portion of the project.</li> <li>• Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.</li> </ul>
<b>Attachment(s)</b>	<p>Project Location Map Resolution 12-09</p>
<b>Action(s) Requested</b>	<p>Order Preparation of the Feasibility Report for the 2013 Pavement Management Program</p>



# 2013 Street and Alley Improvements


 Prepared by:  
 City of Roseville Engineering Department  
 August 3, 2012

 Proposed Projects



Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (7/02/12)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department,  
 2660 Civic Center Drive, Roseville MN

**DISCLAIMER:**  
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §463.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

August 8, 2012

No. 12-09

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**RESOLUTION ORDERING THE PREPARATION OF FEASIBILITY REPORT FOR  
THE 2013 PAVEMENT MANAGEMENT PROGRAM**

**WHEREAS**, it is proposed to improve the following streets and alleys:

- Arona Street, from Crawford Avenue to Larpenteur Avenue
- Crawford Avenue, from Snelling Avenue to Simpson Street
- Hollywood Court, from Snelling Avenue Frontage Road to alleys
- Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue
- Alley between Larpenteur Avenue and Crawford Avenue, from Snelling Avenue to Arona Street
- Albert Street, from Hoyt Avenue to Larpenteur Avenue
- Pascal Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Hoyt Avenue to Larpenteur Avenue
- East Snelling Avenue Service Drive, Idaho Avenue to dead end and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to the 2013 Pavement Management Program for study and that the City Engineer is instructed to report to the council with

all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels.

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Moved by:

Approved by: \_\_\_\_\_  
Peter Lindstrom, Mayor  
August 8, 2012

LINDSTROM        \_\_\_\_\_    In Favor  
GOSLINE  
HARRIS            \_\_\_\_\_    Against  
LONG  
MERCER-TAYLOR

Attested by: \_\_\_\_\_  
Bart Fischer  
City Administrator  
August 8, 2012