

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

AGENDA
February 27, 2013

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ GOSLINE ____
LONG ____ MERCER-TAYLOR ____
FISCHER ____
- C. PRESENTATIONS:
 - 1. St. Anthony Police Department Annual Report – Police Chief John Ohl
 - 2. Report of Curtiss Field Study – Capitol Region Watershed District Representatives
- D. APPROVAL OF MINUTES: February 13, 2013
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 2/21/2013: \$114,969.39
Payroll through 2/15/2013: \$15,689.54
 - 2. Approval of City License
 - 3. Accepting Plans and Specifications and Ordering Advertisement for Bids for the 2013 Pavement Management Project
 - 4. Approval of a Billing and Collection Services Agreement with the Board of Water Commissioners of the City of St. Paul
- G: POLICY ITEMS:
 - 1.
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

St Anthony Police Department Falcon Heights Annual Report



2012

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Introduction

Honorable Mayor, Council, Administrator, and citizens of Falcon Heights:

I often ask myself, “how do I know we are making a difference.” I regularly write about the many things the police department does all year long which includes both statistical information as well as community events. The police department intimately involves itself in the lives of the community we serve, and has a culture of doing just a little bit more than what is expected. In my mind, it is the nuances of that “just a little bit more” that make a big difference in our city. It is the added “customer service” that is applied to each situation that needs its own special touch....something that cannot be quantified into a statistic or detailed in a report. A letter I received this year really brings clarity to the question of whether or not we are making a difference:

“Even though my heart is breaking and I am typing this through my tears, I want to let you know that your officers have been the kindest, gentlest, most compassionate and professional people I have ever met. They were always ready to help us and never let us feel as if we were bothering them. They insisted that we called whenever we felt it necessary. I truly believe that my son is alive today because of your officers. There truly are no words to express our overwhelming gratitude. They have made this most difficult time in our lives a bit easier. We are proud of the St. Anthony Police Department.”

Law enforcement can, at times, be a thankless profession. However, this has generally not been the case in Falcon Heights. Our citizens see a true partnership between the police and the community. We value our citizens and they value the department. Together we can do great things. Together we can affect positive results in our community. It may sound trite, but after getting the aforementioned letter, I am more certain than ever that together we can make a difference.



It is my pleasure to present the 2012 Annual Report.

Respectfully,

John Ohl
Chief of Police

Falcon Heights - Part I and Part II Crimes

PART I	Murder	Rape	Robbery	Agg Assault	Burglary	Theft	MV Theft	Arson
2012	0	0	1	3	26	112	12	0
2011	0	0	3	2	17	85	6	0
+/-	0	0	-2	+1	+9	+27	+6	0

PART II	Misd. Assaults	Property Damage	Forgery	DOC	Liquor	Weapons	Drugs
2012	12	25	3	6	5	3	9
2011	4	9	2	5	7	0	9
+/-	+8	+16	+1	+1	-2	+3	0

*Not inclusive of all Part II Crimes

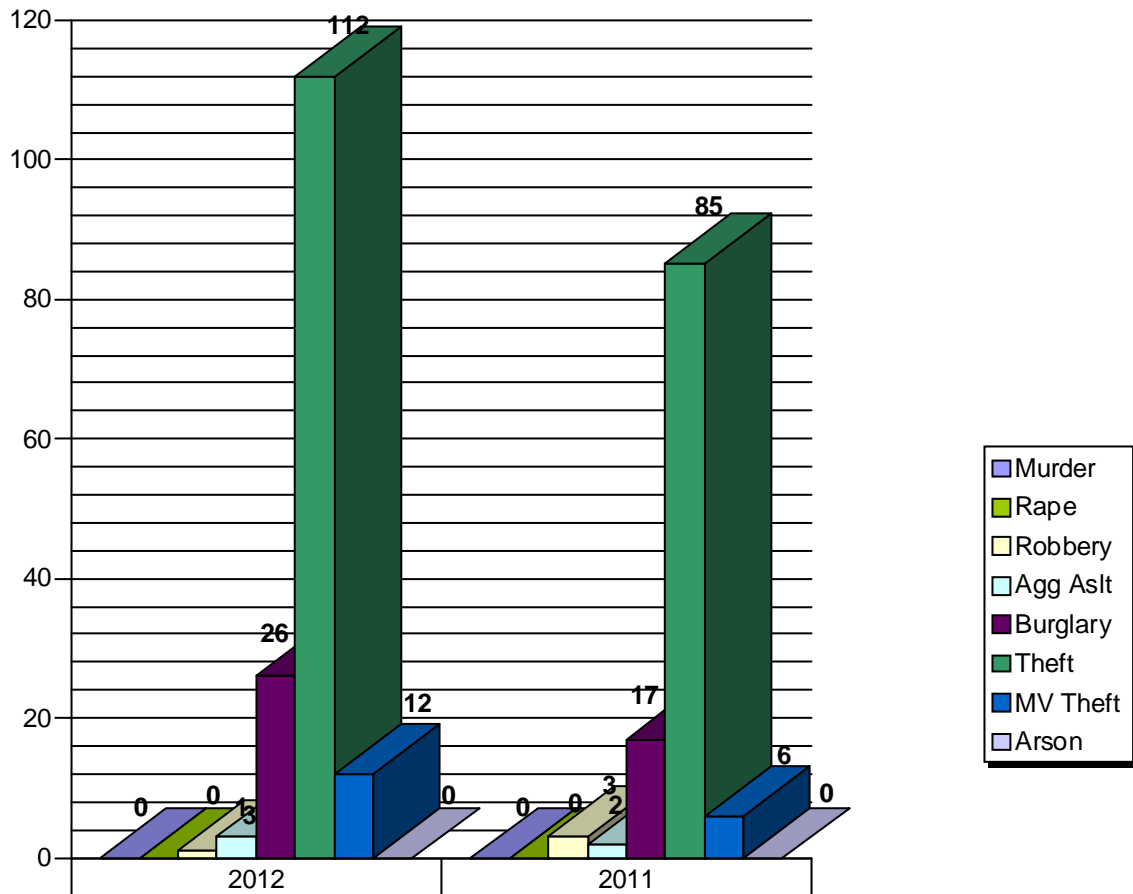
Part I and II Crimes over the past five years

2008	Part I 141 Part II 156	Total 297	Overall Clearances	55%
2009	Part I 100 Part II 100	Total 200	Overall Clearances	60%
2010	Part I 116 Part II 88	Total 204	Overall Clearances	51%
2011	Part I 113 Part II 81	Total 194	Overall Clearances	50%
2012	Part I 154 Part II 122	Total 276	Overall Clearances	49%

Average Part I and Part II clearance rates for Hennepin County in 2011 was 44%
 Average Part I and Part II clearance rates for Ramsey County in 2011 was 32%

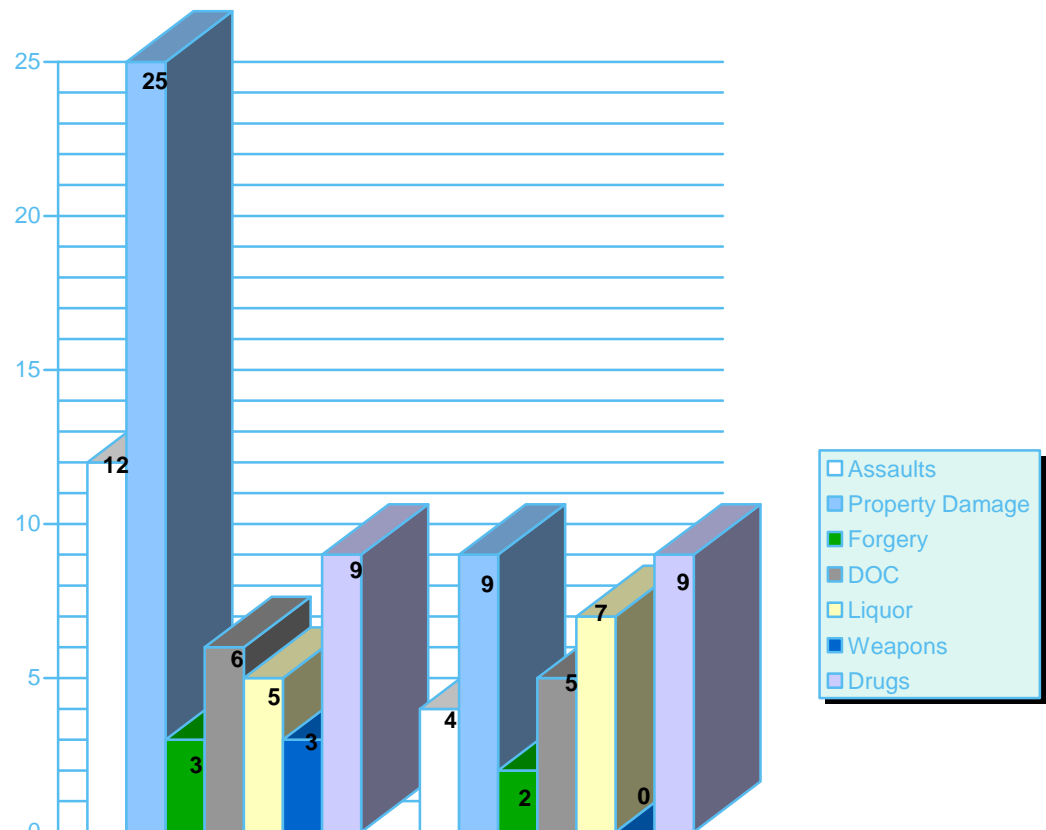
Part I Crimes increased by 41 in 2012
 Part II Crimes increased by 41 in 2012

FALCON HEIGHTS PART I CRIMES



	2012	2011
Murder	0	0
Rape	0	0
Robbery	1	3
Agg Aslt	3	2
Burglary	26	17
Theft	112	85
MV Theft	12	6
Arson	0	0

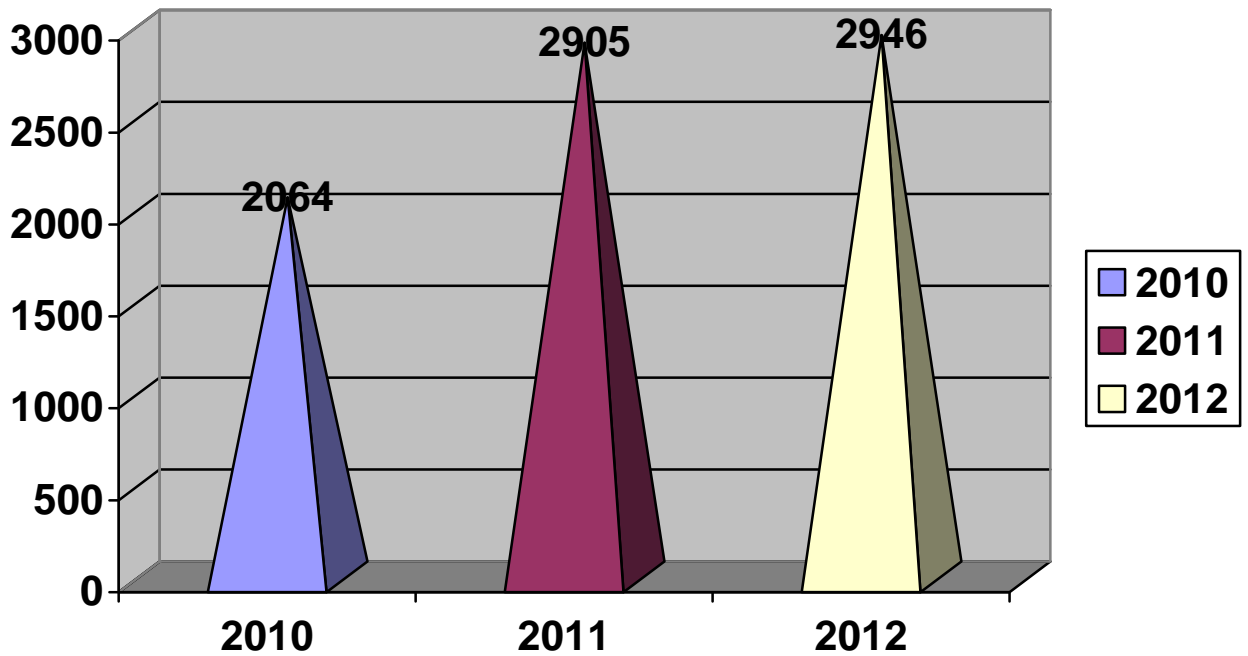
FALCON HEIGHTS PART II CRIMES



	2012	2011
Assaults	12	4
Property Damage	25	9
Forgery	3	2
DOC	6	5
Liquor	5	7
Weapons	3	0
Drugs	9	9

Other calls/incidents of interest in 2012

Total Calls for Police Service 2,946



Domestics	21	Underage Drinking Arrest	9
Disturbance Calls	52	Disorderly Conduct	8
Suspicious Person/Vehicle	173	DWI	47
Medical	221	False Alarms	67
Juvenile Runaway	11	Alarms – No Report	33
Juvenile Tobacco Use	0	Sale of Tobacco to Juvenile	0
Juvenile Curfew Violations	0	Permits to Purchase Handgun	17

2012 Patrol Review

Prepared by Sergeant Dan Diegnau

The St. Anthony Patrol Officers are the most visible element and the backbone of the police department. The patrol unit strives to achieve the highest level of professionalism, integrity and respect to all the communities we serve. This has again been completed by utilizing teamwork, training and a pro-active patrol unit. All officers effectively respond to calls for service and diligently enforce all laws.



Our officers are responsible for day to day operations, responding to calls for service and enforcing all laws from parking to in progress felonies. Officers participate throughout the year with community oriented policing programs, specialized police units and grant funded programs.



The patrol division also consists of a Community Service Officer (C.S.O.) unit. This is a non-sworn position that works with the patrol unit and the community. The areas of responsibility consist of parking enforcement, traffic control, vehicle/equipment repair, animal control and a variety of other duties.

Officer Mark Lebens retired after a fulfilling 21 year career with the St. Anthony Police Department. His dedication, wisdom and friendship will be sorely missed.



I am proud to present the 2012 patrol statistics from a very dedicated, professional patrol unit.



The St. Anthony patrol unit continually strives to provide a safe and secure environment through the delivery of fair and impartial police services, proactive enforcement and community partnerships. It is our goal to preserve the quality of life for the communities we serve.

- 1486 citations issued for moving violation
- 215 citations issued for non-moving violations
- 605 total arrests

DWI Arrests	Traffic Arrests	Criminal Arrest	Felony Arrests	Warrant Arrests
42	492	38	17	16

* Patrol statistics may vary from department statistics because of classification, i.e. felony DWI arrests and Safe & Sober statistics.

2012 Investigation Review

Prepared by Captain Cotroneo

The investigative staff serves in a support capacity of the police department, investigating criminal matters that have been reported to the Patrol Division. An investigator takes a case to its logical end by conducting follow-up, locating those responsible for the criminal acts, preparing and presenting the case to the prosecuting authorities.



In 2012, the investigative staff was comprised of one full time investigator (Tim Briski), and a rotating investigative position filled by an officer who elects to work a career enhancement assignment for a 3 month block during the year.

The investigative staff, with the assistance of underage operatives, also conducts alcohol and tobacco compliance checks with local retailers. Compliance checks provide a proactive effort to keep alcohol and tobacco out of the hands of the underage members in our communities.

In the City of Falcon Heights, the tobacco retailers are checked twice annually. One of the retailers checked, failed their first compliance check of the year, but passed its second. The other retailers passed both checks. The alcohol retailers are checked once annually and they had a 100% compliance rate.

The investigative staff also conducts Predatory Offender compliance checks on an annual basis. Registering as a predatory offender is a collateral consequence of criminal behavior and it acts as one of the many deterrent factors as to whether someone will re-offend. The MN Bureau of Criminal Apprehension (BCA) maintains a registry of predatory offenders residing within the state. Those registered have been convicted of a violent felony or sexually related crime and classified in the registry based on their likelihood to re-offend. A risk assessment is conducted on each person registered prior to release from confinement. An offender's risk assessment dictates the level of community notification that is required of law enforcement.

In 2012, the investigative staff monitored 3 individuals living in Falcon Heights.

The 2012 statistics for Criminal Investigations in Falcon Heights are as follows:

- Total Criminal Cases: 276
- Total Cases Cleared: 136
- Total Cases Cleared by Arrest: 106
- Total Cases Cleared by Other: 30

CLEARANCE RATE: 49%

2012 POLICE EDUCATION SUMMARY

Prepared by Lieutenant Scholl

Light Amplification by Stimulated Emissions of Radiation; also known as “LASER” or Light Detection and Ranging; also known as “LIDAR” was a part of our 2012 training. Your patrol took on a new approach to enforce traffic laws. We trained and became certified in the use of LASER. It is an instrument used to measure the speed of moving vehicles. At 13,000 GHz frequency higher than our standard RADAR LAZER, makes it undetectable and extremely efficient. It is beneficial on heavy traveled roadways, two lane roadways, and those who chance it by using RADAR and LASER detectors.



The Minnesota Chiefs of Police believe that first-line supervisors are considered the most influential people in a police department. I will agree fully. They are essential to the success in any agency, because they “translate vision into action.” Training for first-line supervisors may be the most important training a department can provide. In 2012, our department trained in topics such as risk management, chaos response/lessons learned, complaint sorting and handling, critical incidents, data practices, disciplinary process, emotional interventions, ethical considerations, motivation and team building, and leadership.

We continued to improve by participating with the Anoka County Training Unit. We learned investigative techniques using social networking sites.

The 2011 trainers of the year, Firefighters Fuller and Sitarz, kept us fresh by reviewing the skills and knowledge needed during medical emergencies. We reviewed core content, and updated us on new and pertinent information.

Your police are dedicated to raising the level of professionalism in our field so that we may perform our jobs in the best possible manner and better serve the people of our cities.

Your police department kept current on all mandated Police Officer Standards and Training. We applied 1400 hours in 2012.

We will be focusing a lot on active shooter, defensive driving, risk management, standardized field sobriety testing, use of force, and interview skills in 2013.

2012 POLICE RESERVE SUMMARY

Prepared by Officer Tressa Sunde



It's that time of year again, when we acknowledge the efforts of our reserve officers! This year like many had turn over. Officer Spiess and I have worked hard to keep the reserve unit working like a well oiled machine!

We were sad to see Reserve Officers Chris Arndt, Chris Cox and Joel Doran resign. Chris Arndt wanted to focus on his schooling and his family. We certainly cannot fault him for that! Chris Cox is pursuing other employment options that may take him out of state and possibly out of the country. We wish him luck! Joel Doran was hired by Minneapolis Police as a Community Service Officer and I have no doubt he will go on to become a valuable member of the Minneapolis Police Department.

With the loss of three reserves, we went about the daunting task of finding the perfect fit for our Reserve Unit; AND WE SUCCEEDED!!

In March we hired John Nordin. John attended our Citizen Academy and wanted to give back to the community. He is a professor at the University of Minnesota and spends his summers back home in Washington with his family until they can re-unite in Minnesota.

As we do when we hire police officers in St. Anthony, we try to find people who will fit our "family." In July, we again went about looking for just the right person(s). You would be amazed how hard it can be to find quality people for this position, but we did! We hired Sawyer Moen who grew up in St. Anthony and wants to be a police officer, Steve Olson who is currently eligible to be hired as a police officer and Ryan Googins. Ryan is also eligible to be hired as a police officer....A PERFECT FIT!

Last year, Reserve Officer Tyler Wakasugi was promoted to an FTO (Field Training Officer) and with his new position, he took it upon himself to re-write the former field training program. With the blessing of Officer Spiess, Reserve LT Joseph and I, he took our program to the next level and came up with an outstanding new training format! I am very happy to say the new format is working great. Thank You Tyler!

I'm happy to announce that our reserve officers, even though they all work full-time, go to school full-time or in some cases both, logged 1581 hours this year.

The reserve officer with the most hours this year was Dane Lazenberry who logged 328 hours ALONE!! He has done this all while going to school full-time at Winona State University.

Congratulations Dane, you are an inspiration to all other Reserve Officers!

I am excited for 2013 and know it will be another GREAT year!!



2012 EAST METRO SWAT/WMD SUMMARY

Prepared by Officer Mike Huddle

East Metro SWAT is comprised of four law enforcement agencies. These agencies, St. Anthony PD, Roseville PD, North St. Paul PD and the University of Minnesota PD, individually benefit from the services and training provided collectively by the team. The team is operated under a joint powers agreement and governed by a board composed of the Chiefs of Police from each agency. St. Anthony PD has contributed four officers to this team since 2002.

East Metro SWAT made advances and improvements in a number of areas during 2012. The most significant improvements were in training and equipment. The team strives to increase capabilities and expertise each year. This past year East Metro SWAT was awarded a grant to purchase two Recon Scout robots from Recon Robotics (a Minnesota based company). The robots utilize technology developed at the University of Minnesota and will be used to locate suspects during high risk entries and searches to minimize exposure of Officers to harm whenever possible. Additional equipment included communication equipment capable of protecting the user's hearing from extreme noise such as gunfire or distraction device discharges. These advances in equipment are intended to reduce some of the risks inherent in police work.



Significant training events included participation in a multi-agency active shooter training incident at Century College. The event required inter-agency cooperation involving several metro SWAT Teams and patrol unit response to resolve ongoing hostage situations and active shooter threats. The training has resulted in greater effectiveness in responding to active shooter and hostage incidents. All team members also attended a federally sponsored Incident Response to Terrorist Bombings course. The course was held in at New Mexico Tech in Socorro, New Mexico. The training is funded by federal grants and covers the course fees, travel, lodging, and meals for participants. The course provided training to first responders in exposure to various live explosive materials and components, as well as

recreating blast effects from terrorist bombing scenarios on a bomb range. All SWAT team members attended this training. All team members also attended the team's annual week of training at Camp Ripley. This week allows the team to focus on improving in all areas of tactical work, including command, communication, planning and tactical operations.

Operationally, 2012 was consistent with the previous year in terms of team deployment, as there were only a few warrants and barricaded subject calls to respond to. There were several requests from other area teams for the use of our BearCat, an armored vehicle capable of protecting occupants from gunfire. The vehicle was purchased three years ago with grant funds for rescue operations and high risk deployments.

St. Anthony PD also has one Officer on the Hennepin County WMD Tactical Team. The WMD Team falls under the authority of the Hennepin County Sheriff's Office and is dedicated to responding to incidents of terrorism or crimes in progress involving hazardous materials. The participating St. Anthony Police Officer is in the position of a tactical Team Leader with that team. Over 2012 the Officer contributed 113 hours to the team. The vast majority of this time was spent in monthly training and annual two day training event. Since 2012 was a presidential election year, the team was requested to support the United States Secret Service in the role of WMD tactical response during Presidential and candidate visits to the Twin Cities. A St. Anthony Officer was tasked as a Team Leader for one of the deployments during a visit by President Obama to the Twin Cities.

Though this team is seldom activated, our agency benefits from the free training and equipment provided, as well as access to



additional assets and networking connections to agencies in Hennepin County. Members of this team have trained with agencies at the state and federal level, including the Secret Service, FBI, Department of Energy and regularly train with the Army National Guard 55th Civil Support Team. Membership and participation in these teams affords the Police Department to be able to activate and deploy a maximum of resources with greater influence and reduced cost.

2012 Crime Prevention Summary
Prepared by Sergeant Jon Mangseth

On behalf of the St. Anthony Police Department I would like to present this annual report to the city council and residents of the City of Falcon Heights for the year 2012.

The St. Anthony Police Department, along with the crime prevention unit, work hard to offer a wide range of services and safety classes to the communities we serve. Over the years we have implemented nationally known programs such as Operation ID, DARE, Neighborhood Watch. In order to better serve our community, we have drawn upon the experience and expertise of individual officers to develop specialized seminars in the areas of:

- Senior Safety
- Youth/Child Safety
- Bicycle Safety
- Home/Neighborhood Safety
- Fraud/ID Theft
- Drug/Alcohol Prevention
- Computer Safety
- Bullying/Cyber bullying
- Disaster Preparedness
- Sexual Assault



We have developed/implemented a Police Citizen Academy and Youth Summer Survival Safety Camp. We submit articles for the city newsletter. When asked to do so, we have tailor made programs to meet the specific needs of the community we serve. We actively look for partners within our community to participate with us in developing these seminars and programs. To me, this is the essence of community based crime prevention. I am very proud to be a part of a department with uniquely qualified and experienced personnel willing to develop and implement programs/strategies to deter crime and promote safety.

In the following paragraphs I would like to share with you what we have been able to accomplish, with our community partners, for the year 2012. Please be aware that this is not an all inclusive list of activities that were conducted.

February:

- The 6th annual Cops vs. Kids Basketball night was held at the high school gymnasium. Girls and boys from grades 5-7 joined the SAPD officers for a fun evening of basketball. Officers donating time included: Chief Ohl, Det. Briski, Officers Spiess, Schlingman, Yanez, Dokken, South, Rushton and Kukowski (CSO).



- Chief Ohl and Sgt. Mangseth provided a sexual assault presentation to approximately 40 area residents. The event was held at the Falcon Heights city hall.
- Officer South attended the Falcon Heights Elementary School Fun Fest.

March:

- Officer Mark Mosby took part in Boy Scout Pack 153's Pinewood Derby. He placed 8th out of 9 vehicles in the celebrity category.
- Chief Ohl gave a presentation on school intruders to staff at the FH Elementary School. The presentation included a 911 call and lock down announcement.



April:

- Sgt. Mangseth spoke to a group of 50 area residents regarding general crime prevention and personal safety for senior citizens.

May:

- Officer Huddle met with a resident and family to conduct a premise survey of their home and property. Crime prevention and security tips were provided.
- Chief Ohl, Officers Rushton and Yanez attended the Falcon Heights Human Rights Spring Together Event featuring Somali speakers and food.

- Sgt. Mangseth conducted a crime prevention seminar to 30+ residents of Coffman Estates. The meeting was attended by the Mayor, City Manager and members of the Coffman Estates Board. Emergency preparedness drills and fire drills were discussed.

June:

- Chief Ohl, Captain Cotroneo, Detective Briski, Officers Sroga, Spiess, South and Yanez, along with family members, ran a 3 mile leg of the Law Enforcement Torch run to benefit Special Olympics.
- The 2nd Annual Summer Survival School was held at the SAPD/community services. The program, developed by Officer South, brought in 30+ kids from the School District for two days of safety education. Officers South, Mosby, Sroga, Spiess, Huddle, Erdman, CSO Kukowski and Chief Ohl assisted with the event. This program has turned into a community favorite and we look forward to hosting another successful event in June, 2013.
- Detective Briski, Officers Spiess and South provided extra patrol, in Falcon Heights, for the NHRA event held at the fairgrounds.
- Detective Briski attended the movie/camping in the park. He met with organizers, staff and families. He provided security for the park and parking lot for the event.



July:

- Officers Lebens, Rushton and Yanez attended the city ice cream social.
- Officer Baker was invited to speak to the children attending the parks and recreation program at Falcon Park.

August:

- Nine Falcon Heights neighborhood groups joined thousands across the state to celebrate MN Night to Unite. This was our 17th year of celebrating this special night in Falcon Heights. We thank CUB Foods for donating pails of Kemps ice cream for the event.
- Officer Baker participated in the Falcon Heights Elementary back to school parade.

September:

- Officer Schlingman attended a gathering at United Church of Christ. He provided squad car tours and handed out junior police badges to children.

November:

- Officer Mosby was invited to the Town Square apartments where he gave a general crime prevention presentation to a group of 25 residents.
- Chief Ohl and Officer Spiess were invited to attend a neighborhood crime prevention meeting at the Coffee Grounds. Crime trends and crime prevention strategies were discussed.

December:

- Chief Ohl, Captain Cotroneo, Officers Mosby, Huddle, Baker, Schlingman Rushton and Yanez welcomed children and their families to the SAPD to participate in the “Shop with a Cop” program. The participants were chosen by the school district.



The families were treated to a tour of the police department. Each child was provided with a Wal Mart gift card to purchase Christmas gifts for their family. The event was sponsored by Wal Mart.

Throughout this year officers conducted tours of the police department for two area girl scout troops, two boy scout troops, and one brownie troop. Several tours were conducted for children/parents from community services and one tour was provided to students from Century College, where Officers Spiess, Sunde and South participate in a mentoring program. Chief Ohl also is an active member of the Human Rights Commission.



Our Officers volunteer to engage in a wide variety of community based activities throughout the year, while still maintaining a full time active role in patrolling our community. Officers logged well over 100+ “stop and talk” proactive patrol details over this past year. Officers provided countless

hours of extra patrol at our local schools, after school programs and community parks. These activities may not be as noteworthy as the others previously mentioned in this report, but they do have a strong impact on the well being of our community.

I would like to thank the members of the St. Anthony Police Department for their continued effort in making crime prevention a top priority for our community. I would also like to thank all the residents of our city, the business community, the city council and staff for all of your support.



"IN THE MAILBOX"

These are just a few excerpts of the many letters the police department receives from the citizens we serve.

I can't begin to thank you for coming to our October staff meeting year after year to train our staff on intruder and lockdown procedures. Although you get our pulses racing with your scenarios of bad guys and mayhem, your presentations are memorable and even humorous. We are fortunate to have such a wonderful relationship with the St. Anthony Police Department

As for the officers they were awesome. The officers greeted families, each read a book, made sure each child could see the pictures in the book, asked and answered questions, and led a small group tour of the police department

Thanks for all your hard work. I always appreciate the personal stories and sincerity that you guys have when you offer crime and safety classes.

I want to thank you so much for your compassion and kindness during a difficult time. I appreciate your listening to me and sharing your thoughts as well. You stand out and will go far. We are lucky to have your in our community.

I wanted to write to let you know how wonderful the officer handled everything and what a great officer he is to have here. The officer could not have been more compassionate, understanding, helpful, or determined. This willingness to see the whole situation through to the end amazed my sister and I, and we could not be more happy with the care he showed. We could not have asked for better service from our community.

I just wanted to send you a quick email to let you know how impressed I was with the officer's response to a situation at Wilshire Park yesterday. It was a new experience for me to have a child protection call turn into a police matter so quickly but I was quite relieved to see the officer who responded to the school. His care and compassion for the child and family made everything go so much better. As a result, the parents will hopefully have a decent relationship with the school. I attribute this to how the officer handled things.

I have to say that I have been impressed with all your officers but developing a relationship with this officer has been important to me

This, I believe, is one of the best, well-thought-out programs for children I have seen in years, and I want to compliment the officer who started it. Thank you for all you do. It matters.

The high livability factor here is truly a reflection on the St. Anthony Police Department. Once again, thank you for putting up with us.

"IN THE MAILBOX" Continued....

I would also like to thank you on the manner in which you handled me during this whole process. I learned right away the severity of the situation in a mature and serious way as soon as I was put into your squad car. This was shocking to me then, but it better prepared me for the burdens associated with the consequences as a result of my actions. Thank you for believing in me...I won't let you down.

More importantly, it also reaffirmed his faith that sometimes good things do come out of bad situations and that our St. Anthony Police Department really does have the concerns of the St. Anthony residents at heart! ...it was a major problem with a very positive outcome, due to your remarkable kindness and immediate follow-through.

Somehow saying "Thank You" just isn't enough. The passion your officers have for their jobs, knowing they saved the life of a husband, father, brother and son gives them self satisfaction to continue their work. An officer even came to the house to check on my husband.

The young officer who responded was exceptional. He was very outgoing and kind. His demeanor was very comforting to the family and neighbors. There were many comments about his kindness that night.

I wanted to compliment the officer in his handling of the situation. He was so calm and kind and competent. Thank you so much for making an unhappy situation so much better!

You were professional and comforting. You let me rant, you let me cry, you let me kick your squad car. You answered myriad of phone calls and questions from me and my daughter. You came back to check on us. I'm very sorry your job means having to deal with stupid, yucky, horrific stuff. You will never know how grateful the families are that you do it so well

2012 Accomplishments

- 2nd Annual Summer Survival School
- Leadership Audit
- Trained and retained one new police officer
- Received State Safety Grant
- Passed State POST Board audit
- Upgraded to newest version of RMS (LETG 1.7)
- Upgraded to Ticketwriter2
- eCharging instituted for all misdemeanor/gross misdemeanor cases in Hennepin County
- Implemented new DWI eCharging
- Transitioned to new patrol handgun
- Executed new Safe and Sober contract
- Fully developed squad car video
- Certified a new Field Training Officer

2013 Work Plan

- Train 2 officers as Certified Crime Free Multi-Housing Officers
- Train 2 additional Crime Prevention Officers
- Institute eCharging of misdemeanor/gross misdemeanor cases in Ramsey County
- Complete full mobile integration in Ramsey County
- Get LETG Link operational for better records access
- Train and retain one new officer
- Get Dyna Forms up and running
- Connect MNCIS warrant information connected to our records management system
- Gain connectivity to Ramsey County JuviNet and JWJail for records access
- Roll out electronic Orders for Protection, Authority to Detains, and electronic submission of felony complaints in Hennepin County
- Improve Summer Survival School

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

AGENDA
February 13, 2013

- A. CALL TO ORDER: 7:00PM
- B. ROLL CALL: LINDSTROM X HARRIS X GOSLINE X
LONG X MERCER-TAYLOR X
FISCHER X
- C. PRESENTATIONS:
1. NYFS Update – Jerry Hrmotka
- Presented information on NYFS to the Council and fielded questions as well
2. U of M Sustainability students – Falcon Heights’ findings
- Two students from the U of M Sustainability Minor Class presented information and observations from the sustainability workshops they hosted in the fall of 2012
- D. APPROVAL OF MINUTES: January 23, 2013 - Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Chuck Long Moved Approval 5-0
1. General Disbursements through 2/5/2013: \$158,485
Payroll through 1/29/2013: \$15,626.38
2. Approval of City License
3. Appoint Mary Hannon Jacobson to Park Board
- G. POLICY ITEMS:
1.
- H. INFORMATION/ANNOUNCEMENTS:

Council member Beth Mercer-Taylor
Going to Washington, DC with U of M for a gathering on air quality
Announced a youth event next week on U of M St. Paul campus

Council member Pam Harris
Planning Commission meeting coming up

Council member Chuck Long
Provided an update on the recent Human Rights Commission meeting

Provided an update on the recent Park Board meeting
Summer recreation programs are in place and registration will take place soon

Mayor Peter Lindstrom

Update on the Gun Violence community conversation
Reminder to residents of free gun locks

- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 8:30PM



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 27, 2013
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through 2/21/2013: \$114,969.39 Payroll through 2/15/2013: \$15,689.54
Budget Impact	
Attachment(s)	General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

MP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
138	STANCZYK, JACOB	R	2/13/2013	256.81	080311
07	KURHAJETZ, CLEMENT	R	2/13/2013	136.70	080312
0	ANDERSON, KEVIN	R	2/13/2013	71.48	080313
02	GAFFNEY, PATRICK	R	2/13/2013	162.02	080314
119	WICK, JEFFREY M	R	2/13/2013	119.53	080315
125	MILLER, RACHEL L	R	2/13/2013	58.37	080316
126	SMITH, BENJAMIN J	R	2/13/2013	77.04	080317
127	PONTRELLI, MITCHELL E	R	2/13/2013	113.73	080318
128	ROSENBERG, NICHOLAS M	R	2/13/2013	50.43	080319
172	ARCAND, MICHAEL W	R	2/13/2013	334.32	080320
175	RITCHIE, BRIAN D	R	2/13/2013	166.23	080321
193	RITCHIE, MACKENZIE A	R	2/13/2013	177.32	080322
204	ANDREWS, TURNER J	R	2/13/2013	157.29	080323
205	ECKERT, MICHELE S	R	2/13/2013	179.68	080324
200	POLYDOROFF, ALEXANDER L	R	2/13/2013	193.10	080325

DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING 2/15/2013
 DIRECT DEPOSIT EFFECTIVE DATE 2/13/2013

EMP #	NAME	AMOUNT
07-0004	BART J FISCHER	
07-0010	MICHELLE C TESSER	2,404.43
01-1014	CHELSEA PETERSON	1,474.36
01-1136	ROLAND O OLSON	696.45
01-1038	DEBORAH K JONES	1,926.91
01-0085	DANIEL S JOHNSON-POWERS	1,662.22
01-0086	RICHARD H HINRICHS	86.18
01-0087	MICHAEL A MCKAY	230.72
01-0095	MICHAEL J POESCHL	114.36
01-0101	DALE E HUFF	150.05
01-0105	ANTON M FEHRENBACH	15.88
01-0106	SCOTT A TESCH	113.40
01-0123	BRYAN R SULLIVAN	82.20
01-0124	MICHAEL D KRUSE	202.14
01-1030	TIMOTHY J PITTMAN	131.62
01-1033	DAVE TRETSVEN	1,641.41
01-1143	COLIN B CALLAHAN	1,454.96
		1,048.20

TOTAL PRINTED: 17 13,435.49

*** REGISTER TOTALS ***

REGULAR CHECKS:	15	2,254.05
DIRECT DEPOSIT REGULAR CHECKS:	17	13,435.49
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	32	15,689.54

*** NO ERRORS FOUND ***

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01			CAMPBELL KNUTSON				
I-201302153894	2/15/2013	APBNK	JAN LEGAL FEES DUE: 2/15/2013 DISC: 2/15/2013 JAN LEGAL FEES	1,022.50	1099: Y 101 4114-80200-000	LEGAL FEES	1,022.50
=== VENDOR TOTALS ===				1,022.50			
01-03089			CASH				
I-201302153897	2/15/2013	APBNK	MAIL, FUEL, STAMPS, TIMER DUE: 2/15/2013 DISC: 2/15/2013 CERTIFIED MAIL FUEL STAMPS TIMER FOR KITCHEN	131.88	1099: N 101 4112-70500-000 101 4132-74000-000 101 4112-70500-000 101 4131-70110-000	POSTAGE MOTOR FUEL & LUBRICANTS POSTAGE SUPPLIES	11.79 82.91 34.00 3.18
=== VENDOR TOTALS ===				131.88			
01-03110			CENTURY LINK				
I-201302153892	2/15/2013	APBNK	LANDLINE SERVICES DUE: 2/15/2013 DISC: 2/15/2013 LANDLINE SERVICES CURTISS LANDLINE SERVICES COMM PARK LANDLINE SERVICES LIFT STATION	173.26	1099: N 101 4141-85011-000 101 4141-85011-000 601 4601-85011-000	TELEPHONE - LANDLINE TELEPHONE - LANDLINE TELEPHONE - LANDLINE	54.90 59.12 59.24
=== VENDOR TOTALS ===				173.26			
01-03123			CINTAS CORPORATION #470				
I-201302153898	2/15/2013	APBNK	TOWELS/ TP/SOAP/GLASS CLEANER DUE: 2/15/2013 DISC: 2/15/2013 TOWELS/ TP/SOAP/GLASS CLEANER	144.76	1099: N 101 20200-000	ACCOUNTS PAYABLE	144.76
=== VENDOR TOTALS ===				144.76			
01-05536			LINN BUILDING MAINTENANCE				
I-22810	2/15/2013	APBNK	FEB CITY HALL CLEANING DUE: 2/15/2013 DISC: 2/15/2013 FEB CITY HALL CLEANING	180.62	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	180.62
=== VENDOR TOTALS ===				180.62			

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
01-02-12	MENARDS					
I-201302193899		PAINT, SUPPLIES, OAK MOULDING	137.60			
2/19/2013	APBNK	DUE: 2/19/2013 DISC: 2/19/2013		1099: N		
		TOGGLE BOLTS		101 4124-70100-000	SUPPLIES	6.22
		PAINT/SUPPLIES/OAK MOULDING/OA		101 4131-70110-000	SUPPLIES	131.38
		=== VENDOR TOTALS ===	137.60			
=====						
01-05760	MINNESOTA GFOA					
I-831		2013 MEMBERSHIP DUES	60.00			
2/15/2013	APBNK	DUE: 2/15/2013 DISC: 2/15/2013		1099: N		
		2013 MEMBERSHIP DUES		101 4113-86100-000	CONFERENCES/EDUCATION/AS	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-06190	RAMSEY COUNTY - HAZARDOUS WAST					
I-pheh 33893		HAZARDOUS WASTE LICENSE	79.50			
2/19/2013	APBNK	DUE: 2/19/2013 DISC: 2/19/2013		1099: N		
		HAZARDOUS WASTE LICENSE		101 4131-89000-000	MISCELLANEOUS	79.50
		=== VENDOR TOTALS ===	79.50			
=====						
01-07218	SAFE ASSURE CONSULTANTS					
I-578		OSHA TNG	1,258.00			
2/19/2013	APBNK	DUE: 2/19/2013 DISC: 2/19/2013		1099: N		
		OSHA TNG		101 4131-86100-000	CONFERENCES/EDUCATION/AS	314.00
		OSHA TNG		601 4601-86100-000	TRAINING	944.00
		=== VENDOR TOTALS ===	1,258.00			
=====						
01-02-12	SENSIBLE LAND USE COALITION					
<i>VOID - INCORRECT VENDOR NAME</i>						
I-1420-001		COPY PAPER	142.44			
2/19/2013	APBNK	DUE: 2/19/2013 DISC: 2/19/2013		1099: N		
		COPY PAPER		101 4131-70110-000	SUPPLIES	142.44
I-1437-001		OFFICE SUPPLIES/POCKET FILES	90.27			
2/19/2013	APBNK	DUE: 2/19/2013 DISC: 2/19/2013		1099: N		
		OFFICE SUPPLIES/POCKET FILES		101 4131-70110-000	SUPPLIES	90.27
		=== VENDOR TOTALS ===	232.71			

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0041			SHI INTERNATIONAL GROUP				
I-200926968	2/15/2013	APBNK	2011 ACROBAT SOFTWARE PACKAGE DUE: 2/15/2013 DISC: 2/15/2013 2011 ACROBAT SOFTWARE PACKAGE	192.66	1099: N 101 4116-70100-000	SUPPLIES	192.66
=== VENDOR TOTALS ===				192.66			
01-06525			SUBURBAN ACE HARDWARE				
I-201302153896	2/15/2013	APBNK	FAUCET PARTS, TOOLS MANUAL CK# 080327 2/15/2013 BATHROOM FAUCET PARTS FASTENERS/PAINTBRUSHES/WRENCH	130.43	1099: N 101 4141-70100-000 101 4124-70100-000	SUPPLIES SUPPLIES	12.38 118.05
=== VENDOR TOTALS ===				130.43			
01-00878			US BANCORP				
I-201302153895	2/15/2013	APBNK	PA SYSTEM AND PARKING MANUAL CK# 080326 2/14/2013 AUDIO PA SYSTEM PARKING - CAMPUS MEETING	217.83	1099: N 201 4201-70100-000 101 4112-86010-000	SUPPLIES MILEAGE & PARKING	193.83 24.00
=== VENDOR TOTALS ===				217.83			
01-05870			XCEL ENERGY				
I-201302153893	2/15/2013	APBNK	GAS BILL DUE: 2/15/2013 DISC: 2/15/2013 CITY HALL GAS BILL	610.72	1099: N 101 4131-85030-000	NATURAL GAS	610.72
=== VENDOR TOTALS ===				610.72			
=== PACKET TOTALS ===				4,572.47			

-232.71

Packet Totals: 4,339.76

PACKET: 00797 FEB 21 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-00250 AMERIPRIDE SERVICES

I-100237773 LINEN CLEANING 41.08
2/20/2013 APBNK DUE: 2/20/2013 DISC: 2/20/2013 1099: N
LINEN CLEANING 101 4124-82011-000 LINEN CLEANING 41.08
=== VENDOR TOTALS === 41.08

01-03108 CERTIFIED LABORATORIES

I-1000422 DEICER FOR SIDEWALKS 341.38
2/20/2013 APBNK DUE: 2/20/2013 DISC: 2/20/2013 1099: N
DEICER FOR SIDEWALKS 101 4131-70110-000 SUPPLIES 341.38
=== VENDOR TOTALS === 341.38

01-05352 SHAILA CUNNINGHAM

I-201302213903 YOGA INSTRUCTION 364.80
2/21/2013 APBNK DUE: 2/21/2013 DISC: 2/21/2013 1099: Y
YOGA INSTRUCTION 201 4201-87700-000 INSTRUCTOR-SPECIALTY CLA 364.80
=== VENDOR TOTALS === 364.80

01-05665 METROPOLITAN COUNCIL

I-1000355 NOV SS 32,518.75
2/20/2013 APBNK DUE: 2/20/2013 DISC: 2/20/2013 1099: N
NOV SS 601 20200-000 ACCOUNTS PAYABLE 32,518.75
=== VENDOR TOTALS === 32,518.75

01-07263 NEXTEL COMMUNICATIONS, INC

I-201302203900 FEB CELL PHONES 163.22
2/20/2013 APBNK DUE: 2/20/2013 DISC: 2/20/2013 1099: N
FEB CELL PHONES 101 4121-85015-000 CELL PHONE 70.40
FEB CELL PHONES 101 4131-85015-000 CELL PHONE 12.11
FEB CELL PHONES 101 4141-85015-000 CELL PHONE 31.57
FEB CELL PHONES 101 4132-85015-000 CELL PHONE 7.29
FEB CELL PHONES 601 4601-85015-000 CELL PHONE 20.84
FEB CELL PHONES 602 4602-85015-000 CELL PHONES 21.01
=== VENDOR TOTALS === 163.22

PACKET: 00797 FEB 21 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-06059 APRIL OSS

I-201302213904 YOGA INSTRUCTION 321.60
2/21/2013 APBNK DUE: 2/21/2013 DISC: 2/21/2013 1099: Y
YOGA INSTRUCTION 201 4201-87700-000 INSTRUCTOR-SPECIALTY CLA 321.60
=== VENDOR TOTALS === 321.60

01-06301 SAMS CLUB DISCOVER CARD

I-201302203901 FUEL/WINTERFEST SUPPLIES 742.95
2/20/2013 APBNK MANUAL CK# 080340 2/19/2013 1099: N
FUEL 101 4132-74000-000 MOTOR FUEL & LUBRICANTS 586.73
WINTERFEST SUPPLIES 101 4116-89010-000 SPECIAL EVENTS 149.34
WALL CLOCK/ CURTISS FIELD 101 4141-70100-000 SUPPLIES 6.88
=== VENDOR TOTALS === 742.95

01-06485 SENSIBLE OFFICE SOLUTIONS

I-1420-001 COPY PAPER 142.44
2/20/2013 APBNK DUE: 2/20/2013 DISC: 2/20/2013 1099: N
COPY PAPER 101 4112-70100-000 SUPPLIES 142.44
I-1437.001 POCKET FILES AND LEAD FOR PEN 90.27
2/20/2013 APBNK DUE: 2/20/2013 DISC: 2/20/2013 1099: N
POCKET FILES AND LEAD FOR PENC 101 4112-70100-000 SUPPLIES 90.27
=== VENDOR TOTALS === 232.71

01-00880 US BANK HSA CUSTODIAN FOR BART

I-201302203902 FEB HSA FLEX PAYABLE 416.67
2/20/2013 APBNK DUE: 2/20/2013 DISC: 2/20/2013 1099: N
FEB HSA FLEX PAYABLE 101 21714-000 HSA FLEX PAYAB LE 366.67
FEB HSA FLEX PAYABLE 206 21714-000 HSA FLEX PAYABLE 20.83
FEB HSA FLEX PAYABLE 601 21714-000 HSA FLEX PAYABLE 16.67
FEB HSA FLEX PAYABLE 602 21714-000 HSA FLEX PAYABALE 12.50
=== VENDOR TOTALS === 416.67

01-07068 VIKING INDUSTRIAL CENTER

I-317513 RECALIBRATION GAS MONITOR 105.81
2/21/2013 APBNK DUE: 2/21/2013 DISC: 2/21/2013 1099: N
RECALIBRATION GAS MONITOR 101 4124-87029-000 REPAIR OTHER EQUIPMENT 105.81
=== VENDOR TOTALS === 105.81

=== PACKET TOTALS === 35,248.97
fed withholdings 5,525.63
state withholdings 873.17
PERA 2,771.81
ICMA 1,100.00
total: 45,519.58

PACKET: 00792 Regular Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00265			AMERICAN ENVIRONMENTAL LLC				

I-201302123890	2/12/2013	APBNK	STORM SEWER CLEANING DUE: 2/12/2013 DISC: 2/12/2013 STORM SEWER CLEANING	6,720.00	1099: N 602 20200-000	ACCOUNTS PAYABLE	6,720.00
=== VENDOR TOTALS ===				6,720.00			

01-05083 MICHAEL ARCAND

I-201302123886	2/12/2013	APBNK	FIRE SCHOOL REIMB DUE: 2/12/2013 DISC: 2/12/2013 FIRE SCHOOL MILEAGE LODGING/FOOD FOR FIRE SCHOOL	705.49	1099: N 101 4124-86010-000 101 4124-86020-000	MILEAGE TRAINING	275.72 429.77
=== VENDOR TOTALS ===				705.49			

01-03122 CITY OF ST PAUL

I-126277	2/12/2013	APBNK	HOYT AVE STREET LIGHT DUE: 2/12/2013 DISC: 2/12/2013 HOYT AVE STREET LIGHT	332.70	1099: N 209 20200-000	ACCOUNTS PAYABLE	332.70
=== VENDOR TOTALS ===				332.70			

01-05242 HEAT MIZER GLASS INC

I-21336	2/12/2013	APBNK	4 BRONZE TINTED GLASS UNITS DUE: 2/12/2013 DISC: 2/12/2013 4 BRONZE TINTED GLASS UNITS	866.00	1099: N 101 4131-87010-000	CITY HALL MAINTENANCE	866.00
=== VENDOR TOTALS ===				866.00			

01-05052 JOHNSON-POWERS, DAN

I-201302123884	2/12/2013	APBNK	LOCK PARTS & KEYS FOR FD DOOR DUE: 2/12/2013 DISC: 2/12/2013 LOCK PARTS & KEYS FOR FD DOORS	147.44	1099: N 101 4124-70100-000	SUPPLIES	147.44
=== VENDOR TOTALS ===				147.44			

01-04570 JOSEPH, KATRINA E.

I-201302123889	2/12/2013	APBNK	JAN 13 PROSECUTIONS DUE: 2/12/2013 DISC: 2/12/2013 JAN 13 PROSECUTIONS	2,500.00	1099: Y 101 4123-80200-000	LEGAL FEES	2,500.00
=== VENDOR TOTALS ===				2,500.00			

PACKET: 00792 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
=====						
01-05288	MICHAEL KRUSE					
I-685.32		FIRE SCHOOL REIMB	685.32			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		LODGING/FOOD FOR FIRE SCHOOL		101 4124-86020-000	TRAINING	409.60
		FIRE SCHOOL MILEAGE REIMB		101 4124-86010-000	MILEAGE	275.72
		=== VENDOR TOTALS ===	685.32			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-13310287		COPIER SYSTEM RENT	237.91			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		COPIER SYSTEM RENT		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	237.91
		=== VENDOR TOTALS ===	237.91			
=====						
01-05523	MIKE MCKAY					
I-201302123887		FIRE SCHOOL REIMB	710.07			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		FIRE SCHOOL MILEAGE REIMB		101 4124-86010-000	MILEAGE	275.72
		LODGING/FOOD FOR FIRE SCHOOL		101 4124-86020-000	TRAINING	434.35
		=== VENDOR TOTALS ===	710.07			
=====						
01-05665	METROPOLITAN COUNCIL					
I-0001008773		MAR 13 S.S. CHARGES	41,379.76			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		MAR 13 S.S. CHARGES		601 4601-85060-000	METRO SEWER CHARGES	41,379.76
		=== VENDOR TOTALS ===	41,379.76			
=====						
01-05273	MN PUBLIC EMPLOYEES INSURANCE					
I-201302123882		MAR HEALTH INSURANCE	8,148.10			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		MAR HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	8,148.10
		=== VENDOR TOTALS ===	8,148.10			
=====						
01-05828	MOORE MEDICAL, LLC					
I-97605552		NITRILE PF GLOVES	76.64			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		NITRILE PF GLOVES		101 4124-70100-000	SUPPLIES	76.64
		=== VENDOR TOTALS ===	76.64			

PACKET: 00792 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
=====						
01-07263		NEXTEL COMMUNICATIONS, INC				

I-201302123885		FIRE TRUCKS CELL PHONE BILL	90.77			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		FIRE TRUCKS CELL PHONE BILL		101 4124-85015-000	CELL PHONE	90.77
		=== VENDOR TOTALS ===	90.77			
=====						
01-06065		OXYGEN SERVICE COMPANY				

I-03217740		AIR AND OXYGEN	71.73			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		AIR AND OXYGEN		101 4124-70100-000	SUPPLIES	71.73
		=== VENDOR TOTALS ===	71.73			
=====						
01-05870		XCEL ENERGY				

I-201302123883		ELECTRIC BILL	2,438.12			
2/12/2013	APBNK	DUE: 2/12/2013 DISC: 2/12/2013		1099: N		
		ELECTRIC BILL		209 4209-85020-000	STREET LIGHTING POWER	2,366.59
		ELECTRIC BILL		209 4209-85020-000	STREET LIGHTING POWER	71.53
		=== VENDOR TOTALS ===	2,438.12			
		=== PACKET TOTALS ===	65,110.05			



February 2013 Statement 01/10/2013 - 02/08/2013

Page 2 of 2

CITY OF FALCON HEIGHT (CPN 001055690)

Cardmember Service

1-866-485-4545

Important Messages

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$2000. Your new credit line appears on this statement.

Transactions FISCHER,BART J

Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/17	01/16	6393	U OF M PARKING MINNEAPOLIS MN	\$6.00	<i>Parking for Alvin</i>
01/18	01/17	0601	U OF M PARKING MINNEAPOLIS MN	\$6.00	<i>Parking for the</i>
01/25	01/24	1717	U OF M PARKING MINNEAPOLIS MN	\$6.00	<i>Parking for Vol</i>
01/25	01/24	4501	WALMART.COM 8009666546 8009666546 AR	\$193.83	<i>Rec Supplies</i>
01/31	01/30	8680	U OF M PARKING MINNEAPOLIS MN	\$6.00	<i>Parking for</i>
Total for Account				\$217.83	<i>W Ball mrs</i>

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/22	01/21	0162	PAYMENT THANK YOU	\$30.05CR	
Total for Account				\$30.05CR	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Interest Charge Calculation



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 27, 2013
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	Approval of City Licenses
Description	<p>The following individuals have applied for a <u>Mechanical License</u> for 2013. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. Boehm Heating Company</p> <p>The following individuals have applied for a <u>Municipal Business License</u> for 2013. Staff has received the necessary documents for licensure.</p> <p style="text-align: center;">1. Warners' Stellian Co. Inc.</p>
Budget Impact	
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2013 City License Applications.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 27, 2013
Agenda Item	F3
Attachment	Resolution 13-03
Submitted By	Kristine Giga, Civil Engineer

Item	Accepting Plans and Specifications and Ordering Advertisement for Bids for the 2013 Pavement Management Project
Description	<p>On January 9, 2013, a public improvement hearing was held for the 2013 PMP. Following the hearing, the City Council ordered the improvement and preparation of plans and specifications of the proposed project. The next step in the process is for the City Council to approve plans and specifications and authorize the advertisement for bids.</p> <p>State statute requires a City Council resolution approving plans and specifications and ordering the advertisement for bids for all public improvements to be assessed. Since a portion of the costs for the proposed project will be assessed to benefiting properties, the adoption of this resolution is required.</p> <p>The following is a brief summary of proposed improvements. The following streets and alleys have been identified to be considered for improvements in 2013:</p> <ul style="list-style-type: none"> • East Snelling Avenue Service Drive, Idaho Avenue to dead end • Albert Street, from Hoyt Avenue to Larpenteur Avenue • Pascal Street, from Hoyt Avenue to Larpenteur Avenue • Arona Street, from Hoyt Avenue to Larpenteur Avenue • 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 <p><u>Street Improvements:</u> Due to the existing conditions of the roadways, the proposed improvements include a bituminous reclamation to all streets. All of the roadways will be repaved to match the existing roadway widths. Existing curb and gutter will remain in place, with the exception of isolated areas that need repairs to replace damaged or sunken curb.</p>

	<p><u>Alley Improvements:</u> Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue- This alley is proposed to be reclaimed and repaved with bituminous, with a concrete valley gutter the entire length of the alley to facilitate drainage.</p> <p>Alley between Larpenteur Avenue and Crawford Avenue, from Snelling Avenue to Arona Street- Two alternatives are discussed in the feasibility report: reclaiming the pavement and repaving with bituminous, or reconstructing the alley with concrete pavement. This alley is relatively flat; a concrete alley, while more costly up-front, will be able to better facilitate drainage and be more long-lasting than bituminous. The project will be bid with a bid alternate of concrete pavement. A recommendation will be made to the City Council after bids are received.</p> <p><u>Storm Drainage and Storm Water Quality Improvements:</u> The storm drainage system improvements are relatively minor and include maintenance on selected storm sewer manholes and catch basins. Where needed to improve drainage, new structures will be installed and connected to the existing storm sewer system.</p> <p>This project will not trigger the need for a Capitol Region Watershed District (CRWD) permit. However, staff has met with CRWD and discussed the overall benefit of incorporating Best Management Practices (BMPs) to improve water quality and reduce volume throughout the neighborhood. CRWD is contributing technical and financial assistance towards these improvements. Staff is including BMP construction in the bid, and working with CRWD to finalize the optimal locations.</p> <p><u>Sanitary Sewer System Improvements:</u> The sanitary sewer system improvements are relatively minor and include maintenance on selected manholes. One segment of existing sanitary sewer pipe on Arona Street between Larpenteur and California is sagging and will be repaired.</p> <p><u>Water System Improvements:</u> The water system is owned and operated by St. Paul Regional Water Services. They have indicated that no repairs are needed within the proposed project area.</p>
Budget Impact	<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"> • Assessments levied in accordance with the City’s assessment policy. • Use of Municipal State Aid (MSA), Tax increment financing (TIF), and street infrastructure funds to pay the City’s portion of the project. • Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.

Attachment(s)	Resolution 13-3
Action(s) Requested	Adopt Resolution Accepting Plans and Specifications and Ordering Advertisement for Bid for the 2013 Pavement Management Project

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 27, 2013

No. 13-03

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE 2013 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, pursuant to resolution of the City Council adopted January 9, 2013, the City of Roseville Engineering Department has prepared plans and specifications for the improvement of the following streets:

- East Snelling Avenue Service Drive, Idaho Avenue to dead end
- Albert Street, from Hoyt Avenue to Larpenteur Avenue
- Pascal Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Hoyt Avenue to Larpenteur Avenue
- 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

and has presented such plans and specifications to the City Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto, and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the *Roseville Review*, the official newspaper, and in *Finance and Commerce* an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, shall state the date and time that the bids will be received by the City Administrator and City Engineer at which time they will be publicly opened in Falcon Heights City Hall by the City Engineer, will then be tabulated, and will subsequently be considered by the Council. No bids will be considered unless sealed and filed with the Administrator and accompanied by a cash deposit, certified check or bid bond payable to the City of Falcon Heights for ten percent (10%) of the amount of such bid.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
February 27, 2013

LINDSTROM _____ In Favor
GOSLINE
HARRIS _____ Against
LONG
MERCER-TAYLOR

Attested by: _____

Bart Fischer, City Administrator
February 27, 2013



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 27, 2013
Agenda Item	Consent F4
Attachment	Letter from Stephen Gleason Billing and Collection Services Agreement
Submitted By	Bart Fischer, City Administrator

Item	Approval of a Billing and Collection Services Agreement with the Board of Water Commissioners of the City of St. Paul
Description	<p>In October of 2012, City Staff were approached by staff of the St. Paul Regional Water Service (SPRWS) in regard to both entities approving a new Billing and Collection Services Agreement. Attached is a letter from Stephen Gleason of the SPRWS that describes the reason for them asking for a new agreement. In essence, they are looking to have a consistent agreement with all of the cities they bill water and other local fees with. In addition, the SPRWS completed an extensive analysis of costs to provide these services and the new agreement reflects those costs.</p> <p>The new billing fees will actually benefit the City in 2013 and provide for a more predictable rate out into the future. The structure for paying these billing and collection fees includes SPRWS taking the fees off of the gross revenue that they collect on the City's behalf and then forwarding the net revenue to us.</p> <p>City Staff, including the City Administrator, Finance Director and City Attorney, have reviewed this agreement and find it to continue to be a very cost effective way for the City to bill its various utility fees.</p> <p>Staff recommends approval of the Billing and Collection Services Agreement with the Board of Water Commissioners of the City of St. Paul.</p>
Budget Impact	All billing and collection fees are accounted for in the annual utility budgets.
Attachment(s)	Letter from Stephen Gleason Billing and Collection Services Agreement
Action(s) Requested	Approval of the Billing and Collection Services Agreement with the Board of Water Commissioners of the City of St. Paul and authorizing the Mayor and City Administrator to sign and administer any documents associated with the Billing and Collection Services Agreement.



BOARD OF WATER COMMISSIONERS

President: **Matt Anfang** ♦ Vice President: **Amy Brendmoen**

Commissioners: **James Bykowski** ♦ **Gregory Kleindl** ♦ **Kathy Lantry** ♦ **Chris Tolbert** ♦ **Will Rossbach**

January 11, 2013

Bart Fischer, City Administrator
Roland Olson, Finance Director
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

Dear Bart and Roland,

As you may recall we met Wednesday October 17, 2012 to review a new billing services agreement with Falcon Heights. I am attaching the proposed agreement and providing the following summary information for you:

The Board of Water Commissioners of the City of Saint Paul is interested in entering into a new agreement with the City of Falcon Heights that will establish new fees for billing and collecting Falcon Heights sanitary sewer and miscellaneous utilities charges along with the water bill. It is intended that these same fees will be applied in all cities where the Board provides retail water and utility billing service, a number of which have already agreed to the new fee amounts.

Through various agreements, the Board provides its retail water service cities (currently Saint Paul, Maplewood, West Saint Paul, Falcon Heights and Lauderdale) with billing and collection services for some of the cities' utilities. These utilities are typically sanitary sewer, storm sewer, street lighting, recycling and a water surcharge. By consolidating these charges into a single bill (the water bill), customers receive clear communications and the cities' billing activities are more efficient than issuing individual billings for separate utilities.

The proposed new fees for providing such services are the result of a comprehensive analysis of costs to provide the services and negotiations with Falcon Heights staff that arrived at the following intentions:

1. The fees should recover costs of services rendered by Board
 - a. Where a bill includes charges for water and other utility charges are included in the bill, SPRWS should pay 75% of the comprehensive billing and collection costs and Falcon Heights should pay 25%.
 - b. Where a bill does not include water charges, Falcon Heights should pay 100% of the comprehensive billing and collection costs.
2. The fees for similar services and the terms and conditions of the agreement should be applied uniformly to all retail water service cities receiving billing services from the Board.

Provisions concerning utility billing and collection services in previous existing agreements and amendments between the Board and Falcon Heights will be replaced in their entirety by this Agreement.

See following Billing Fee Examples and proposed agreement:

SAINT PAUL REGIONAL WATER SERVICES

Stephen P. Schneider, General Manager

1900 Rice St., Saint Paul, MN 55113-6810 ♦ TTY: 651-266-6299 ♦ 651-266-6350

Saint Paul Regional Water Services provides quality water services to the following cities:

Arden Hills • Falcon Heights • Lauderdale • Little Canada • Maplewood • Mendota • Mendota Heights • Roseville • Saint Paul • West St. Paul

Billing Fee Examples

Fees to be paid to the Board by the City of Falcon Heights for billing and collecting current utility charges.

Fee per bill where there is a metered water service

For Monthly/Commercial Billing (Approx. 60 Accounts)

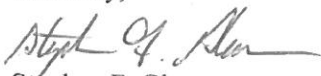
Current utility bills	2012	2013	2014	Each year thereafter
sanitary sewer	\$3.30	\$2.80	\$2.80+CPI	Previous year + CPI
street lighting	\$0.14	\$.08	\$.12+CPI	Previous year + CPI
storm sewer	\$0.15	\$.08	\$.12+CPI	Previous year + CPI
water surcharge	\$.03	\$.08	\$.12+CPI	Previous year + CPI
<u>recycling</u>	<u>\$.03</u>	<u>\$.08</u>	<u>\$.12+CPI</u>	<u>Previous year + CPI</u>
	\$3.65	\$3.12	\$3.28+CPI	Previous year + CPI

For Quarterly/Residential Account Billing (Approx. 1,175 accounts)

Current utility bills	2012	2013	2014	Each year thereafter
sanitary sewer	\$2.92	\$2.80	\$2.80+CPI	Previous year + CPI
street lighting	\$0.14	\$.08	\$.12+CPI	Previous year + CPI
storm sewer	\$0.15	\$.08	\$.12+CPI	Previous year + CPI
water surcharge	\$.03	\$.08	\$.12+CPI	Previous year + CPI
<u>recycling</u>	<u>\$.03</u>	<u>\$.08</u>	<u>\$.12+CPI</u>	<u>Previous year + CPI</u>
	\$3.27	\$3.12	\$3.28+CPI	Previous year + CPI

If the agreement is acceptable to you, I will provide 4 original copies for action by the Falcon Heights City Council and for execution by appropriate city officials. Following approval by Falcon Heights the agreement will be brought before the Board of Water Commissioners. The new charges will become effective once the agreements are fully executed.

Sincerely,



Stephen F. Gleason
 Business Division Manager

Finance # _____

**BILLING AND COLLECTION SERVICES
AGREEMENT**

Between

BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL

And

CITY OF FALCON HEIGHTS, MINNESOTA

This agreement ("Agreement") dated this _____ day of _____, 2013 by and between the **BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL**, a municipal corporation under the laws of the State of Minnesota ("Board"), and the **CITY OF FALCON HEIGHTS, MINNESOTA**, a municipal corporation under the laws of the State of Minnesota ("City")

WHEREAS, the City and the Board entered into an agreement dated July 9, 1997, which provided for the Board's acquisition of the City's water facility assets, and also provided for billing and collecting of the City's sanitary sewer charges with the Board's water bills; and

WHEREAS, over time, the parties amended said agreement to provide for the billing and collecting of City charges for sanitary sewer, storm sewer, recycling, street lighting and a water/hydrant surcharge; and

WHEREAS, the City believes it is in its best interest to continue to have the Board provide billing and collection services and the Board desires to be fairly compensated for providing such services for the City; and

WHEREAS, the parties have agreed upon revised billing fees to be charged for such services, which the parties believe fairly compensate the Board; and

WHEREAS, the Board and the City desire that said revised billing fees provided for herein become effective January 1, 2013, and to render null and void all previous billing and collection provisions contained in any agreement and amendment between the parties.

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, the Board and City agree as follows:

Section 1. Scope of the Agreement.

A. This Agreement pertains to the Board provision of the billing and collection of City sanitary sewer charges and charges for other City utilities or services, (“Miscellaneous Utility” or “Miscellaneous Utilities”). Currently, Miscellaneous Utilities include, storm sewer, recycling, street lighting and water/hydrant surcharge. The billing and collection services addressed in this Agreement are available only for 1) properties where the Board supplies metered water service, or 2) properties served by private well(s).

B. Sanitary sewer charges shall be billed to properties where the Board supplies metered water service, and charges shall be based on the volume of water used, subject to a minimum charge. Where sanitary sewer charges are to be applied to private well accounts, the charge shall be a flat rate.

C. Miscellaneous Utility charges shall be billed only to properties where there is 1) a metered water service, 2) a private well served by City sanitary sewer, or 3) a private well with a private septic system.

Section 2. Responsibilities of the City.

A. The City shall continue to provide the billing information for each account in a timely and accurate manner and the Board shall not be responsible for billing errors caused by inaccurate, untimely, or insufficient information supplied by the City.

B. The City shall establish sanitary sewer rates and minimum charges for accounts where there is a metered water service. The City shall be responsible for determining the amount of credit issued to an account for sanitary sewer charges for water that does not discharge to the sanitary sewer system. The City shall promptly send to the Board a list of credits to be applied to the appropriate accounts.

C. The City shall establish flat sanitary sewer charges for private well accounts served by City sanitary sewer.

D. The City shall establish Miscellaneous Utility charges for all accounts.

E. The City shall notify the Board of any changes in regular annual rates and/or charges. For changes that have an effective date of January 1st, the City shall notify the Board by no later than the Thursday following the second Wednesday of December. For all other changes, the City shall notify the Board at least forty five (45) days prior to the effective date.

F. The City shall address all customer inquiries referred by the Board regarding sanitary sewer and Miscellaneous Utility charges.

G. The City shall identify one- and two-family residential accounts. The parties agree that the definition of residential and commercial accounts shall be determined by Sections 85.02 and 85.03, Title XI of the Legislative Code of the City of Saint Paul.

H. To the extent permitted by law, the City shall adopt an ordinance giving the Board authority to certify past due billed charges to Ramsey County for collection with property taxes. The City shall indemnify, defend and hold harmless the Board against any claim, action or lawsuit brought to dispute any such certification. Upon receipt by the City or the Board of such claim, action or lawsuit, the City shall reimburse the Board the full amount of the disputed certification to the extent the City has received those funds.

Section 3. Responsibilities of the Board.

A. The Board shall calculate, bill and collect sanitary sewer and Miscellaneous Utility charges.

B. The Board shall bill all accounts on a billing cycle as established by the Board for water billing.

C. Unless the City specifically directs the Board to stop billing a specific charge, sanitary sewer charges and Miscellaneous Utility charges shall continue to accrue in the same manner as water charges. As such, billing shall stop upon Board verification of removal of the water meter.

D. The Board shall collect a late payment charge on any bill when a balance remains unpaid for thirty (30) days. This late payment charge will be retained by the Board.

E. Where any portion of the water bill is not paid, the Board's established procedures and rules for collection of unpaid or delinquent bills shall be applied, including certifying delinquent accounts to Ramsey County for collection with property taxes.

F. The Board shall address all customer inquiries concerning billing and collecting charges on the water bill. The Board shall refer customer inquiries regarding Miscellaneous Utility charges and sanitary sewer rates to the City.

G. The Board shall furnish a monthly report of sanitary sewer and Miscellaneous Utility account billings and adjustments to City. The Board shall also provide an annual report that includes each City account with related billing information.

H. Upon request, the Board shall provide the City a report of any twelve (12) month period detailing accounts where a meter was removed and billing was suspended.

Section 4. Compensation and Payment.

A. In consideration of the Board's performance of this Agreement, the Board shall receive the billing service fees listed below ("Billing Fees"), which shall be adjusted on January 1 each year.

Effective January 1, 2013

1. Two dollars and eighty cents (\$2.80) per bill for billing and collecting sanitary sewer charges where there is a metered water service.
2. Eight cents (\$0.08) per Miscellaneous Utility charge per bill where there is a metered water service.

Example of applying the 2013 Billing Fees to metered water accounts:

Metered water service accounts
\$2.80 sanitary sewer
\$.08 water/hydrant surcharge
<u>\$.08 street lighting</u>
\$.08 recycling
<u>\$.08 storm sewer</u>
\$3.12 Total

3. Five dollars and fifty three cents (\$5.53) flat fee per bill where there is a private well service, regardless of the number of Miscellaneous Utilities billed. The Board receives no water service revenue from these accounts.

Examples of applying the 2013 Billing Fees to private well accounts:

Private well accounts with a flat sanitary sewer charge

\$5.53 sanitary sewer
\$.00 recycling
\$.00 street lighting
\$.00 storm sewer
\$5.53 Total

Private well accounts without a flat sanitary sewer charge

\$5.53 recycling
\$.00 street lighting
\$.00 storm sewer
\$5.53 Total

Effective January 1, 2014

1. Two dollars and eighty cents (\$2.80) x CPI [Index of July 2013 / Index of January 2011] per bill for billing and collecting sanitary sewer charges where there is a metered water service.
2. Twelve cents (\$0.12) x CPI [Index of July 2013 / Index of January 2011] per Miscellaneous Utility charge per bill where there is a metered water service.
3. Five dollars and fifty three cents (\$5.53) x CPI [Index of July 2013/ Index of January 2011] per bill where there is a private well service, regardless of the number of Miscellaneous Utilities billed. The Board receives no water service revenue from these accounts.

Beyond January 1, 2014

1. The parties agree to meet and confer at five (5) year intervals from the date of this Agreement to review the Billing Fees.
2. Unless otherwise agreed to by both parties, annual revisions to the Billing Fees beyond January 1, 2014 shall be tied to the CPI of July in the year preceding the Billing Fee increase.

3. The revisions shall be calculated by applying the percent change of the July CPI over the past 12 month period. For example, the Billing Fees effective January 1, 2015 shall be adjusted in accordance with the percent change in CPI [Index of July 2014 / Index of July 2013].

B. Billing Fees shall be no higher than the lowest per-bill Billing Fees charged to other municipalities served by the Board for like services.

C. For purposes of this Agreement, "CPI" shall mean the Bureau of Labor Statistics Table 1 Consumer Price Index for all Urban Consumers (CPI-U): U.S. city average by expenditure category and commodity and service group, using the Unadjusted indexes "All items" (top line of the expenditure category).

D. On a monthly basis, the Board shall pay the City via wire transfer, or other method acceptable to both parties, the amount of sanitary sewer and Miscellaneous Utility charges it billed since the previous payment, plus or minus any adjustments and less the prevailing per-bill billing service charges for that period.

E. The City may desire to have printed materials inserted with water bills. The Board is willing to insert said materials at its discretion, provided space is available and the materials do not cause the postal weight limit to be exceeded. Should the insert cause the postal weight limit to be exceeded, the City shall reimburse the Board any additional postage costs.

F. Additional Billing Services and Rate Revisions

1) Additional Billing Services

In the future, the City may desire to have the Board bill for additional Miscellaneous Utilities not addressed in the Agreement (e.g. street lighting). In that event, the City shall provide a written request for such additional billings. The Board may choose to provide billing for such additional Miscellaneous Utilities, but is under no obligation to do so. The Board shall provide a written response to the City's request within thirty (30) calendar days of receipt. If the Board agrees to provide the requested billing, it

shall provide an estimate of all costs related to implementation of the billing (e.g. programming, set-up, testing, etc.) and an estimated timeline to implementation.

2) Revisions to Existing Rates

In the future, the City may desire to revise the rate structure of existing sanitary sewer or Miscellaneous Utility charges. In that event, the City shall provide a written request for such revision no less than four (4) months prior to the date billing is to commence. The Board agrees to apply said revised rates to the best of its ability as limited by constraints of billing system configuration, software licensing or other factors.

3) If the City desires the Board to proceed with implementing the requested billing, it shall notify the Board in writing.

4) The City shall be responsible for all Board costs related to the implementation of new billing.

5) Following implementation of billing for an additional Miscellaneous Utility or a revised rate structure, the Board shall submit an itemized invoice of its implementation costs to the City. Upon receipt of the invoice, the City shall make payment to Board within thirty (30) days.

Section 5. Notice.

All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following addresses:

If to Board: Saint Paul Regional Water Services
General Manager
1900 Rice Street
Saint Paul, MN 55113-06810

If to City: City of Falcon Heights
Finance Director
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

Section 6. Previous Billing Agreement and Amendments

The parties hereby agree that the billing and collection provisions concerning sanitary sewer and Miscellaneous Utilities contained in previously executed agreements and amendments are null and void and replaced in their entirety by this Agreement. All other terms and conditions shall remain in full force and effect.

Section 7. Term of Agreement.

This Agreement shall commence on the date of City council approval or Board approval, whichever occurs last. This Agreement shall expire on December 31, 2032, or upon termination of the October 30, 1996 Water Service Agreement between the parties, whichever occurs first, subject to the terms of Section 9.

Section 8. Amendment.

This Agreement may be amended in writing for additional terms prior to the expiration of the current term, or for any other reason, upon such terms and conditions as may be mutually agreeable between the parties.

Section 9. Termination.

A. This Agreement may be terminated for cause by either party upon six (6) months written notice. Such notice shall specify all terms and conditions that the terminating party alleges the other party has failed to comply with, and the other party shall have up to sixty (60) days to correct said noncompliance.

B. This Agreement may be terminated in whole or in part without cause, provided that the terminating party provides not less than one year written notice of its intent to terminate.

[Remainder of page left intentionally blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf respectively as of the day and year first above written.

APPROVED:

**BOARD OF WATER COMMISSIONERS
OF THE CITY OF SAINT PAUL**

By _____
Stephen P. Schneider, General Manager

By _____
Matt Anfang, President

Approved as to form:

By _____
Assistant City Attorney

By _____
Mollie Gagnelius, Secretary

By _____
Todd Hurley, Director
Office of Financial Services

**CITY OF FALCON HEIGHTS,
MINNESOTA**

By _____
Its Mayor

By _____
Its City Administrator