

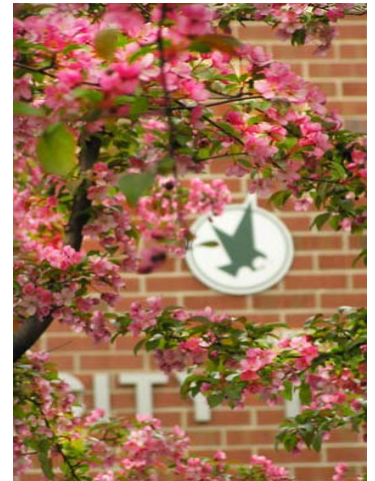
CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

AGENDA
January 9, 2013

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ GOSLINE ____
LONG ____ MERCER-TAYLOR ____
FISCHER ____
- C. PRESENTATIONS:
 - 1. Operational Analysis of Fire Services- David Unmacht, Springsted Incorporated
- D. APPROVAL OF MINUTES: December 12, 2012
- E. PUBLIC HEARINGS:
 - 1. 2013 Pavement Management Project, Order Improvement and Preparation of Plans and Specifications
- F. CONSENT AGENDA:
 - 1. General Disbursements through 1/3/2012: \$199,518.47
Payroll through 12/27/2012: \$29,271.902
 - 2. Approval of City License
 - 3. Resolution Designating Official Depositories for 2013
 - 4. Review of Elected Official Out-of-State Travel Policy
 - 5. Designation of Official Newspaper
 - 6. Review and Adopt Council Standing Rules
 - 7. Appointment of City Engineer
 - 8. Appointment of City Attorney
 - 9. Appointment of City Auditor
 - 10. Appointment of Acting Mayor
 - 11. Council/City Commission Liaison Assignments- Amended
 - 12. Recreation Agreement with the City of Lauderdale
 - 13. 2013 Cost of Living Adjustments (COLA)
 - 14. Approve St. Croix Tree Service, Inc. as the 2013-2014 Tree Trimming and Removal Contractor
 - 15. Approval of Building Repair Invoice
 - 16. Appointment of Administrative Coordinator
- G. POLICY ITEMS:
- H. INFORMATION/ ANNOUNCEMENTS:

I. COMMUNITY FORUM:

J. ADJOURNMENT:



Final Report

Operational Analysis of Fire Services

City of Falcon Heights, Minnesota

January 9, 2013

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Mission Statement

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

Mr. Bart Fischer, City Administrator
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, Minnesota 55113-5594

Re: Operational Analysis of Fire Services

Dear Mr. Fischer:

On behalf of my partner, Pat Simpson, we are pleased to submit the Final Report for the Operational Analysis of the Fire Services for the City of Falcon Heights. The scope of services for this study was designed to create a baseline of information and an objective assessment of the Falcon Heights Fire Department. Our study process model included a variety of steps and procedures which were designed to provide a comprehensive set of data and findings to be used as the foundation for our recommendations.

Through the preparation and development of this Report we hope that the City Council and staff can engage in timely and productive policy discussions on the future of the Fire Department. We provide background information on the department, fire service standards and benchmarks, fire apparatus, demand, deployment and risks and information on the organization, management and operations of the department. One of the other features of our Report is a comparative summary of other fire departments in the metropolitan area. Collectively, all of this information is helpful to understand what you have today and to begin planning for what you want for fire services in the future.

It has been our pleasure to work with you on this study and we thank you and all of your staff and elected officials for this opportunity.

Sincerely,

David J. Unmacht
Springsted Incorporated

sml

1. Executive Summary

The Mayor and City Council of the City of Falcon Heights created a strategic objective to complete an assessment of the Fire Department. After a competitive bidding process, the City retained Springsted, Incorporated to conduct an operational analysis of the department. Springsted retained the services of Mr. Pat Simpson, Tri-Data, Incorporated to partner in the study.

The purpose of the study was to develop a baseline of information on the department and to review and evaluate the practices, methods and standards presently used by the department in the delivery of fire services. Included in the evaluation was a review of the existing organizational structure, fire equipment and apparatus, strengths, issues and challenges, and present staffing levels. The scope of services also asked one important question and that was whether or not it is practical and possible to combine the City's fire services with another neighboring municipality.

It is important to the credibility of the process and the study to seek input from interested parties and those affected by the discussion and future decisions. Several process highlights are worth noting, they include:

- Eight (8) individuals from the City (elected officials and staff) were interviewed
- A meeting was held with representatives from the *Grove* neighborhood
- A meeting was held with representatives of the City of Lauderdale
- A resident of Falcon Heights and a former State Fire Marshall was interviewed
- Six cities were identified and a comparison of fire service was completed

The contributions of all individuals were instrumental in providing valuable input into the study and the ultimate conclusions in the Report. The willingness of all stakeholders to offer candid insight, ideas and data helped to frame and shape the recommendations.

The Fire Department in the City is providing very efficient services to the community. The cost per capita based on a population of 5,321 is \$23.73. This per capita number is reduced to \$16.40 when the Lauderdale population of 2,379 is factored in. City officials in Lauderdale are pleased with the fire service and although satisfied with the relationship, would support even greater communication between the department and the City. The department has a traditional organizational structure and business model. The department uses a part-time Fire Chief with a paid on call staffing complement of 20 members. There have not been problems in recruiting new members to the squad, but it is advisable to be conscious of the trends in paid on call departments.

The findings and analysis of the Report offer a recommendation that it is timely for the City to consider creating a paid Fire Chief position. The needs of the department, the recommendations offered in the study and the ongoing and increasing demands placed on the role of the Fire Chief require a community conversation on how the top leadership position is structured.

The contents of this Report provide the Mayor, City Council, Fire Department, city administration and the community stakeholders with a framework to consider ideas and options for the future of the fire service in Falcon Heights. These recommendations cover a wide path including staffing, equipment, communication and collaboration with other Fire Departments. The fire services in the City are delivered responsibly and efficiently; yet there are clear and concise opportunities to enhance and improve the effectiveness of the fire services within the City of Falcon Heights.

2. Background

The City of Falcon Heights was incorporated as a Village in 1949 and became a City in 1974. The boundaries of the city occupy 2.28 square miles. Appendix I is a map of the Cities of Falcon Heights and Lauderdale. According to the 2010 census, 5,321 people presently reside in the community. The City of Falcon Heights is a first-ring suburb in the Twin Cities metropolitan area. Neighboring cities include St. Paul to the east and south, Roseville to the north, and Lauderdale to the west. The Minnesota State Fairgrounds, home to the Minnesota State Fair, and the University of Minnesota, St. Paul Campus are within the city's borders. Emergency services to these institutions are provided by their own police departments and the St. Paul Fire Department.

Major employers in Falcon Heights include Technology Information and Education Services (TIES), a provider of training services to school districts, and Spire Federal Credit Union. Roughly 66% of the city's tax base is held by tax-exempt entities. Falcon Heights enjoys a diverse housing stock, including several apartment structures, senior living facilities, and single-family homes. Most of the housing stock was built in the post-World War II period, although significant redevelopment has occurred within the past ten years, and plans call for more redevelopment in the coming years. Major roadways in the city include Snelling Avenue, a state highway, as well as Larpenteur Avenue, a county roadway. The controlled intersection of these two roadways is one of the busiest intersections in the metropolitan area. It is worth noting that members of the Fire Department work and live on the east side of the city; in order to get to the Fire Hall they must safely pass through this intersection at all times of the day. State Highway 280 runs through Lauderdale, which is also in the coverage area for the department. Police services to both Falcon Heights and Lauderdale are provided by the City of St. Anthony Village. Ambulance service to both cities is provided by the City of St. Paul. By all testimony the present relationships between the Falcon Heights Fire Department and other public safety providers in the City is positive and effective.

The City of Falcon Heights leaders engaged in a goal setting and strategic planning session in 2011. An extensive list of priorities was identified in a 10 page document. The stated purpose of the goals is "To sustain this community as a great place to live, work and visit." Highlighted in this section are references to items that are either directly or indirectly relevant to the fire services analysis. These include the following three goals and accompanying strategies:

- Goal 1:** To protect the public health and safety.
 - Strategy 1: Provide public safety services to citizens
 - Provide a responsive, well-trained fire service with each firefighter averaging 100 hours of training per year
 - Pursue a comprehensive analysis of fire department operations
- Goal 2:** To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.
 - Strategy 2: Host community/neighborhood events and activities
 - Support the Fire Department/Public Safety Open Houses
- Goal 3:** To provide a responsive and effective city government.
 - Strategy 3: Maintain collaborative relationships with other entities
 - Strategy 4: Effectively manage the city's financial resources

The list of items above is representative of the importance of public safety and fire services to the City and community. Conducting a fair, balanced and objective fire analysis supports the goals and objectives of the Falcon Heights City Council.

3. The Study

Within the 2011 strategic planning process under the strategy *to provide public safety services to the citizens*, the City identified an action item to “pursue comprehensive analysis of fire department operations in order to maximize efficiency and use of resources.” A Request for Proposals (RFP) was prepared and distributed to professional firms for review and consideration. Springsted, Incorporated, in partnership with Pat Simpson, Tri-Data, was hired to perform the analysis.

At the onset of the study, each of the elected officials was interviewed. The consensus of the elected officials was that the purpose of the study is to learn more about the fire service and to undertake an objective assessment of the existing practices, standards and procedures.

The objective of the fire services study is to conduct a review of the present fire service delivery system and make recommendations for improvements in efficiency and effectiveness of the department. The scope of work included these ten items:

1. Review response times from 2008-2010 and benchmark against state and national standards for volunteer/paid-on-call departments including NFPA #1720, ISO and CAFI standards.
2. Review department organizational structure and workplace culture and make recommendations on potential improvements.
3. Gather input from stakeholders, including members of the fire department, city council, city administration, City of Lauderdale representatives, and neighboring fire departments with which Falcon Heights has aid agreements.
4. Provide a review of current compensation structure as compared to similar cities/departments in Minnesota. The City will work with the successful consultant to identify the cities/departments to compare with within the scope of services.
5. Analysis of current staffing levels and recommendation of appropriate levels to ensure effective response times; compare staffing levels to similar metropolitan departments. Assess ability to recruit and retain paid on-call personnel.
6. Review of training procedures and record keeping and provide recommendations on the improvement thereof.
7. Analysis of current equipment status and future needs including a proposed timeframe for replacement or upgrade.
8. Comparison of current departmental budget as compared to similar metropolitan departments including personnel costs, vehicle maintenance and training budgets.
9. Review the existing Standard Operating Procedures (SOP's) and make recommendations for improvements or enhancements.
10. Provide estimate of costs associated with receiving comparable services from an outside agency/fire department.

4. The Study Process

The process used for the organizational analysis of the department includes these 16 steps:

- Eight (8) one-on-one interviews with elected officials, city administration and fire staff.
- Work sessions with the City Administrator and Fire Chief.
- Interview with former State Fire Marshall Tom Brace (a Falcon Heights resident).
- Interview with Lauderdale City officials.
- Conversations and discussions with Roseville and St. Paul Fire Departments.
- Meeting with representatives of the Grove neighborhood.
- City data, including strategies and goals, 2009 Comprehensive Plan, organizational charts, budget information, fire data and statistics.
- Standards and benchmark data collection and analysis.
- Fire Department Base line comparison survey including the cities of St Anthony Village, North St. Paul, Newport, Bayport, Mendota Heights, Spring Lake Park.
- Cost comparison survey including the departments of New Brighton, Maplewood, Roseville, Vadnais Heights, White Bear Lake, Lake Johanna, and Little Canada.
- Conversations with professional peers in other cities.
- Review of documents, presentations and handouts including:
 - Emergency calls history
 - Fire losses
 - Apparatus maintenance
 - Departmental operating guidelines
 - Training records
- Briefing on the *Findings* with the City Administrator, Assistant to the City Administrator, Fire Chief and Assistant Fire Chief.
- Preparation of a Draft Report; submitted to city staff for review and comment.
- Presentation of a revised Draft Report to the Mayor and City Council on November 7, 2012.
- Preparation of the Final Report and presentation to the City Council on January 9, 2013.

Each of these steps was an important component of the overall process. Collectively they formed and shaped the findings and recommendations.

5. Fire Department

The Falcon Heights Fire Department (FHFD) provides fire services to residents and properties within the City of Falcon Heights, which according to the 2010 census has a population of 5,321 and a size of 2.28 square miles. The FHFD has mutual aid agreements with surrounding fire departments which allows them to call in help from other communities for large-scale emergencies.

The City of Lauderdale, with a population of 2,379 and a size of .4 square miles, contracts for fire protection from the City of Falcon Heights. Interviews with Lauderdale city officials indicated that the performance of the FHFD is good. No clear issues or concerns specifically originating from the City of Lauderdale were identified that need to be addressed in the fire study or by the department.

The total population served by the FHFD is 7,700 citizens. The department is a volunteer, or paid-on-call, workforce with an average of twenty (20) firefighters on staff at any one time. The department is led by a Chief, who is elected to three-year terms by the membership. Department leadership also includes an Assistant Chief and three Captains. The present Fire Chief's term expires in November of 2014.

All firefighters are required to have completed certified firefighter one and two courses, haz-mat operations, and Emergency Medical Technician (EMT) or first responder training. In addition, firefighters must attend at least 33 training sessions each year, which includes Self Contained Breathing Apparatus (SCBA) training at least four times a year. These drills are typically two hours in length. Drills are led by trained department personnel as well as instructors from Hennepin Technical College. Hazardous material training is provided by the North Suburban Haz-Mat Team. The Insurance Services Office has assigned Falcon Heights a Class 5 ISO Rating. (See other section in the report for a briefing on ISO Ratings.)

Falcon Heights Fire Department Mission Statement

The mission of the FHFD is, "To continually strive for the prevention of fires, injuries, accidents, life and property loss while upholding high standards for the quality of services we provide to the citizens, business and visitors to the City of Falcon Heights."

Fire Department Organizational Values

The Fire Department is committed to a creative process which develops mutual respect and pride in ourselves and the community in which we serve. To this end, we value:

- Personal and organization integrity
- An environment of mutual trust, fairness, sensitivity and dignity
- Promoting confidence in individual capabilities and teamwork throughout the organization
- Accessibility, open communications, and participation in decision making
- Dedication to duty
- Quality service
- Providing leadership in the community and fire service
- Adapting to the changing needs of the community we serve

Fire Department Comprehensive Plan

In the 2009 Comprehensive Plan language is included which states that the City, “... intends to maintain the volunteer fire department at current levels but will continue to evaluate the potential for the sharing/consolidating of fire services with adjacent communities as appropriate to maximize efficiency and minimize costs. The City will continue to participate actively in countywide and metro efforts to develop a coordinated emergency response system.”

Fire Department Communications and Culture

One of the foundations for all organizational cultures is how communication takes place both internally and externally. A review of the FHFD communications offers the following.

Internal Communication

FHFD has formal and informal internal communications systems. Formally the department utilizes the chain of command and information flows up and down this structured system as per departmental guidelines. Informally, FHFD has several groupings of personnel which center around tasks, age, and length of service. Such grouping are also a normal part of most fire departments; these serve to strengthen the organization since perceptions and issues tend to be resolved in a positive manner by informal discussion rather than formal protocol using Standard Operating Guidelines (SOG’s) and regulations to seek an outcome. Informal communications in FHFD are functioning well and solving problems effectively.

External Communication

How FHFD communicates with other parts of the City organization and with outside entities and citizens is also important to being a high functioning department. This is an area where FHFD can improve in interaction and transparency. The first area to improve is the department’s relationship with city administration. Historically the communications occurred largely with the city council and the city administrator during the budget process and during handlings of inquiries and/or citizen concerns. While it is likely that the communication culture is largely due to the fact that FHFD is an on call organization, it is imperative that additional steps be taken in this key area. Citizen interaction and public contact is also an important area of need within the department. This means more than just going to community events and passing out information packets. Areas which can be key points of citizen interaction include training drills; after incident fire safety education for neighborhoods; fire safety and fall training for senior citizens; and a fire cadet program.

Organizational Culture

Culture refers to the values, beliefs, and traditions shared by all members of the organization. Culture has a profound impact on department performance as it guides everyday practices and behaviors, which may or may not be in harmony with the stated vision and core values. FHFD culture is very deeply set in traditional fire service values. This is both a good and bad situation. It is good because internally FHFD knows who it is and what its job is. They understand the basics and they do them well. However, there is an organizational perception of “just being there” for the emergency and otherwise “being out of sight” is not consistent with best practices or the goals of the City Council.

During our discussion with the city staff we learned that over the course of the past year, the conversations between the Fire Department and city administration are improving and heading in the right direction. This is a good sign and certainly we encourage this course of action to continue and be operationalized into the department culture.

In summary, three main drivers encourage the FHFD to improve its communications and culture – 1) effective business practices; 2) interest from the elected officials; and 3) directives from the 2011 goals and strategies.

6. Standards and Benchmarks

This section compares the FHF D to industry standards. There are two specific National Fire Protection Association (NFPA) standards which are applicable to the fire service delivery system in Falcon Heights.

NFPA 1720

The most widely recognized standard used in response time analysis for volunteer fire departments is outlined in NFPA 1720, Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments.

Falcon Heights/Lauderdale, with 2.68 square miles of land area and a population of 7,700, has a jurisdictional population density of 2,961 people per square mile. This population density puts Falcon Heights in the “urban” demand zone classification which recommends an initial response of 15 personnel responding to fire calls within nine minutes 90% of the time. *Based on an analysis of the data, the actual response time for fire calls in the past five years is that 95.2% of all fire emergency calls were responded to within nine minutes of notification.* This response clearly exceeds the NFPA benchmark of 90%. FHF D also has 20 personnel so responding with a minimum of 15 firefighters is well within their capability. It is our conclusion that the FHF D is meeting the NFPA 1720 standard.

NFPA Handbook

National Fire Protection Handbook, 18th Edition, Typical Initial Attack Response Capability Assuming Interior Attack and Operations Response Capability makes staffing and initial response complement recommendations based on the number of firefighters arriving on the scene of a fire depending upon the risk of occupancy (low, medium, and high-hazard occupancy). The NFPA staffing recommendations by the type of hazard areas is:

High-Hazard Occupancies

Schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings, and other high-risk or large fire potential occupancies: At least four pumpers, two ladder trucks (or combination apparatus with equivalent capabilities), two chief officers, and other specialized apparatus as may be needed to cope with the combustible involved; not fewer than 24 firefighters and two chief officers.

Medium-Hazard Occupancies

Apartments, offices, mercantile and industrial occupancies not normally requiring extensive rescue or firefighting forces: At least three pumpers, one ladder truck (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 16 firefighters and one chief officer.

Low-Hazard Occupancies

One, two, or three family dwellings and scattered small businesses and industrial occupancies: At least two pumpers, one ladder truck (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus are recommended to be available; not fewer than 12 firefighters and one chief officer.

FHF D has the personnel and equipment to respond to low hazard occupancies as set out in this standard. Medium and high hazard occupancies will require the use of mutual aid from neighboring

jurisdictions. Such joint responding should be developed using a system which employs a predetermined set of FHFD and neighboring jurisdictional resources assigned to respond to these higher hazard calls as the alarm complement.

The recommendations and guidelines outlined in the *NFPA#1720 and NFPA Handbook* should be considered, but are not necessarily the final word as the NFPA guidelines do not address how fire departments will also be able to comply with the Occupational Safety and Health Administration (OSHA) mandated “Two-in/Two-out” rule (see below).

OSHA Regulations

Additional standards for staffing are related to OSHA’s regulations for firefighter safety. To protect the safety of firefighters, the United States Department of Labor and OSHA have enacted 29 CFR 1910.134, known as the Two-in/Two-out rule that requires four personnel on scene at all structure fires before initial interior attack begins.

OSHA

Firefighting is a dangerous and physical labor-intensive profession. Although technologically the tools and equipment used by firefighters have changed dramatically over the years, the basic goals have remained almost unchanged: to preserve life and protect property by successfully extinguishing fires – and not get hurt in the process. To accomplish this, firefighters must be able to quickly and efficiently gain access to a fire and apply an extinguishing agent (typically water, but foam and other agents are gaining in popularity). This requires emergency responders to operate in dangerous environments where they are at high risk for serious injury or death.

To protect the health, safety, and welfare of firefighters, the federal government enacted regulations to ensure that firefighters operate safely in and around structure fires. Enacted by the Department of Labor and the OSHA, 29 CFR 1910.134, also known as “Two-in/Two-out,” mandates that there must be a minimum of four personnel on the scene of a structural fire before personnel can initiate interior operations. Two firefighters must remain on the exterior of the structure, properly equipped with full turnout gear and SCBA to act as a Rapid Intervention Team (RIT) in the event the firefighters operating inside the structure become incapacitated or trapped. Although OSHA allows one RIT member to have an additional role such as incident commander or safety officer, as long as rescue activities can be performed without jeopardizing the safety of other firefighters, a pump operator cannot make up part of the RIT unless the apparatus utilizes a positive water source, which allows the pump to be unstaffed for a period.

Based on our analysis, the FHFD is complying with these mandated requirements as set out in their practices and in their department Standard Operating Guidelines.

ISO Classification

Insurance Services Office (ISO) community fire protection ratings have been a benchmark for jurisdictions for decades. The system measures the effectiveness and efficiency of three key parts of community fire protection; fire department, water distribution, and alarm notification system. However there are two key limitations of this benchmark. First is that the evaluation is only used by some insurance companies, with several large insurers doing their own risk assessment by individual occupancy. Second is the fact that residential insurance rates for participating insurers are banded for class #2 through class #8 communities. This means that the premium for insurance to homeowners is the same for these communities. The only occupancy type which has separate rates for each class

number is commercial occupancies where the needed fire flow is below 3,500 gallons per minute (gpm) for suppression. Bottom line, ISO ratings are a good benchmark for suppression activities of a community but do not evaluate the key areas of prevention, code enforcement, and planning and zoning which are the proactive functions of community fire defense planning.

Falcon Heights has a Class #5 community fire protection rating with individual ratings for water distribution, emergency notification system, and the fire department. This rating is a good rating in any community and particularly for a paid on call fire department. City leaders should rightfully be very proud of this achievement. However service delivery efficiency is the real measure of fire department operational procedures.

In the most recent ISO survey of Falcon Heights the final rating of Class #5 was only 4 deficiency points from being a Class #4 jurisdiction. Using the recommended improvements in this study for response, apparatus replacement, and fire prevention, it is possible that the FHFD can improve to a Class #4 rating.

7. Fire Apparatus

The department currently has three Class A fire apparatus. The Class A structural firefighting, fire apparatus as defined by NFPA includes two pumpers with onboard water, a fire pump, onboard fire hose, and ground ladders and one telesquirt which includes all pumper functions and a rescue ladder/elevated waterway.

Engine 752 - 2001 Freightliner Custom Pumper



Vehicle Description:

- 1,250 GPM Waterous Pump
- 500 Gallon Tank
- 25 Gallon Foam Tank
- Foam Pro System
- Hydraulic ladder rack
- 12,000 lb winch
- Slide Out Rear Tray for Hurst Tools
- 5,500 Watt Gas Generator

This engine has the seating capacity of five members with four members having access to a SCBA Unit.

Engine 753 - 2005 Sterling Custom Fire Pumper



Vehicle Description:

- 1,500 GPM Waterous Midship Mount Pump
- 500 Gallon Tank
- 20 Gallon Foam Tank
- Foam Pro System
- Hydraulic ladder rack
- Slide Out tool compartments
- 5,500 Watt Hydraulic Generator

This engine is a full response pumper which has the seating capacity of seven members with six members having access to a SCBA Unit.

Engine 757 - 1990 General Telesquirt



Vehicle Description:

- 65 ft Telesquirt with 1,000 GPM Nozzle
- 1,500 GPM Waterous 2 Stage Pump
- 500 Gallon Water Tank
- 7,000 Watt Diesel Generator

This engine has the seating capacity of five members with four members having access to a Self Contained Breathing Apparatus (SCBA)

Additionally there is a 1998 Chevrolet utility vehicle with a 10,000 pound winch which is used for routine departmental operations and can be used to transport personnel during emergency incidents.

Maintenance records show that the apparatus are well maintained and receive regular inspections. Operational testing procedures are being completed on all apparatus. Five year maintenance expenses for the apparatus total: #752 = \$13,000; #753 = \$15,500; #757 = \$30,000. Total maintenance expenses over the past five years on all three major pieces of equipment are \$58,500. This is approximately \$10,000 per year for apparatus maintenance which is certainly a good value when considering the total new replacement value of all three of the apparatus would be in excess of \$1.5M.

Presently there is also \$175,000 set aside for major refurbishing and repair for #757. Plans are to make these repairs in the near future depending upon the recommendations of this study.

Apparatus Replacement Schedule

There are two principal guidelines used for apparatus replacement, the NFPA vehicle replacement guideline and the American Public Works Association (APWA) replacement scoring system. Both standards are useful but both standards are a one size fits all approach which needs to be individualized to meet jurisdictional realities. The NFPA guidelines for fire vehicle replacement are:

“The normal life expectancy for first-line fire apparatus will vary from county to county, and city to city, depending upon the amount of use the equipment receives, and the adequacy of the maintenance program. In general, a 10–15-year life expectancy is considered normal for first-line pumping engines. First-line ladder trucks should have a normal life expectancy of at least 15 years. In fire departments where ladder trucks make substantially fewer responses to alarms than engines, a planned first-line service of 20 years may be warranted for ladder trucks. Some smaller fire departments that have infrequent alarms operate pumping engines up to 20 years with reasonable efficiency, although obsolescence will make older apparatus less desirable, even if it is mechanically functional. In some types of service, including areas of high fire frequency, a limit of 10 years may be reasonable for first-line service. The older apparatus may be maintained as part of the reserve fleet, as long as it is in good condition, but in almost no case should the fire department rely on any apparatus more than 25 years old.¹”

These NFPA guidelines have proven to be reasonable in practice and tend to be followed by most fire departments that have neither extremely high nor extremely low numbers of runs or vehicle mileage. Based on our professional experience and long tenure in the fire services, these are a good benchmark for “best practices.”

The guidelines provide some latitude in determining useable life for a fire service vehicle. Age and accumulated mileage are the most important variables to consider in vehicle replacement. The numbers of calls to which a vehicle responds and the frequency and quality of preventive and other maintenance received can also affect vehicle lifespan.

As a rule of thumb, an annual replacement review process should be undertaken for any piece of front-line fire apparatus more than ten years old to determine whether replacement is warranted. More heavily used apparatus may need to be replaced sooner than less heavily used pieces. Apparatus can be taken out of front-line service and placed in a reserve status for a few additional years of life, as long as such vehicles can still be safely used for their designated purpose and still meet ISO and NFPA performance standards. Modern safety features also are important to consider. Older vehicles may lack important new features (e.g., enclosed cabs, and older aerial ladder may not have interlocking safety devices), which may be significant reason not to wait until the end of a replacement cycle to order a new vehicle, even if the current vehicle is in good condition.

Some fire departments use a scoring system developed by the American Public Works Association Fleet Service Committee for assessing fire apparatus for replacement, or a scoring system similar to it. The system entails considering a combination of variables that include age, mileage, maintenance costs, and operating conditions. A replacement score is calculated for each vehicle based on the sum of its scores for age, usage, and condition. The data for these calculations are usually obtained from computerized vehicle maintenance records and work orders, but can also be obtained through notes, and written records.

¹ *NFPA Fire Protection Handbook (18e)*, Quincy, MA, 2000, pp. 10-208-209.

The age of the vehicle is scored by assigning one point for each month from the date on which it was purchased. The usage score assigns one point for each 1,000 miles traveled or 3.5 points for each 100 hours of use, whichever is higher. The condition of the vehicle is scored on a scale of zero to five (with one being the best and five the worst) for each of five aspects- body, interior, functionality, maintenance/repair cost, and mission. Each of the five aspect scores is then multiplied by 12, and these values are summed with the points assigned for age and mileage to obtain the overall vehicle score. If the overall score exceeds the point limit established for the respective vehicle category, the vehicle is recommended for replacement. The categories and associated maximum scores are listed in Table 1.

Table 1: Maximum Vehicle Points before Disposal

Vehicle Category	Maximum Vehicle Points
Sedans, station wagons, and jeeps	162
Light-duty trucks	196
Medium- to heavy-duty trucks (including ambulances)	220
Fire apparatus	225

The critical component in any service-life-assessment system is the absolute requirement that a vehicle must be able to safely and reliably perform in a manner consistent with the vehicle's design purpose, regardless of mileage or hours of use. Elected officials and organizational leaders must remember that fire service vehicles are subject to much more demanding operational conditions than other vehicles in a jurisdiction's fleet. Rapid acceleration and deceleration, hard turns, quick stops, and other extreme demands are placed on fire apparatus on a regular basis. Additionally, fire apparatus are almost always fully-loaded with equipment. The water carried on a pumper can easily weigh several tons (over 12 tons in the case of a pumper-tanker), and aerial ladders may weigh more than 40 tons.

Apparatus Replacement Plan

FHFD currently has a 22 year old ladder truck (#757) which has over \$200,000 in current and planned maintenance and repair and does not have some safety features such as interlocks and tip communications which are required on today's aerial apparatus. This unit is a candidate for immediate replacement to provide Falcon Heights citizens and businesses the level of fire service delivery needed for the future and to properly protect firefighters during high risk operations.

Engine #752 is an 11 year old 1,250 gallons per minute Class A pumper built on a commercial chassis. This apparatus has had \$13,000 in maintenance and repair in the past five years. #752 is well maintained and safe for personnel. This unit is likely at the halfway point in its service life and will be a candidate for replacement in the next 10 years based upon current levels of service and no major breakdowns or safety failures.

Engine #753 is a seven year old 1,500 GPM Class A pumper built on a commercial chassis. This apparatus has had \$15,500 in maintenance and repairs in the past five years. #753 is well maintained and safe for personnel. This unit will likely be a candidate for replacement in the next 15 years if well maintained and without major breakdown or safety failure.

To look at the long term capital cost of fire apparatus it is essential to assess the cost per year needed to be set aside for a replacement program. The current apparatus would have a replacement cost of \$400,000 per engine (2) and \$750,000 for the ladder truck for a total of \$1,550,000 for the fleet. Capital expenditure for fire apparatus would be about \$77,500 per year based upon the current three apparatus with a service life of 20 years. This would equate to an annual cost per citizen of \$10.06 to maintain a 20 year equipment replacement for FHFD.

8. Demand, Deployment and Risks

The Fire Department currently responds to approximately 100 incidents per year. These incidents break out into three main categories:

- Fire and rescue calls
- Vehicle accidents with injuries
- Various emergency incidents

Demand

The annual calls and fire losses for 2007 – 2011 are outlined in Table 2. Fire loss is defined as the damage to structures, vehicles, and other property resultant from a fire, explosion, or similar incident usually calculated on an annual basis. Fire loss will vary year to year based upon the number and severity of incidents as well as the value of the structure and its contents.

Table 2: Annual Calls and Annual Fire Losses

Year	Calls	Fire Loss
2007	112	\$240,000.00
2008	99	\$0.00
2009	85	\$0.00
2010	108	\$500.00
2011	99	\$675,000.00
5 Year Totals	503	\$915,000.00
Average	100	\$183,100.00

The table above includes both the City of Falcon Heights and the City of Lauderdale. In 2011 there were two significant house fires, which resulted in an increase in the fire loss amount.

Deployment

FHFD operates from one station located at 2077 W. Larpenteur Avenue. The station is in good repair and provides adequate space for current and future operations. However there is no signage to denote that the location is the Fire Department. A sign could be located near Larpenteur which would identify the Fire Department as well as City Hall. Additionally signage on the building to identify the department entrance would be appropriate.

The current fire station location is well placed to provide good response times for the jurisdiction. The average response times for emergency calls from 2007 to 2011 are outlined in Table 3.

Table 3: Response Times

Year	Response Times
2007	6 min 21 sec
2008	6 min 29 sec
2009	6 min 32 sec
2010	7 min 34 sec
2011	6 min 14 sec
5 Year Average	6 min 46 sec

NFPA standard #1720 identifies response time for volunteer and combination fire service deliveries such as Falcon Heights. This standard is shown in Table 4 below:

Table 4: NFPA 1720 - Staffing and Response Time Standards

Demand Zone	Demographics	Staffing	Response Time	Percentage of calls within Standard
Special Risks	Authority Having Jurisdiction (AHJ)	Authority Having Jurisdiction Sets		90%
Urban	>1000 people/mi ²	15 personnel	9 minutes	90%
Suburban	500-1000 people/mi ²	10 personnel in	10 minutes	80%
Rural	<500 people/mi ²	6 personnel	14 minutes	80%
Remote*	Travel dist ≥8 mi	4 personnel	No time limit	90%

Falcon Heights is classified as an urban jurisdiction (yellow highlight above) based upon a population density of 2,961 per square mile. This population density requires a first alarm response for a structure fire of 15 personnel to arrive on scene within nine minutes of notification 90% of the time. Falcon Heights is meeting this standard with response to 95.2% of fire emergency calls from 2007 through 2011 within the 9 minutes or less and a complement of 20 personnel available.

Risks

NFPA Fire Chiefs Handbook 18th edition specifies total recommended complement for **initial response to structural fires** based upon the risk present. Table 5 explains the response level by risk according to NFPA standards.

Table 5: NFPA Handbook - Response Level by Risk

Low Hazard	Medium Hazard	High Hazard
Comprised of 1, 2, or 3 family dwellings and scattered small businesses Response – 2 engines, 1 ladder, 1 command = 13 personnel	Comprised of apartments, offices, mercantile, and light industrial Response - 3 engines, 1 ladder, and 1 command = 17 personnel	Comprised of schools, hospitals, nursing homes, heavy industrial, and high rises Response – 4 engines, 2 ladders, 2 command = 25 personnel

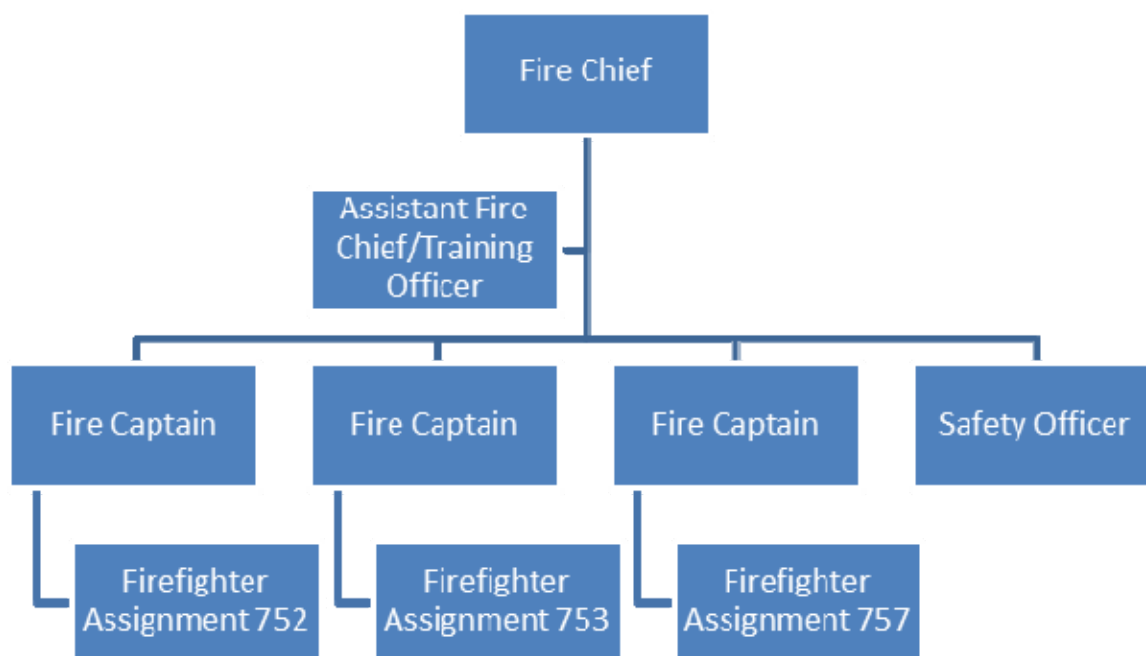
FHFD can deliver the resources needed per NFPA standards for a low hazard response of two engines; one ladder; and one command officer with a total response complement of 13 firefighters. However, both medium and high hazard occupancies exceed FHFD resources in equipment and likely personnel needed. Since the majority of risks in the city are single family dwelling, FHFD can adequately deliver the level of service needed to safely mitigate these calls. Preplanning for the larger risks including apartments, commercial buildings, and schools will require a preplanned mutual aid system to ensure adequate resources from neighboring jurisdictions is en-route as part of the assignment to safely mitigate the situation. There are three main or target hazards in the jurisdiction which should be preplanned for fire and related emergency incidents (TIES; Falcon Heights Town

Center; and 1666 Coffman which is a three story Senior facility). All three are potentially either high life loss structures or have construction and access issues which could make firefighting operations problematic or potentially difficult. It is important that FHFDD have a multi-alarm and multi-hazard preplanned response system for all medium and high hazard structures to include mutual aid assignments for incoming units and personnel. It is also advisable that these aid departments be included in walk-throughs of the structures with FHFDD personnel to discuss strategic planning of emergency operations and resource staging for likely scenarios.

The present Mutual Aid policies and practices can be found in Appendix II.

9. Organization, Management and Operations

FHFD is a traditionally structured volunteer fire department. The department includes a Fire Chief, Assistant Fire Chief/Training Officer, three Captains, a Safety Officer, and 13 firefighters for a total complement of 20 fire personnel. The most experienced fire department member is the Chief with 28 years of experience. The least experienced is a firefighter with seven months of service. Only two members of the department have been in service since 1999 and nine members have less than five years of service (45%). A copy of the tenure and service record can be found in Appendix III. The command structure is set out below.



The Fire Chief is paid an allowance of \$400 per month. The First Assistant Chief/Training Officer is paid an allowance of \$250 per month. There are three categories of work for the personnel that define their compensation. For fire calls they are paid \$11.34 per hour. For drills and training they are paid \$8.25 per hour. For community and volunteer service at events or activities there is no compensation provided.

The Fire Chief reports to the City Administrator in the organizational chain of command. Recently the City Administrator changed and the two top administrators are getting to know each other and have started a productive and positive relationship.

Fire Prevention

FHFD also provides fire prevention and code enforcement services to Falcon Heights and Lauderdale. Fire prevention and code enforcement activities include: routine inspections of commercial occupancies, investigations of fire code violations, and fire cause and origin determination. The Fire Marshal, who heads the fire prevention bureau, is a member of FHFD and works under the supervision of the City Administrator and the Fire Chief. Inspections are in accordance with local and state regulations. Fire investigation is primarily cause and origin with arson under Ramsey County and the State Fire Marshal.

Training

FHFD currently trains weekly as well as special sessions for Self Contained Breathing Apparatus evolutions; mandated recertification in haz-mat; EMS; right to know; and several other topical areas. Each member must meet departmental requirements for required training and total attendance annually. Records are maintained for each member for training as well as maintenance of required certifications. FHFD training complies with current mandated standards and provides additional training in key areas of service delivery.

Safety

FHFD has a Safety Officer as part of the organizational structure. This is a designated position which is responsible for all on scene safety during emergency operations. Though not called out in department SOG's, the safety officer should be responsible for monitoring personnel records to see that all firefighters have met federal and state requirements for their positions, that all apparatus and equipment meet standards, and any safety issues are resolved completely and properly documented.

2012 Budget

The current FHFD budget for 2012 is \$126,316 excluding capital expenditures. This translates to a per citizen amount of \$23.74 for Falcon Heights and if you add the City of Lauderdale, the per citizen amount comes to \$16.40. Revenues for 2012 are \$30,500 which means that the property tax contribution from taxpayers of the City is less than \$100,000 per year (\$95,816).

The City of Lauderdale contributes an annual amount as determined by four factors: capital share, readiness to serve, fire inspections and fire protection. The estimated amount of the contribution in 2012 (January 3, 2012 Letter to City Administrator Heather Butkowski) was slightly under \$33,000. Records indicate that the annual contribution from the City of Lauderdale ranges from \$25,000 to under \$35,000 over the past decade.

The relationship with the City of Lauderdale is solid and certainly it should be a priority for FHFD to continue to provide excellent service to Lauderdale residents.

Pension

The City of Falcon Heights does not contribute local tax dollars to the Fire Department Pension Fund. The State of Minnesota does have a pass through contribution which goes toward the Fire Pension; this amounts to approximately \$30,000 per year.

Volunteer Recruitment and Retention

FHFD currently has a department complement of 20 personnel. According to FHFD administration, the department is getting new applicants at about the same rate as personnel are leaving. Fire personnel numbers are steady and the department is neither shrinking nor growing but is generally stable which is similar to the city demographics in general. However it is incumbent to have a plan for recruitment and retention to see that FHFD stays viable for the future.

Recruitment

Recruiting citizens to become volunteer fire/rescue responders can be a daunting task if not approached in a systematic manner. This systematic approach begins with identifying the most likely demographic groups where potential volunteers may be included. In Falcon Heights as in most suburban communities, it seems likely based upon past experiences that there may be three such

groups: stay at home moms; college students; and empty nesters. Motivating citizens from these three groups to join FHFD is a challenge which will involve planning by department members, City leadership, and volunteer recruiters.

A very successful volunteer recruitment program in Virginia is recruiting new members annually through very creative means. Their program begins using a page on the jurisdiction website, a Facebook account, and a toll free phone number. All potential candidates are immediately contacted by a volunteer recruiter from the fire/rescue department (within 24 hours). An appointment is set up and each candidate gets a briefing on the potential job, a scheduled ride along is arranged and an application is filled out. The key is to keep candidate interest high, and identify how best to use the talents of new member so they stay motivated and involved. FHFD can certainly use this coordinated system to increase the potential volunteer pool.

Retention

While people join volunteer fire-rescue departments for many reasons, retention issues boil down to two distinct reasons: issues and challenges that arise in one's life and factors relating to the individual fire department or the fire service itself. To retain new and current members, volunteer departments must display four essential characteristics that address these two reasons with volunteer retention:

- The retention strategy must meet the individual's needs
- The retention strategy must provide its membership with reward and recognition
- The retention strategy must provide adequate supervision and leadership
- The retention strategy must challenge its members

Any recruitment or retention initiative that is considered must take into account the four aforementioned characteristics that are important qualities in a successful volunteer fire-rescue program.

There are numerous professional organizations that have developed model programs that can be used in this recruitment and retention effort. There is no reason to "reinvent the wheel" if tried and proven programs exist to assist volunteer fire-rescue organizations with these matters. The National Volunteer Fire Council at www.nvfc.org and the Fireman's Association of the State of New York (FASNY) at www.fasny.com (close neighbors) both have quality programs and provide assistance that can help this program get started.

Assistance can also be obtained through the Federal Emergency Management Association (FEMA) and the U.S. Fire Administration (USFA) at www.fema.gov and www.usfa.fema.gov. Both of these organizations have published numerous free reports on recruitment and retention among the Volunteer Fire Service. One such resource publication, *Recruitment and Retention in the Volunteer Fire Service: Problems and Solutions Final Report December 1998* outlines numerous programs and resources that have been tried and have proven successful throughout the nation. There is also a similar report titled: *Emergency Medical Services (EMS) Recruitment and Retention Manual* written in 1995 for FEMA and the USFA that deals with these specific problems in the EMS community.

Volunteer Incentives and Recognition

Incentive and recognition programs are very important for fire and rescue volunteers. Given the enormous time demands, training demands, and personal risks, it is easy for volunteers to burn out

and quit after only a few years of service. Incentives and recognition programs are essential components to maintaining a strong cadre of experienced volunteers and to prevent a revolving door situation. Many local governments across the nation have strengthened their incentive programs for volunteer firefighters. The cost of incentives is small and economically justifiable if they help recruit and retain volunteers and forestall hiring more career employees. Volunteers in the fire and rescue service today are the first line defenders for any type of emergency or disaster.

Recognition

Volunteers generally want to be appreciated and receive some form of recognition for their service to the community. Some are willing to work quietly for years and obtain satisfaction just from doing the job, helping people in need, and the camaraderie in the department. However, information obtained from surveys taken by former volunteers (as well as self-perception of the volunteers) from across the country indicates that a little recognition goes a long way. Although most volunteers never mention the desire for recognition, it is almost always well received when given. Recognition can come from the Chief, city administration, the elected officials and from the community at large.

The examples set out below in this report may not all be relevant to Falcon Heights but show the creative thinking essential to creating a successful retention program.

Station Live-in Programs

One of the strongest incentive programs for volunteers, particularly younger volunteers, is the station live-in program. Individual volunteer departments can establish minimum standards for members to live at the station. Usually, volunteers must sign up for two to four duty nights per week to qualify. Live-in programs are an excellent incentive as well as a recruitment and retention tool. They not only promote participation, but they guarantee that volunteers will be at the station and ready to answer emergency calls without having to respond from home to the station. The major drawback to the live-in programs is that they are only an incentive for single volunteers since there is generally no housing available for married volunteers. Also, the sleeping areas are not very suitable for permanent residency (e.g., in most cases they are open bunkrooms instead of individual dorm rooms).

Health Insurance

The city could provide health insurance for volunteers who meet certain minimum requirements. This type of incentive program is currently being used in a community in Arizona.

Cable Television and Utility Bills

Volunteers could be given free cable television, and/or exempted from some local utility bills. This is done in communities in Alaska and Washington.

Tuition Assistance

Volunteers could be offered tuition assistance after a certain period of service, similar to tuition assistance offered to municipal employees.

Retirement Salary Plan

Many jurisdictions around the country have set up retirement plans for volunteer firefighters. Most of these plans are based on years of service and set up through the state legislature. One program that

should be looked at is the Length of Service Awards Program (LOSAP) which is used in Virginia and Maryland that is a model for rewarding volunteer firefighters who put in years of service to their community. A good resource to assist with such a program is the Volunteer Fire Insurance Service (VFIS) located on the web at www.vfis.com/vfis/vfislosap.htm.

Requirements of a Recruitment and Retention Program

No matter which program is selected, it is imperative that this recruitment, retention and educational effort be a well thought out, on-going, and organized with the support and backing of all involved officials. This is not a localized or short-term concern but a long-term local and national issue that can't be solved in a vacuum or without great deal of thought. Outside of the box thinking and creative program development is vital to maintaining a healthy volunteer fire-rescue program for the city.

The result of such a program failing is the need for the necessity to provide this service through a paid or a subscription delivery system. Both of these alternatives will be much more costly for the taxpayers than the time and efforts that will be involved in helping maintain a quality well-staffed volunteer fire-rescue system that is currently in place. It is estimated that for a municipality to transition to just one 4-person paid Fire Department, with 24-hour coverage, it would cost approximately \$1.5 to 2.0 million dollars a year. This increase would naturally increase the tax levy and have to be sustained for the foreseeable future.

Falcon Heights is typical of many small municipalities in the way they provide fire-rescue using a paid on call response system. Volunteers are becoming scarcer for all organizations as society continues to evolve into a very busy lifestyle. There is little time or effort put forth in the development of an overall regional recruitment and retention program. It is incumbent on City leaders to take the lead to plan out an appropriate strategy as to how to continue to ensure the viability of the volunteer department for the long term future.

Standard Operating Guidelines

FHFD has a clear set of Standard Operating Guidelines (SOG's) set out in its department policies manual. The SOG's address response levels, unit staffing, chain of command, use of National Incident Management Systems (NIMS) and Incident Command Systems (ICS), safety, automatic and mutual aid, post emergency operations and hazardous materials operations.

The SOG's are well structured and cover the range of emergency operations service delivery. However the document is seven years old and in need of review and update especially since federal and state mandates change every year. Such documents should be reviewed annually and completely updated at least every five years by department leadership as part of a routine quality improvement process.

Outsourcing Fire Services

The FHFD delivers the full spectrum of fire services excluding emergency medical service (EMS). EMS transport service is received from the St Paul Fire Department at an Advanced Life Support (ALS) level. Currently the cost per citizen for these fire protection services is \$23.73 per year and including the City of Lauderdale it is reduced to \$16.40 per year based upon the \$126,316 budget for 2012 and an overall service population of 7,700 citizens.

One of the tasks within the study was to explore potential opportunities for outsourcing fire services. This assessment begins with an evaluation of other jurisdictions which are able to effectively respond to fire related incidents in Falcon Heights. There are two departments which could deliver fire services in accordance with FHFHD's NFPA and ISO standards. They are Roseville and St Paul. Although St Paul would be an NFPA #1710 jurisdiction since the service is a fulltime career operation with more stringent NFPA requirements for emergency response.

Both cities were contacted and expressed an interest in providing fire services to the City of Falcon Heights. Currently St Paul has a 2012 budget of \$62,047,000 for fire services in 2012 and serves a population of 285,068 citizens. This equates to a cost per citizen of \$217.75 for fire services. Roseville had a 2012 budget of \$2,041,175 and serves a population of 33,690 citizens. This equates to a cost per citizen of \$60.59 for fire services.

This information is provided for comparison purposes only and not to represent what these cities would charge Falcon Heights for actual fire services within a contract. This is a distinct and separate discussion that will need to occur and can be done only upon direction from the City Council. It is possible to outsource the FHFHD services, but the conclusions from the study do indicate that the City is receiving a solid level of service for a very competitive cost per capita.

10. Comparable Jurisdictions

To put a department's performance in perspective, it is helpful to compare the department with other organizations that share similar characteristics. In doing so, department leaders can identify benchmarks that can be used to assess their own performance. When these comparisons are drastically different, further evaluation is required. As part of the analysis two distinct surveys were completed with comparable jurisdictions: 1) Fire Department Comparisons, and 2) Salary/Benefits Comparisons.

Jurisdictional comparisons can be difficult to interpret as there are many variables. No two jurisdictions are exactly alike in terms of geographic size and features, population dynamics, governmental organization and services provided. Many jurisdictions, however, do share some similar qualities that are useful for comparison. While these comparisons are not direct indicators of department performance, they do provide a valuable function in assessing a department in relation to the performance of its peers. This direct comparison can identify organizational strengths and also suggest areas for improvement.

A survey was done with other cities including: St Anthony Village, North St. Paul, Newport, Bayport, Mendota Heights, and Spring Lake Park. Jurisdictional populations ranged from 11,480 in North St. Paul to 3,245 in Bayport, with an average of 7,542 for the seven comparables. Budgets ranged from \$785,775 in St. Anthony to \$126,316 in Falcon Heights with an average annual budget of \$381,555 in the seven comparables.

Of the seven jurisdictions included in the survey three have some fulltime staff and four do not (including Falcon Heights). All jurisdictions do fire inspections as part of their service delivery system. All department structures are similar with minor differences in titles for mid-level management. The average number of Paid-On Call personnel is 25 with largest department having 37 and Falcon Heights being the smallest at 20 personnel. All surveyed departments operate a single station except Newport which has two stations.

Calls range from a high of 1,200 to a low of 100 with the high call volumes in jurisdictions which run medical (EMS) calls as part of their service delivery. The three lowest annual call volumes are in jurisdictions which do not provide first responder EMS in their service delivery.

Falcon Heights is near the average in population. FHFHD has the fewest personnel of all comparables and the lowest 2012 budget of comparables. The cost per citizen (total budget divided by population) is also the lowest of the seven comparables.

A second survey was completed after the presentation to the City Council on November 7. Based on contacts made by the Fire Chief, this survey compared salary and benefits and various pay for department positions. The salary/benefits comparison survey compared Falcon Heights to New Brighton, Maplewood, Roseville, Vadnais Heights, White Bear Lake, Lake Johanna, and Little Canada.

From the comparable data it is evident that Falcon Heights is getting a very good value from its fire services and this service is being delivered by a small but very efficient department.

Fire Department Comparisons

Entity	Full Time Fire Personnel	Who Does Your Fire Insptections?	Organizational Structure	Firefighters Paid On Call	Duty crews	Number of Stations	Contract Fire, EMS or EMEP Services?	Annual Budget 2010, 2011 and 2012	Annual Emergency Calls	Jurisdictional Population
St. Anthony	FT Chief, 6 FT firefighters	FT staff	Chief, captains, lieutenants, firefighters	21	2 FT work 24hr shifs, POC fill in for vacations	1	No	2010- \$752,009, 2011 - \$785,861, 2012 - \$785,775	Total - 1,200, EMS- 880	8,226
N. St. Paul	FT Chief, FT Dept Chief, FT Fire Marshall	Deputy Chief & Fire Marshall	Chief, Dept Chief, Fire Marshall, Captain, Firefighters	37	Frist Responder - 2 people	1	Yes, EMS	2012 - \$600000	1,000 Combined Fire/Medical	11,460
Newport	No	Fire Chief	1 Chief, 1 First Asst Chief, 1 Second Asst Chief, 4 Captains, 4 Engineers, rest firefighters	27	No	2	Just EMS	2011 - \$229,662; 2012 - \$198,132	100	3,715
Bayport	No	Fire Chief; they have a Fire Inspector for sprinklers	Chief, 2 Assit Chief, 4 Cap, 19 firefighters	25	2 Duty Officers	1	No	2012 - \$364,466	1,000 calls, covers a large area which includes Bayport, Baytown, West Lakeland and Oak Park Heights	3,245
Mendota Heights	No	PT Fire Marshall (20-25 hrs/wk)	Chief, assistant chief, training officer, assistant training officer and 4 captains. FM reports to Chief	36	No	1	No. ALS Ambulance response provided by Health East at no charge. They respond and provide services to Northern Dakota County. We provide contract services to 3 neighboring cities.	\$400-\$410K	Total - 240. Only respond at request of PD or Health East. EMS Calls - 10-15	11,700
Spring Lake Park	FT Chief; 9 FT Firefighters	Cities hired non-profit group in joint with Mounds View, Spring Lake Park & Blaine	Division Chief	6	No	1	No	2012 - \$186,200	130 (10%)	6,805
Falcon Heights	No	Fire Marshal	Fire Chief, Assistant Chief, 3 Capt, Safety Officer, Training Officer, 13 firefighters	20	No	1	Yes, EMS	2012 = \$126,316	5 year average = 100 calls per year	7,700

Salary/Benefits Comparisons

	Fire Calls	Drill Time	Fire Chief	Deputy Fire Chief	Fire Marshal	Captain	Pension	Addt Info/ Comments
Falcon Heights	\$11.34	\$8.25	\$4,800	\$3,000			\$30,000	
New Brighton	\$13.55	\$13.55		\$14.90	\$67,000	\$14.90	\$46,200	Dep. Chief + \$451.40 each pay period
Maplewood	\$12.12	\$12.12	\$50.00	\$44.00		\$14.14	up to \$240,000	
Roseville	\$13.59		\$91,146 - \$109,803	\$17.94	\$65,000 - \$78,312	\$17.94	avg. \$240,000	PT police/fire have PERA, relief fund contribution \$298,367
Vadnais Heights	\$13.50	\$16.00	\$100,000	\$4,000	\$55,000	\$2,000	\$3,650/yr	
White Bear Lake	\$11.75	\$11.75		\$13.75		\$12.75	\$0	Dep. Fire Chief + 300.00/month; Pension is fully funded
Lake Johanna	\$12.75	\$9.00		\$5,925		\$927	\$88,400	
Little Canada	\$14.39	\$18.91	\$13,391.76	\$4,459.44		\$1,114.92	\$3,150 per year of service	

11. Recommendations

The final section identifies 11 recommendations and considerations for future FHFD service delivery and organizational efficiency based on the interviews, data analysis, and our professional observations. The recommendations are not presented in any order of importance or priority.

1. Consider creating a paid position of Fire Chief/Fire Marshal.
2. Create an annual report of department activities.
3. Expand public fire safety education and become proactive in interacting with citizens.
4. Improve the working relationship with the City Council.
5. Track and report apparatus condition and annual maintenance of all apparatus and major equipment.
6. Monitor department response time per NFPA #1720 standards and report the results annually.
7. Develop a mutual aid response system for medium and high hazard occupancies with regular reviews and updates.
8. Develop a volunteer recruitment and retention program.
9. Review and update all department Standard Operating Guidelines and inter-jurisdictional agreements.
10. Review department compensation on an annual basis.
11. Determine if a further evaluation of outsourcing the fire service is warranted.

Recommendations

A summary of each of the 11 items follows.

1. ***Consider creating a paid position of Fire Chief/Fire Marshal.*** It is timely for the City to discuss and consider a paid position as Fire Chief/Fire Marshal. Discussion can occur on what level (full or part time) the Chief's position should be funded and utilized. This combined position could be financed (in part or in total) by inspection fees and current stipends. The creation of a staff position of Fire Chief would also improve interaction with elected officials and city administration and provide greater accountability for department decisions and incident responses. The position should be a key member of the city administrative team who represents the city and FHFD in a professional manner and keeps FHFD operating in an effective and efficient manner. This person would also be directly responsible for implementing the annual City Council Fire Department goals.
2. ***Create an annual report of department activities.*** Currently FHFD does not provide an annual report of activities and future plans. This creates a void for not only the City Council, but for the department as well. This document is a key part of organizational communications for staff and citizens as well. Examples of annual reports can be found on the internet or simply by contacting Falcon Heights neighboring fire departments such as Roseville, St. Paul, and Minneapolis.
3. ***Expand public fire safety education activities and become proactive in interacting with citizens.*** FHFD currently attends several community events annually and works with the local elementary school to bring fire safety to children. This is a good start but it is important

to expand community recognition and the fire safety education. There are many ways to become a critical part of citizens' perception of Falcon Heights' municipal operations. This could be part of a greater city-wide initiative too. During our conversation with residents of the Grove neighborhood, they spoke favorably of the department developing a proactive communication strategy. They see possible educational activities on fire prevention, emergency evacuation and use of a fire extinguisher (as examples). Start with being prominent and visible and taking the message to the people. Interaction during training exercises; recruiting information on the internet; sponsoring a sports team; and simply having a FHFD *night in the park* can go a long way to reaching this key goal.

4. ***Improve the working relationship with the City Council.*** There is a lack of understanding of FHFD on the part of elected officials. Presently, the City Administrator is including FHFD activity reports in his weekly bulletin to the Council and this is a great first step. FHFD should now take the additional step to prepare a monthly report to help expand the knowledge base. Additionally the Council and Administrator should be invited to a planned FHFD "getting to know us" session. This could be a two to four hour interactive program of showing and explaining apparatus and equipment; public education programs; letting administration experience a training evolution; and most importantly opening the lines of communication. A similar program should also be available for newly elected officials and administrative staff when they come aboard.
5. ***Track and report apparatus condition and annual maintenance of all apparatus and major equipment.*** This report has provided the tools to develop an equipment replacement program. But it is essential that this evaluation process be done annually and the results should be a key part of the department's ongoing communications and annual report. Such planning and evaluations will prevent the surprises which create the communication gaps now seen in FHFD interaction with elected officials and the community and allow a more consensual approach to planning and financing large capital items.
6. ***Monitor department response time per NFPA #1720 standards and report the results annually.*** This report provides the national benchmark NFPA #1720 which is the most commonly used standard among fire departments nationally. FHFD is meeting the provisions of this standard but this evaluation should also be a part of the annual department report to the City Council. The department's measurement could even be done on a monthly basis for the report to the city administrator.
7. ***Develop a mutual aid response system for medium and high hazard occupancies with regular review and updates.*** FHFD has the apparatus and staff to provide initial response to most structural calls (light hazard) in the jurisdiction as set out in NFPA Fire Chief's Handbook. However there are several structures which would be classified as medium and high hazard occupancies also within the City. For these responses there is a need for apparatus and personnel which exceed FHFD resources. Such a need to use outside resources is now usually the norm for most jurisdictions in the country. To proactively plan for this eventuality the use of mutual aid and designating specific outside resources for these target hazards is routinely used by many fire departments across the country. Mutual -aid Auto Box Alarm System (MABAS) has become a state standard in Illinois, Wisconsin, and Michigan and is currently being considered in Iowa and Minnesota for a state-wide system. F HFD needs to create a predetermined response system for these medium and high hazards and preplan with other responders to ensure an effective and efficient response to these scenarios.

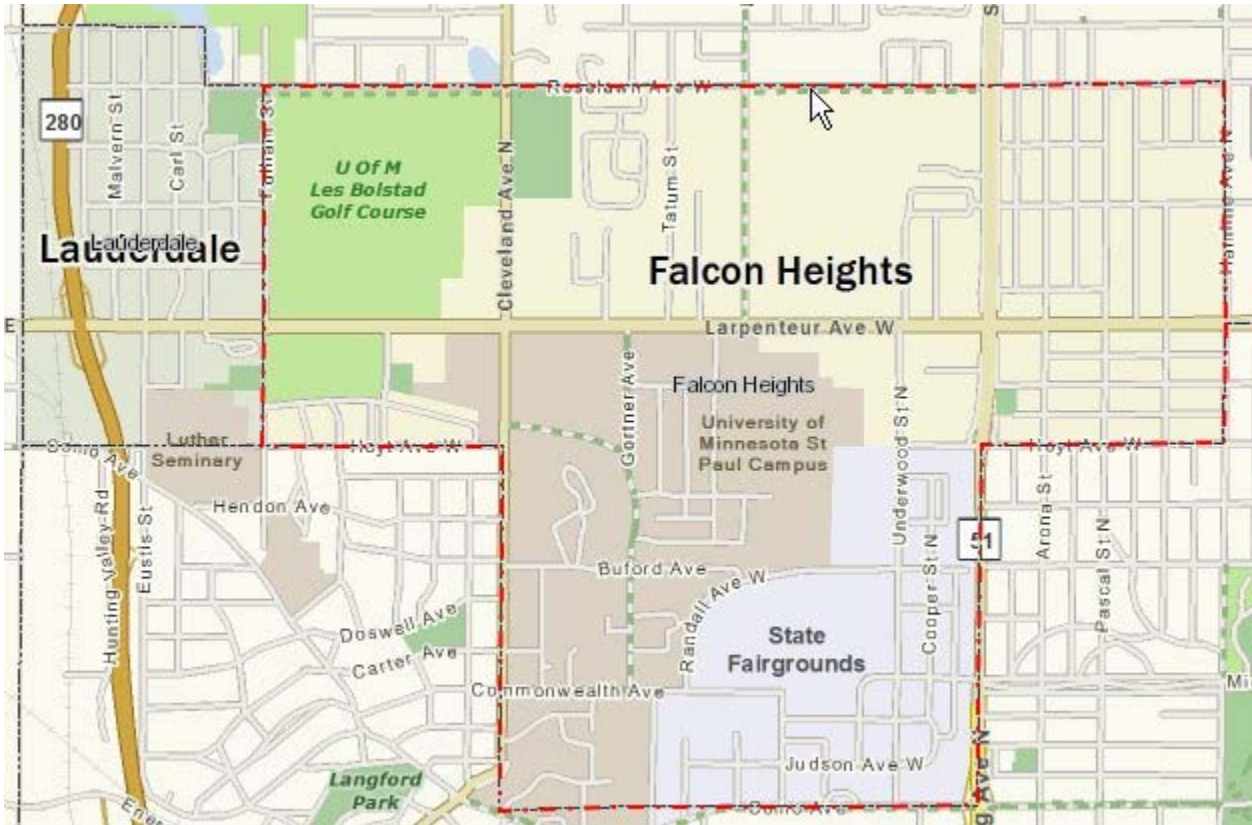
8. ***Develop a volunteer recruitment and retention program.*** Volunteer membership in fire services is shrinking nationally due to many demographic and personal issues. However there are departments who are responding to this trend by developing some creative tools. These agencies are actually keeping full rosters and have candidates waiting to get aboard. This report includes a section discussing volunteer recruitment and retention. For Falcon Heights to maintain the high quality and low cost fire service delivery it currently has, the city and the department must make recruitment and retention a priority for the future.
9. ***Review and update all department Standard Operating Guidelines and inter-jurisdictional agreements.*** FHFDD has a very comprehensive set of standard operating guidelines. The manual covers the important areas of what the department does and how to provide a safe and effective service delivery. There are also several inter-jurisdictional agreements for EMS, haz-mat, and special operations services which are also well documented and clearly designed. However all these documents need to be reviewed and updated on a regular basis ranging from annually for key SOG's to at least every three to five years for interjurisdictional agreements. This has not been done and all these policies should be reviewed and updated to provide that all new regulations, standards, and best practices are identified.
10. ***Review department compensation on an annual basis.*** Compensation is a major part of recruiting and keeping paid on call personnel. Department and city leaders need to routinely review and adjust the compensation program for the department. Such review should include pay rates, pension, stipends, and any other city provided benefits.
11. ***Determine if further evaluation of outsourcing fire services is warranted.*** This is a very significant decision for the City. This report has presented a baseline update on the department and identified important areas to enhance and improve services. In addition information is provided on the costs per citizen for fire services from the City of Roseville and St. Paul. If the City Council wants to pursue discussions with these two cities, then it is important that more detail be obtained from each City on what specific costs to Falcon Heights will actually be. It is also a sensitive subject as the City of Lauderdale is also involved and their considerations need to be a factor in the discussion too.

Current services are efficient, and well delivered at a very low cost per citizen served. The enhancements presented in this report will improve effectiveness while keeping costs to a reasonable level. Based on what is known today, a discussion with the City Council is needed to determine if further consideration of outsourcing services is warranted. There is no “silver bullet” that says when and how to outsource municipal services however, once done there is little ability to go back. Falcon Heights is getting an excellent value for the dollars spent with the current delivery system. FHFDD is meeting all the industry standards and required regulations. Finally under the present organization the City Council retains the ultimate control over the fire services within the city.

APPENDIX I

MAP

MAP



APPENDIX II
MUTUAL AID

MUTUAL AID

Request for Mutual Aid Outside Falcon Heights

1. No unit shall respond to any Mutual aid call without a minimal crew. A minimal crew is specified as Fire engines and Rescue with five firefighters, 4 respond to the call while one member remains at the station to ensure proper response to and alarm in our city. (i.e. ordering other resources for the city.)

2. Upon receiving a Mutual Aid call, all members shall respond to the Fire Station, with the exception of the Fire Chief.

Request for Mutual Aid by Falcon Heights

1. the officer in charge at the emergency scene is authorized by the Fire Chief to make a request for Mutual Aid assistance of the officer determines that such aid is necessary.

2. Requests for Mutual Aid shall be specific in term so type and quantity of units required, units reporting to the emergency scene or to a city FH Fire station will be under.

FALCON HEIGHTS FIRE DEPARTMENT MUTUAL AID ALARMS

<p>2nd Alarm</p> <p>St. Anthony 1 Engine Roseville 1 Engine 1 Ladder</p>	<p>5th Alarm</p> <p>White Bear 1 Engine North St. Paul 1 Engine Ramsey County Emergency Services</p>
<p>3rd Alarm</p> <p>New Brighton 1 Engine Lake Johanna 1 Engine Little Canada Command Post Maplewood Air Truck St. Paul Ambulance Salvation Army</p>	<p>6th Alarm</p> <p>Oakdale 1 Ladder Maplewood 1 Engine</p> <hr/> <p>Rescue</p> <p>Roseville 1 Heavy Rescue St. Anthony 1 Heavy Rescue</p>
<p>4th Alarm</p> <p>Maplewood 1 Engine Vadnais Heights 1 Engine Little Canada 1 Ladder Red Cross</p>	<p>Hazardous Materials</p> <p>St. Anthony 1 Engine to Scene Roseville 1 Engine to Station North Suburban HazMat</p>

APPENDIX III
FIRE PERSONNEL/YEARS OF SERVICE

FIRE PERSONNEL/YEARS OF SERVICE

Member Name	#	Attending	Excused Absence	Unexcused Absence	Signature REQUIRED for Drill Credit <u>NO EXCEPTIONS</u>
Kurhajetz, Clem	11			1984	28 YEARS
Anderson, Kevin	46			1987	25 YEARS
Johnson-Powers, Dan	91			1999	13 YEARS
McKay, Mike	87			2000	12 YEARS
Hinrichs, Rich	83			2000	12 YEARS
Poeschl, Michael	85			2001	11 YEARS
Gaffney, Pat	82			2002	10 YEARS
Huff, Dale	63			2003	9 YEARS
Vann, Vincent	94			2003	9 YEARS
Fehrenbach, Anton	92			2004	8 YEARS
Tesch, Scott	86			2004	8 YEARS
Wick, Jeff	93			2007	5 YEARS
Arcand, Mike	43			2008	4 YEARS
Hawthorne, Reehelle	95				
Sullivan, Bryan	96			2009	3 YEARS
Kruse, Michael	90			2009	3 YEARS
Rachel Miller				2010	2 YEARS
Ben Smith				2010	2 YEARS
Mitch Pontrelli				2010	2 YEARS
Nick Rosenberg				2011	1 YEARS
Lony Briones				2012	7 months

FALCON HEIGHTS FIRE DEPT

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

AGENDA
December 12, 2012

- A. CALL TO ORDER: 7:00pm
- B. ROLL CALL: LINDSTROM __X__ HARRIS __ab__ GOSLINE __X__
LONG __X__ MERCER-TAYLOR __X__
FISCHER __X__ OLSON __X__
- C. PRESENTATIONS:
Mayor introduced four members of the U of M International Humphrey Fellows Program who were in attendance.
- D. APPROVAL OF MINUTES: November 28, 2012 Approved
- E. PUBLIC HEARINGS:
1. Refinancing of 2005 Ecumen-Pines of Hutchinson Conduit Financing Bonds
Opened public hearing at 7:12pm
Closed public hearing at 7:13pm
After closing of public hearing Scott Riddle of Ecumen thanked Council for action and provided some more information Ecumen.

2. Budget Hearing
Opened public hearing at 8:43pm
Closed public hearing at 8:44pm
Moved Resolution 12-19 Moved Approval Mercer-Taylor 4-0
Moved Resolution 12-20 Moved Approval Gosline 4-0
- F. CONSENT AGENDA: Chuck Long Moved Approval 4-0

1. General Disbursements through 12/5/2012: \$114,976.20
Payroll through 11/28/2012: \$14,364.58
2. Approval of City License
3. 2013 Commission Appointments
4. Recognition of 2012 Adopt-a-Crop Participants
5. 2013-2014 Forester Contract
6. Mileage reimbursement rate for 2013
7. 2013 Fee Schedule
8. Budget amendment to the Parks Program Special Revenue Fund (201)
9. Resolution Supporting Metro Transit's Funding Request from MnDOT for the Snelling Avenue Arterial Bus Rapid Transit Implementation

10. Receive Feasibility Report and Order Public Hearing for the 2013 Pavement Management Program
11. Budget Amendment of Transfer to General Fund from Sanitary Sewer Fund

G: POLICY ITEMS:

H. INFORMATION/ ANNOUNCEMENTS:

Council member Beth Mercer-Taylor

Updated on her attendance at Ramsey County Local Government Leaders meeting.
Updated on her attendance of final presentations by U of M students on sustainability workshop results.
Announced the Earth Buzz kiosk in the City Hall lobby.

Council member Chuck Long

Provided update on HRC meeting.
Thanked Falcon Heights Public Works staff for their hard work clearing snow.
Reminded residents of cleaning snow from fire hydrants.
Presented on local government to the 4th graders at Falcon Heights Elementary School.

Council member Keith Gosline

NYFS Update.
Met with Kris Grangaard and Dan Johnson-Powers on Emergency Response in Falcon Heights. Thanked them for their efforts.

Mayor Peter Lindstrom

Reported on the Solar Panel Ribbon Cutting and Solar workshop on solar bulk purchasing program as well as bulk insulation purchasing program.
Updated on Environment Commission meeting.
Thanked Rebecca Montgomery for her donation of a free library for her neighborhood.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 8:14pm



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Public Hearing
Attachment	Resolution 13-02 Resident comments
Submitted By	Kristine Giga, Civil Engineer

Item	Public Hearing for the 2013 Pavement Management Project, Order Improvement and Preparation of Plans and Specifications
Description	<p>On December 12, 2012, the City Council received the feasibility report for the 2013 Pavement Management Project (PMP) and ordered the public hearing for January 9, 2013. Prior to opening the hearing, City staff will present general information regarding construction, standards, and assessments that apply for this project.</p> <p>Following Minnesota Statutes, Chapter 429, notice of the public hearing must be posted twice prior to the meeting; this was done in the Roseville Review on December 18, 2012, and January 1, 2013. A notice was also sent to each property proposed to be assessed as a part of this project.</p> <p>Once the hearing is closed, the next step in the process is for the City Council to order the improvements and preparation of plans and specifications.</p> <p>The following is a brief summary of proposed improvements; for more detail, please reference the feasibility report. 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</p>

	<p>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.</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>Curtiss Field Study- The Capitol Region Watershed District is in the process of completing a drainage study of Curtiss Field and the surrounding area. Improvements recommended in the study that coincide with the street improvement project will be incorporated into the final design.</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. At this time, they have indicated that no repairs are needed within the proposed project area.</p> <p><u>Resident Comments/Concerns</u> City staff has attached written comments from two property owner regarding the proposed project. Any additional comments received after the council packet is issued and prior to the public hearing will be provided at the public hearing.</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 13-02 Resident comments
Action(s) Requested	Hold Public Improvement Hearing, and Adopt Resolution Ordering Improvement and Preparation of Plans and Specifications for the 2013 Pavement Management Project

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 9, 2013

No. 13-02

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE 2013 PAVEMENT MANAGEMENT PROJECT

WHEREAS, pursuant to resolution of the City Council adopted December 12, 2012, fixed a date for a council hearing on the 2013 Pavement Management Project, the proposed 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

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held on January 9, 2013, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the City Council resolution adopted January 9, 2013.
3. The City of Roseville Engineering Department is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
January 9, 2013

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

Attested by: _____

Bart Fischer, City Administrator
January 9, 2013

December 30, 2012

City of Falcon Heights

2077 W Larpenteur Ave

Falcon Heights, MN 55113

Dear City Council of Falcon Heights:

My name is Marv Flodin, landlord at 1466 Larpenteur Ave for the past 40 years. I received a letter from you about the 2013 Pavement Management Project and Public Hearing Notice on January 9, 2013.

I'm a firm believer in keeping property in great condition, as you can see from my property. At this time, I DO NOT agree with resurfacing Pascal Ave from Hoyt Ave to Larpenteur Ave. My vote is NO!

Also, I'm concerned with your assessment cost for doing this project. I was able to redo my entire parking 2 years ago for a less price than your assessment on this project (proposed assessment \$6728.40). I believe your assessment is unfair and unrealistic.

Since I will be out of town for the public hearing on January 9th, I will not be able to attend. Please enter my NO vote into your project.

Thank you,

Marv Flodin

December 4, 2012
1512 California Ave W
St Paul, MN 55108

Kristina Giga
Civil Engineer
Falcon Heights, MN 55108

Bart Fischer
City Administrator
Falcon Heights, MN 55108

Ms.Giga, and Mr. Fischer:

Thank you for the informative letter of November 19, 2012, regarding the 2013 Pavement Management Project. As a resident living on the California-Arona corner for the last 35 years we drive that surface virtually every day and watch cars pass by constantly. You state that “streets which have....a poor driving surface are improved....” Frankly, the current driving surface appears seems to be intact, not unsightly, and better than that of most St. Paul streets. And it and clearly does not represent any safety hazard.

With the prospect of higher taxes as well as rising prices in all sectors, combined with income and employment at low points, should the city reconsider a “street maintenance program,” which was instituted during more affluent times, and realign it to our current needs and resources?

Considering the increased need for fiscal responsibility in these difficult economic times, it would be wise for Falcon Heights to consider good stewardship of its funds and of the resources of its residents. Personally speaking, at 70 years of age, my wife 65, we continue to work in our professions to meet our living expenses. The amount we will be expected to pay is especially burdensome considering the extensive length of our property bordering Arona.

Sincerely,

William Fritsche

Jayn Fritsche



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 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 1/3/2012: \$199,518.47 Payroll through 12/27/2012: \$29,271.90
Budget Impact	
Attachment(s)	General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

PACKET: 00766 DEC 26TH 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

01-05422 BP

I-201212263789		FUEL/ REPLACE LOST CK	1,400.59			
12/26/2012	APBNK	MANUAL CK# 801000 12/21/2012		1099: N		
		FUEL/ REPLACE LOST CK		602 4602-74000-000	FUEL & LUBRICANTS	479.40
		FUEL/ REPLACE LOST CK		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	135.39
		FUEL/ REPLACE LOST CK		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	785.80
=== VENDOR TOTALS ===			1,400.59			

01-05072 BRANCH AND BOUGH TREE SERVICE

I-1369		FORESTER SVCS/TREE PLANTING/R	16,151.69			
12/26/2012	APBNK	DUE: 12/26/2012 DISC: 12/26/2012		1099: N		
		CITY FORESTER SVCS		101 4134-80330-000	FORESTRY CONSULTANT	4,268.29
		TREE PLANTINGS		419 4419-86000-000	TREE PLANTING	8,500.00
		TREE REMOVALS		419 4419-85000-000	TREE REMOVAL	2,208.40
		TREE TRIMMING		419 4419-84000-000	TREE TRIMMING	675.00
		TREE STORM DAMAGE		419 4419-86500-000	TREE STORM DAMAGE	500.00
=== VENDOR TOTALS ===			16,151.69			

01-05074 FALCON HEIGHTS LIMITED PARTNER

I-201212263790		2ND HALF PAY AS GO PYMT	50,831.00			
12/26/2012	APBNK	DUE: 12/26/2012 DISC: 12/26/2012		1099: N		
		2ND HALF PAY AS GO PYMT:		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	50,831.00
=== VENDOR TOTALS ===			50,831.00			

01-08878 STATE OF MINNESOTA

I-2DCR-54		2012 CITATION BOOKS	1,006.00			
12/26/2012	APBNK	DUE: 12/26/2012 DISC: 12/26/2012		1099: N		
		2012 CITATION BOOKS		101 4122-81000-000	POLICE SERVICES	1,006.00
=== VENDOR TOTALS ===			1,006.00			

01-07173 TOWNSQUARE SENIOR LLC

I-201212263791		2ND HALF PAY AS GO PYMT	30,622.00			
12/26/2012	APBNK	DUE: 12/26/2012 DISC: 12/26/2012		1099: N		
		2ND HALF PAY AS GO PYMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	30,622.00
=== VENDOR TOTALS ===			30,622.00			
=== PACKET TOTALS ===			100,011.28			

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00000	0		AMERIPRIDE SERVICES				
I-1002327430	12/28/2012	APBNK	LINEN CLEANING DUE: 12/28/2012 DISC: 12/28/2012 LINEN CLEANING	41.08	1099: N 101 4124-82011-000	LINEN CLEANING	41.08
=== VENDOR TOTALS ===				41.08			
01-05422	BP						
I-201212283800	12/28/2012	APBNK	FUEL DUE: 12/28/2012 DISC: 12/28/2012 FUEL	775.87	1099: N 101 4132-74000-000	MOTOR FUEL & LUBRICANTS	775.87
=== VENDOR TOTALS ===				775.87			
01-06290	CITY OF ROSEVILLE						
I-0217035	12/28/2012	APBNK	NOV ENGINEERING SERVICES DUE: 12/28/2012 DISC: 12/28/2012 NOV ENGINEERING SERVICES	6,303.84	1099: N 419 4419-83010-000	PAVEMENT MANAGEMENT	6,303.84
=== VENDOR TOTALS ===				6,303.84			
01-04084	FIRE EQUIPMENT SPECIALTIES						
I-7772	12/28/2012	APBNK	HELMET AND GLOVES DUE: 12/28/2012 DISC: 12/28/2012 HELMET AND GLOVES	393.90	1099: N 402 4402-91000-000	MACHINERY & EQUIPMENT	393.90
=== VENDOR TOTALS ===				393.90			
01-07187	KRISTIN GRANGAARD						
1212283799	12/28/2012	APBNK	BINDERS/MANUAL COPIES/SALARY DUE: 12/28/2012 DISC: 12/28/2012 BINDERS/COPIES OF MANUAL GRANGAARD'S SALARY	517.28	1099: Y 210 4210-86105-000 214 4214-80320-000	CERT TNG EXERCISES INSTRUCTOR PREP DELIVERY	277.28 240.00
=== VENDOR TOTALS ===				517.28			
01-05243	HINRICHS,RICH						
I-201212283795	12/28/2012	APBNK	MOTOROLA RADIO CAR CHARGER DUE: 12/28/2012 DISC: 12/28/2012 MOTOROLA RADIO CAR CHARGER	90.00	1099: N 101 4124-70100-000	SUPPLIES	90.00
=== VENDOR TOTALS ===				90.00			

PACKET: 00769 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	5	LIGHTINGHOUSEUSA, INC				
I-20069		DECORATIVE LIGHT RETROFITS	1,150.52			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		DECORATIVE LIGHT RETROFITS		209 4209-70180-000	STREET LIGHT RETROFIT	1,150.52
=== VENDOR TOTALS ===			1,150.52			
01-05494		MK MECHANICAL INC				
I-4282		FIX FIRE HALL HEAT BURNERS	4,828.90			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		FIX FIRE HALL HEAT BURNERS		101 4131-87010-000	CITY HALL MAINTENANCE	4,828.90
=== VENDOR TOTALS ===			4,828.90			
01-05742		MINNESOTA CONWAY				
I-50382		RECHARGE FIRE EXTINGUISHERS	196.89			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		RECHARGE FIRE EXTINGUISHERS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	196.89
=== VENDOR TOTALS ===			196.89			
01-05843		MN NCPERS LIFE INSURANCE				
I-201212283793		JAN LIFE INSURANCE	96.00			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		JAN LIFE INSURANCE		101 21709-000	OTHER PAYABLE	96.00
=== VENDOR TOTALS ===			96.00			
01-07263		NEXTEL COMMUNICATIONS, INC				
0189225-114		NOV CELL PHONE BILL	151.84			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		NOV CELL PHONE BILL		101 4121-85015-000	CELL PHONE	70.40
		NOV CELL PHONE BILL		101 4131-85015-000	CELL PHONE	12.11
		NOV CELL PHONE BILL		101 4141-85015-000	CELL PHONE	31.57
		NOV CELL PHONE BILL		101 4132-85015-000	CELL PHONE	7.29
		NOV CELL PHONE BILL		601 4601-85015-000	CELL PHONE	20.84
		NOV CELL PHONE BILL		602 4602-85015-000	CELL PHONES	9.63
=== VENDOR TOTALS ===			151.84			

PACKET: 00769 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
=====						
01-05110	5	RAMSEY COUNTY				
I-EMCOM-002273		DEC FLEET SUPPORT	56.16			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		DEC FLEET SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	56.16
I-EMCOM-002315		DEC 911 DISPATCH FEES	2,155.92			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		DEC 911 DISPATCH FEES		101 4122-81200-000	911 DISPATCH FEES	2,155.92
		=== VENDOR TOTALS ===	2,212.08			
=====						
01-05110		SRF CONSULTING GROUP INC				
I-201212283796		ALLEY TRAFFIC ASSESSMENT	2,046.20			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		ALLEY TRAFFIC ASSESSMENT		419 4419-92095-000	2013 STREET PROJECTS	2,046.20
I-201212283797		ALLEY TRAFFIC ASSESSMENT	189.02			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		ALLEY TRAFFIC ASSESSMENT		419 4419-92095-000	2013 STREET PROJECTS	189.02
		=== VENDOR TOTALS ===	2,235.22			
=====						
01-07228		CITY OF ST ANTHONY				
I-2945		JAN POLICE SERVICES	50,169.15			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		JAN POLICE SERVICES		101 15500-000	PREPAID EXPENDITURES	50,169.15
		=== VENDOR TOTALS ===	50,169.15			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
1212283794		NOV WATER AND SS CHARGES	321.36			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		H20 CITY HALL		101 4131-85040-000	WATER	24.68
		SS CITY HALL		101 4131-85070-000	SEWER	22.71
		H20 ROSELAWN		101 4141-85040-000	WATER	161.76
		SS ROSELAWN		101 4141-85070-000	SEWER	86.93
		H20 IOWA AVE		101 4141-85040-000	WATER	16.45
		SS IOWA AVE		101 4141-85070-000	SEWER	8.83
		=== VENDOR TOTALS ===	321.36			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01	3	MICHELLE TESSER				
I-201212283798		WINTER BREAK CAMP SUPPLIES	89.18			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		WINTER BREAK CAMP SUPPLIES		201 4201-70300-000	RECREATION SUPPLIES	89.18
		=== VENDOR TOTALS ===	89.18			
01-07205		ZEP SALES & SERVICE				
I-9000009964		PAPER TOWEL	85.79			
12/28/2012	APBNK	DUE: 12/28/2012 DISC: 12/28/2012		1099: N		
		PAPER TOWEL		101 4131-70110-000	SUPPLIES	85.79
		=== VENDOR TOTALS ===	85.79			
		=== PACKET TOTALS ===	69,658.90			

PACKET: 00775 JAN 3RD PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05371		BOND TRUST SERVICES CORPORATIO				
I-8387		BOND FEES EQUIPMENT BOND	450.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		BOND FEES EQUIPMENT BOND		306 4306-94900-000	BOND FEES	450.00
		=== VENDOR TOTALS ===	450.00			
=====						
01-05153		HOME DEPOT CRC/GECF				
I-201301033806		PAINT/THERMOSTAT/ROLLERS/BRUS	131.95			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		PAINT/THERMOSTAT/ROLLERS/BRUSH		101 20200-000	ACCOUNTS PAYABLE	131.95
		=== VENDOR TOTALS ===	131.95			
=====						
01-07276		HUGHES & COSTELLO				
I-201301033810		DEC PROSECUTIONS	2,500.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		DEC PROSECUTIONS		101 20200-000	ACCOUNTS PAYABLE	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-05510		LEAGUE OF MN CITIES				
I-168475		LEAGUE OF MN CITIES DUES	4,963.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		LEAGUE OF MN CITIES DUES		101 20200-000	ACCOUNTS PAYABLE	4,963.00
		=== VENDOR TOTALS ===	4,963.00			
=====						
01-05233		LISA LYNN CONSULTING				
I-201301033809		ADMINISTRATIVE CONSULTING SVC	1,375.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		ADMINISTRATIVE CONSULTING SVCS		101 20200-000	ACCOUNTS PAYABLE	1,375.00
		=== VENDOR TOTALS ===	1,375.00			
=====						
01-05273		MN PUBLIC EMPLOYEES INSURANCE				
I-201301033808		MN PUBLIC EMPLOYEES INSURANCE	8,148.10			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		JAN HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	8,148.10
		=== VENDOR TOTALS ===	8,148.10			

PACKET: 00775 JAN 3RD PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05813	MN STATE FIRE	CHIEF ASSOC				
I-201301033812		MEMBERSHIP	318.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		MEMBERSHIP		101 4124-86110-000	MEMBERSHIPS	318.00
		=== VENDOR TOTALS ===	318.00			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-201301033807		DEC CELL PHONES FIRE TRKS	90.27			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		DEC CELL PHONES FIRE TRKS		101 20200-000	ACCOUNTS PAYABLE	90.27
		=== VENDOR TOTALS ===	90.27			
=====						
01-06185	RAMSEY COUNTY					
I-PRRRV - 559		ACCUVOTE BALLOT MAINTENANCE	852.27			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		ACCUVOTE BALLOT MAINTENANCE		101 20200-000	ACCOUNTS PAYABLE	852.27
		=== VENDOR TOTALS ===	852.27			
=====						
01-05374	TENNIS SANITATION LLC					
I-850241		DEC RECYLCING	5,769.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		DEC RECYLCING		206 20200-000	ACCOUNTS PAYABLE	5,769.00
		=== VENDOR TOTALS ===	5,769.00			
=====						
01-05195	TYLER TECHNOLOGIES					
I-025 - 57187		2013 FINANCIAL SOFTWARE SUPPR	4,550.70			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		2013 FINANCIAL SOFTWARE SUPPRT		101 4113-80600-000	SOFTWARE MAINTENANCE	4,550.70
		=== VENDOR TOTALS ===	4,550.70			
=====						
01-07132	WELLS FARGO INSURNACE SERVICES					
I-13033628		FINANCE DIRECTOR BOND	350.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		FINANCE DIRECTOR BOND		101 4113-88000-000	INSURANCE & BONDS	350.00
I-13033637		CITY ADMINISTRATOR BOND	350.00			
1/03/2013	APBNK	DUE: 1/03/2013 DISC: 1/03/2013		1099: N		
		CITY ADMINISTRATOR BOND		101 4112-88000-000	INSURANCE & BONDS	350.00
		=== VENDOR TOTALS ===	700.00			
		=== PACKET TOTALS ===	29,848.29			



December 2012 Statement 11/09/2012 - 12/11/2012

Page 2 of 2

CITY OF FALCON HEIGHT (CPN 001055690)

Cardmember Service 1-866-485-4545



Important Messages

You asked; we listened. Your New Statement Design is Here! Simply Stated, we want to keep you informed about your account with clear and useful information. The new design is easier to read with important information available at a glance. Please see the enclosed insert for more details. Thank you for your business and your feedback.

Transactions FISCHER,BART J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/03	12/01	7231	STARBUCKS CORP00136242 ROSEVILLE MN	\$13.87	
Total for Account				\$13.87	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/19	11/18	0003	PAYMENT THANK YOU	\$524.77CF	
Total for Account				\$524.77CR	

(Handwritten circled notes: bpf, Coffee for Solar Ribbon Cutting)

2012 Totals Year-to-Date	
Total Fees Charged in 2012	\$0.00
Total Interest Charged in 2012	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions

EMP #	NAME	AMOUNT
0004	BART J FISCHER	2,408.86
01-1010	MICHELLE C TESSER	1,615.75
01-1136	ROLAND O OLSON	1,408.07
01-2154	MAUREEN A ANDERSON	42.88
01-1038	DEBORAH K JONES	1,674.53
01-0085	DANIEL S JOHNSON-POWERS	64.76
01-0086	RICHARD H HINRICHS	74.76
01-0087	MICHAEL A MCKAY	96.24
01-0095	MICHAEL J POESCHL	131.23
01-0101	DALE E HUFF	10.73
01-0105	ANTON M FEHRENBACH	85.34
01-0106	SCOTT A TESCH	53.29
01-0124	MICHAEL D KRUSE	147.94
01-1030	TIMOTHY J PITTMAN	1,729.17
01-1033	DAVE TRETSVEN	1,469.37
01-1143	COLIN B CALLAHAN	1,058.27

TOTAL PRINTED: 16 12,071.19

12-13-2012 10:23 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 12/13/2012

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1138	STANCZYK, JACOB	R	12/13/2012	224.69	080031
0034	KURHAJETZ, CLEMENT	R	12/13/2012	214.86	080032
0040	ANDERSON, KEVIN	R	12/13/2012	187.95	080033
0097	GAFFNEY, PATRICK	R	12/13/2012	200.82	080034
0104	VANN, VINCENT A	R	12/13/2012	48.12	080035
0119	WICK, JEFFREY M	R	12/13/2012	74.76	080036
0123	SULLIVAN, BRYAN R	R	12/13/2012	144.99	080037
0125	MILLER, RACHEL L	R	12/13/2012	102.99	080038
0126	SMITH, BENJAMIN J	R	12/13/2012	116.63	080039
0127	PONTRELLI, MITCHELL E	R	12/13/2012	156.93	080040
0128	ROSENBERG, NICHOLAS M	R	12/13/2012	82.72	080041
2172	ARCAND, MICHAEL W	R	12/13/2012	385.85	080042

12-13-2012 10:23 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 12/13/2012

*** REGISTER TOTALS ***

REGULAR CHECKS:	12	1,941.31
DIRECT DEPOSIT REGULAR CHECKS:	16	12,071.19
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	28	14,012.50

EMP #	NAME	AMOUNT
01-013	PETER C LINDSTROM	317.84
01-0016	PAMELA M HARRIS	283.05
01-0019	KEITH P GOSLINE	283.05
01-1004	BART J FISCHER	2,408.91
01-1010	MICHELLE C TESSER	1,615.75
01-1136	ROLAND O OLSON	2,019.62
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	1,729.17
01-1033	DAVE TRETSVEN	1,469.37
01-1143	COLIN B CALLAHAN	1,058.21

TOTAL PRINTED: 13 13,313.54

12-27-2012 1:52 PM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 12/27/2012

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
001	MERCER-TAYLOR, ELIZABETH	R	12/27/2012	280.60	080105
0018	LONG, CHARLES E	R	12/27/2012	283.05	080106
1138	STANCZYK, JACOB	R	12/27/2012	267.35	080107
0034	KURHAJETZ, CLEMENT	R	12/27/2012	624.06	080108
0097	GAFFNEY, PATRICK	R	12/27/2012	100.96	080109
2172	ARCAND, MICHAEL W	R	12/27/2012	129.60	080110
1034	PITTMAN, GERALD J	R	12/27/2012	260.24	080111

12-27-2012 1:52 PM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 12/27/2012

*** REGISTER TOTALS ***

REGULAR CHECKS:	7	1,945.86
DIRECT DEPOSIT REGULAR CHECKS:	13	13,313.54
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	20	15,259.40

*** NO ERRORS FOUND ***



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 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> <ol style="list-style-type: none"> 1. Fireside Hearth a& Home 2. Yale Mechanical, LLC 3. Absolute Mechanical Contractors, LLC 4. Champion Plumbing 5. Bonfes Plumbing Heating & Air Services, Inc. <p>The following individuals have applied for a <u>Tree Trimming/Treating/Removal License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Bartlett Tree Experts 2. Northern Arborists 3. Hugo's Tree Care, Inc. 4. Rainbow Tree Company 5. A-1 Walsh, Inc. <p>The following individuals have applied for a <u>Municipal Business License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. BM Fitness LLC dba Snap Fitness 2. Hair Designs Unlimited 3. John A. Knutson & Co., PLLP 4. Parents United for Public Schools 5. MK Enterprises of MN, LLC 6. Central Pediatrics, P.A. 7. The Art, LLC 8. Northern Tier Retail, LLC dba Super America #4353 9. Cox Insurance Associates, Inc. 10. Har Mar Lock and Service Center 11. National Youth Leadership Council

12. Hamline Hoyt Service

The following individuals have applied for a Refuse/Recycle License for 2013. Staff has received the necessary documents for licensure.

1. Waste Management of Minnesota, Inc.
2. Keith Krupenny & Son Disposal Service, Inc.
3. Aspen Waste Systems, Inc.
4. Walters Recycling & Refuse, Inc.
5. Allied Waste Systems
6. Tennis Sanitation, LLC

The following individuals have applied for a Liquor License License for 2013. Staff has received the necessary documents for licensure.

1. Merwin's Liquor
2. XY Corporation dba New Fresh Wok

The following individuals have applied for a Cigarette License for 2013. Staff has received the necessary documents for licensure.

1. Merwin's Liquor
2. Falcon Heights Gas & Convenience, Inc.

The following individuals have applied for a Massage Therapist License for 2013. Staff has received the necessary documents for licensure.

1. Ruth Atherly, Hair Design Unlimited

The following individuals have applied for a Gasoline, Grocery and Car Wash License for 2013. Staff has received the necessary documents for licensure.

1. Falcon Heights Gas & Convenience, Inc.

The following individuals have applied for a Home Occupation License for 2013. Staff has received the necessary documents for licensure.

1. Therapy for Children, Adults and Families, Inc.
2. David L. Wasson Graphic Design

The following individuals have applied for a Restaurant License for 2013. Staff has received the necessary documents for licensure.

1. Spin the Planet Enterprises dba Jimmy John's

	<ol style="list-style-type: none"> 2. Coffee Grounds 3. Pizza Hut <p>The following individuals have applied for a <u>General Construction License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Kraus-Anderson Construction Company 2. Asphalt Driveway Co. <p>The following individuals have applied for a <u>Bench License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. U.S. Bench Corp.
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	January 9, 2013
Agenda Item	Consent F3
Attachment	Resolution 13-01
Submitted By	Roland Olson, Finance Director

Item	Resolution Designating Official Depositories for 2013
Description	All investments are made according to State law and the City's Investment Policy. The City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
Budget Impact	
Attachment(s)	Resolution 13-01
Action(s) Requested	Staff recommends that the Council approve the official depositories for 2013.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 9, 2013

No. 13-01

A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE
CITY OF FALCON HEIGHTS

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
RBC Public Fund Services
Morgan Stanley Smith Barney, LLC
Wells Fargo Advisors, LLC
Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)
PMA Securities Inc (4M and 4M Plus Investment Pools)
Wells Fargo Securities, LLC

BE IT FURTHER RESOLVED that the City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make investments and transfers of funds for the City of Falcon Heights. Collateral shall be furnished by the financial institutions as required by law.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
January 9, 2013

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

Attested by: _____

Bart Fischer
City Administrator
January 9, 2013



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F4
Attachment	Elected Official Out-of-State Travel Policy
Submitted By	Bart Fischer, City Administrator

Item	Review of Elected Official Out-of-State Travel Policy
Description	In 2005, the Minnesota State Legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the City council.
Budget Impact	N/A
Attachment(s)	Elected Official Out-of-State Travel policy
Action(s) Requested	Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

City of Falcon Heights

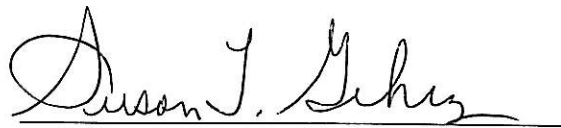
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

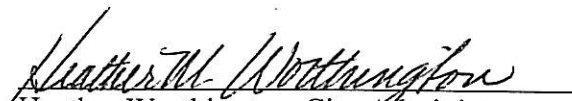
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F5
Attachment	
Submitted By	Bart Fischer, City Administrator

Item	Designation of Official Newspaper
Description	<p>State statute requires that a city designate a legal newspaper of general circulation in the city. This newspaper is used when the city is required to publish legal notification regarding public hearings, elections and city financial matters. There are two local papers that service Falcon Heights: The Park Bugle and the Roseville Review.</p> <p>Staff recommends that the City designate the Roseville Review as its legal newspaper in 2013 for the following reasons.</p> <ul style="list-style-type: none"> • The Roseville Review circulates to most households in Falcon Heights. • The Roseville Review is a weekly publication. A monthly publication such as the Park Bugle would not suit the City's needs, as the City Council meets twice a month, and legal notices must be published on a more timely schedule.
Budget Impact	Funds have been allocated in the 2013 Budget for any costs associated with public notices.
Attachment(s)	
Action(s) Requested	Designate the Roseville Review as the City's legal newspaper for 2013.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F6
Attachment	City Council Standing Rules
Submitted By	Bart Fischer, City Administrator

Item	Review and Adopt Council Standing Rules
Description	Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted. Staff has no recommendations for changes in the standing rules at this time
Budget Impact	N/A
Attachment(s)	City Council Standing Rules
Action(s) Requested	Adopt standing rules as amended 2/8/2006 for 2013.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F7
Attachment	
Submitted By	Bart Fischer, City Administrator

Item	Appointment of City Engineer
Description	For several years the City has contracted with the City of Roseville for city engineering services. Staff is seeking to continue this relationship and appoint Deb Bloom the City Engineer for 2013.
Budget Impact	Funds have been allocated in the 2013 Budget.
Attachment(s)	
Action(s) Requested	Approval of Deb Bloom and the City of Roseville Engineering Department as City of Falcon Heights Engineer for 2013.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F8
Attachment	
Submitted By	Bart Fischer, City Administrator

Item	Appointment of City Attorney
Description	<p>For several years, the City of Falcon Heights has contracted our prosecuting attorney services to Katrina Joseph of Hughes and Costello. City Council appointed Ms. Joseph/Hughes and Costello the City's 2013 Prosecuting Attorney at the 12/12/12 Council meeting.</p> <p>In addition, the City has used the law firm of Campbell Knutson, P.A. for Civil Attorney services for many years. Roger Knutson is the main contact, but the City uses various attorneys in the firm for our daily needs.</p>
Budget Impact	Funds have been allocated in the 2013 Budget.
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the law firm of Campbell Knutson, P.A. for civil legal services for 2013.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F9
Attachment	
Submitted By	Bart Fischer, City Administrator

Item	Appointment of City Auditor
Description	Each year the City is required to have an independent firm audit our financial records. For the past several years, we have used Kern-DeWenter-Viere as our auditors, and we have been very satisfied with their services.
Budget Impact	Funds have been allocated in the 2013 Budget.
Attachment(s)	
Action(s) Requested	Staff recommends the approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2013.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F10
Attachment	
Submitted By	Peter Lindstrom, Mayor

Item	Appointment of Acting Mayor
Description	<p>Periodically, the Mayor's absence requires that official duties (such as signing official documents, running City Council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various City Councilmembers. The 2012 Acting Mayor was Councilmember Pam Harris.</p> <p>The Mayor still retains the right to name other Councilmembers as Acting Mayor when planned absences are anticipated, but the formal designation of an Acting Mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	I recommend that the Falcon Heights City Council approve Councilmember Keith Gosline as the 2013 Acting Mayor.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F11
Attachment	
Submitted By	Peter Lindstrom, Mayor

Item	Council/City Commission Liaison Assignments- <i>Amended</i>
Description	<p>Councilmembers are each assigned to serve as a liaison between City Council and various commissions each year. Assignments for 2013 are as follows:</p> <ul style="list-style-type: none"> • Planning Commission - Pam Harris • Human Rights Commission - Chuck Long • Parks and Recreation Commission - Chuck Long • Environment Commission - Beth Mercer-Taylor • Neighborhood Commission - Peter Lindstrom • Northwest Youth and Family Services - Keith Gosline • Ramsey County League of Local Governments - Beth Mercer-Taylor • U of MN Campus Area Coordinating Committee and Stadium Area Advisory Group - Peter Lindstrom • North Suburban Cable Commission - Rick Talbot
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	I recommend approval of the above assignments.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F12
Attachment	Recreation Agreement with the City of Lauderdale
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	Recreation Agreement with the City of Lauderdale
Description	The City of Lauderdale does not offer recreation programs to their residents. In 2009, Lauderdale asked Falcon Heights Parks and Recreation to offer programs to their residents at a residential rate. In return, Lauderdale provides facility and park space for Falcon Heights Parks and Recreation programs. At the end of each year, Falcon Heights invoices Lauderdale the difference in resident rate and non-residential rate for each registrant. The agreement is updated annually.
Budget Impact	With more sites available for programming, registration revenue in the recreation budget increases.
Attachment(s)	Recreation Services Agreement for the City of Falcon Heights and City of Lauderdale.
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the Recreation Agreement with the City of Lauderdale.

**City of Falcon Heights
City of Lauderdale**

Recreation Agreement

THIS AGREEMENT is effective January 1, 2013, through December 31, 2013, by and between the City of Lauderdale, 1891 Walnut Street ~ Lauderdale, MN 55113, and the City of Falcon Heights, 2077 W. Larpenteur Ave ~ Falcon Heights, Minnesota 55113. Falcon Heights agrees to provide recreation programs within the City of Lauderdale. Lauderdale agrees to provide facility space for the programs.

The Cities of Lauderdale and Falcon Heights agree to the following obligations:

1. Falcon Heights agrees to:

- Provide recreation programs and experiences to Lauderdale residents for the same fee as paid by Falcon Heights' residents. Lauderdale will reimburse Falcon Heights the difference between the resident and non-resident rate for recreation programs and experiences held at Falcon Heights' facilities. Lauderdale will not reimburse Falcon Heights if the programs are held at Lauderdale facilities.
- Coordinate registration, supervision, and program curriculum appropriate for the recreation program.
- The recreation programs held at Lauderdale City Hall will include, but not be limited to, Tae Kwon Do and Yoga.
- Provide program staff, program supplies and equipment, and program maintenance support for the agreed upon recreation program.

2. Lauderdale agrees to:

- Provide program space at Lauderdale City Hall and at Lauderdale Community Park. The City of Lauderdale agrees to provide regular facility and park maintenance such as sweeping the floor and supplying tables requested by Falcon Heights.
- Provide facilities access and keys to Falcon Heights Park and Recreation Staff.

Liability

Falcon Heights shall defend and indemnify Lauderdale and its employees, officers, volunteers and agents for any claims against Lauderdale arising from Falcon Heights's performance or failure to perform its duties under this Agreement.

Lauderdale shall defend and indemnify Falcon Heights and its employees, officers, volunteers and agents for any claims against Falcon Heights arising from Lauderdale's performance or failure to perform its duties under this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for any party.

Employees of Falcon Heights and Lauderdale shall remain employees of their respective cities regardless of where services are provided under this Agreement. Each party shall be responsible for injuries to or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing services pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employees or their dependants, even if the injuries were caused wholly or partially by the negligence of the other party.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Falcon Heights

City of Lauderdale

Mayor Peter Lindstrom

Mayor Jeffrey Dains

Date: _____

Date: _____

City Administrator
Bart Fischer

City Administrator
Heather Butkowski

Date: _____

Date: _____



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F13
Attachment	
Submitted By	Bart Fischer, City Administrator

Item	2013 Cost of Living Adjustments (COLA)
Description	As part of the 2013 Budget process, employee salaries are adjusted based on various factors, one of which is a cost-of-living adjustment (COLA). Incorporated into the approved 2013 budget is a 2% increase for all employees including the City Administrator.
Budget Impact	The 2% COLA is incorporated into the approved 2013 Budget.
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve a 2% cost of living adjustment for all city employees for 2013 as reflected in the approved 2013 Budget.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F14
Attachment	Tree Trimming Agreement & Bids
Submitted By	Bart Fischer, City Administrator

Item	Approve St. Croix Tree Service, Inc. as the 2013-2014 Tree Trimming and Removal Contractor
Description	<p>Each year the City of Falcon Heights selects a company to serve as our tree trimming and removal contractor. St. Croix Tree Service, Inc was the selected contractor in 2012. City staff has been satisfied with their overall service, performance and prices.</p> <p>For 2013-2014, the City went out again for bids on this service as it will now include a large amount of EAB removal and replanting. The City received 2 bids back from St. Croix Tree Service and S & S Tree Service. City Forester Andy Hovland reviewed both bids and is recommending we continue our relationship with St. Croix Tree Service for 2013-2014.</p> <p>Attached is the 2013-2014 Tree Trimming and Removal Agreement with quoted prices from St. Croix Tree Service and S & S Tree Service.</p>
Budget Impact	Funds have been allocated in the 2013 Budget and EAB grant funds have been secured for 2013-2014 for this service.
Attachment(s)	Tree Trimming Agreement
Action(s) Requested	Staff recommends that the Falcon Heights City Council select St. Croix Tree Service, Inc. as the City's tree trimming and removal contractor for 2013-2014 and authorize the City Administrator and Public Works Director to sign said agreement.

AGREEMENT FOR TREE TRIMMING & REMOVAL OF TREES AND STUMPS

This Agreement made this 9th day of January, 2013, by and between St. Croix Tree Service, Inc., Hereinafter called the "contractor" and the City of Falcon Heights. Witnessed, that the contractor and the City of Falcon Heights for the considerations stated herein mutually agree as follows:

ARTICLE I. Statement of Work - The contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, and perform and complete all work required for the removal of trees and stumps in an efficient and workmanlike manner all in strict accordance with the contract documents, for removal of trees and stumps.

ARTICLE II. The Contract Price - The City of Falcon Heights will pay the Contractor for performance of the Contract, in current funds, as provided in the Quote Proposal Form.

ARTICLE III. Contract - The executed contract documents shall consist of the following:

- A. This Agreement
- B. Addenda
- C. Invitation for Quotes
- D. Instruction to Quoters
- E. Signed copy of Quote
- F. Technical Specifications

The AGREEMENT, together with the other documents enumerated in this Article III, with said other documents are as fully a part of the Contract as if hereto attached or herein repeated, forms the Contract between the parties hereto. In the event that any provision in any component part, the provision of the Component part first enumerated in this Article III shall govern, except as otherwise specifically stated.

ARTICLE IV. Term - The term of this Agreement shall be from the date hereof until December 31, 2014, unless first terminated in accordance with this agreement.

ARTICLE V. Termination - This Agreement may be terminated by the City, at any time, upon 10 days written notice to the contractor.

ARTICLE VI. Insurance - The Contractor shall provide to the City a copy of insurance coverage combined single limit of a minimum of \$1,000,000.00

ARTICLE VII. Performance and Payment Bond - The Contractor shall provide to the City a copy of their Performance and Payment Bond.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in original copy on the day and year first above written.

Contractor _____

By _____

Title _____

Attest _____

Street _____

City, State, and Zip Code _____

THE CITY OF FALCON HEIGHTS

City Administrator

Public Works Director

AGREEMENT FOR REMOVAL OF TREES AND STUMPS TECHNICAL SPECIFICATIONS

Article I - Removal and Disposal of Trees. All logs and branches shall be removed from the property on which they are cut and disposed of by the Contractor in accordance with the rules and regulations of the Minnesota Department of Agriculture.

- A. Cost is "per diameter inch" (DBH). Where possible all trees will be measured at 4.5 feet off the ground. Those trees forking below 4.5' will be measured directly below the union and can be considered one tree.
- B. Accessible Trees are trees with easy access, usually along boulevards or in open park areas, includes stump removal.
- C. Limited/No access trees are trees located in wooded areas or vehicle access to the tree is impaired, due to wooded area or structural constraints. Stumps will not be included if in wooded area. Cost is "per diameter inch".

Article II - Tree Trimming Only.

- A. Broken branches will be billed at a flat rate.
- B. Dead wood, 1"+ diameter, including any broken branches, will be billed per DBH inch of tree.
- C. Full prune, including broken branches and dead wood, for health of the tree will be billed per DBH inch of tree.

Article III - Stump Removal.

- A. There are times when only a stump needs to be removed. The removal of a stump is determined by the diameter of the cut face plus one-third the diameter of the longest root flare.
- B. All stumps and large exposed surface roots will be removed at least four inches below ground level.
- C. The Contractor will remove all chips and other debris caused by the stump removal operation.
- D. The Contractor will furnish and spread adequate black dirt and grass seed over the area of the stump removal. No such holes are to be left open overnight.
- E. When access to the stump by machine is impossible, stumps shall not exceed three (3) inches in height. If it is an elm tree, the tree shall be completely debarked.
- F. The costs for excessive stump removal is based on diameter of the cut face plus one-third the diameter of the longest root flare, per prior agreement with City.

Article IV - Storm Damage.

- A. If a three (3) acre, at minimum, dumpsite is available within the City, the cost of removal will be less than if hauling of the material is required.
- B. Cost is based on per load and per hourly basis if there is no dumpsite available within the City.

Article V - Brush and woodpile removal.

- A. Brush pile removal is billed per 20-yard load.
- B. Woodpile removal is billed on cubic yard basis, depending on access

Article VI - Boulevard Tree Replanting in association with Ash Tree Replacement Program.

- A. Trees planted late spring/early summer 2013 and 2014.
- B. Install 2" caliper boulevard trees following current nursery and industry standards. Approximately 45 trees to install annually in predetermined, staked locations throughout the city. See attached species list.
- C. Contractor will provide all plant material and equipment to install. Tree locations shall be marked by city forester.
- D. Trees shall have strong central leader and good branch attachments. Leaves shall be of good color typical of species and of typical size.
- E. Trees shall be planted with the main order root system at the soil surface. Tangential or stem girdling roots shall be removed at the time of planting.
- F. Trees shall be mulched with 2-3" of shredded hardwood mulch or equivalent after planting.
- G. Trees shall be staked and lightly guyed using twine or roping (not wire) if necessary.
- H. Trees shall be provided with initial watering at the time of planting by the contractor.
- I. Disposal of excess soil and planting debris is the responsibility of the contractor.
- J. Trees shall be guaranteed for 1 year from the installation date.

Article VII - Unusually Difficult.

A specified % increase (20-100) will be added on to the cost of removing trees over 20" DBH with unusually difficult factors, (i.e., access problems, fences, wires). The % increase will be discussed and agreed upon prior to commencement of work.

Article VIII - Private Tree Removal.

At times, the City staff will need to coordinate the removal of private trees. However, the resident will be charged the private tree removal rate, which is not the same as the city removal rate.

AGREEMENT FOR REMOVAL OF TREES AND STUMPS

Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees \$ 14⁵⁰ Cost per diameter inch
- B. Limited/No access \$ 19⁰⁰ Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 3⁰⁰ per DBH inch
- B. Dead Wood \$ 4⁰⁰ per DBH inch
- C. Full Prune \$ 5⁰⁰ per DBH inch

Article III - Stump Removal

- A. Stump Only 3⁷⁵ per inch diameter of cut face, plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City 215⁰⁰ per load per hour
- B. Dump site outside of City 290⁰⁰ per load per hour

Article V - Brush and Wood pile

- A. Brush Pile, easy access 250⁰⁰ per 20 yard load
- B. Brush Pile, difficult access 500⁰⁰ per 20 yard load
- C. Wood Pile, easy access 16⁰⁰ per cubic yard
- D. Wood Pile, difficult access 27⁰⁰ per cubic yard

Article VI - Boulevard Tree Replanting in association with Ash Tree Replacement Program.

- A. Please attaché a list with availability of species mentioned and itemized material and labor cost per tree installed.

Signed *Jim Muehlebach*

Firm Name St. Croix Tree Service, Inc.

Address 675 Grape St.
Roberts, WI 54023

Phone 651-770-3744

Date 12-17-2012

INSTRUCTIONS FOR TREE REMOVAL CONTRACTORS

1. The City of Falcon Heights tree removal agreement will cover the period January 1, 2013 to December 31, 2014.
2. In submitting the quote the contractor understands that the City reserves the right to reject any and all quotes.
3. The quote form must be fully completed and signed. The contractor must be prepared to submit a financial and experience statement upon request.
4. The tree removal contractor will have a deadline of 10 working days from the date of notification to remove the trees and stumps as listed. A penalty of \$15 per day per tree can be applied to late work.
5. The contractor may be required to remove storm damaged, nuisance or hazard trees from public property as requested by the city. Notice of such removals may be given directly to the contractor with little or no advance notice. Prompt response is expected. All work shall be performed at the quoted price.
6. The successful contractor shall be able to demonstrate a completed record of similar government contracts and be able to submit a list of previous employers and references as requested.
7. The city reserves the right to cancel the contract at any time, for just cause, upon 10 days written notice to the contractor.

**Tree Boulevard Tree Replanting in association with Ash Tree Replacement Program
Species List**

Fall Fiesta Sugar Maple
Miyabe Maple
Northwoods Red Maple
Autumn Gold Ginkgo
Sienna Glen Maple
Emerald Lustre Norway Maple
Princeton American Elm
Valley Forge American Elm
Swamp White Oak
Red Oak
Northern Pin Oak
Espresso Kentucky Coffee Tree
Hackberry
Skyline Honey locust
'Boulevard' American Linden
Spring Snow Crabapple
Japanese Tree Lilac
Three Flower maple
Korean Sun Ornamental Pear.
Red Sunset Red Maple

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- A. Please attaché a list with availability of species mentioned and itemized material and labor cost per tree installed.

Signed *Jim Muehlebach*
Firm Name St. Croix Tree Service, Inc.
Address 675 Grape St.
Roberts, WI 54023
Phone 651-770-3744
Date 12-17-2012

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6. The successful contractor shall be able to demonstrate a completed record of similar government contracts and be able to submit a list of previous employers and references as requested.
7. The city reserves the right to cancel the contract at any time, for just cause, upon 10 days written notice to the contractor.



ST. CROIX TREE SERVICE, INC.

MN: 651-770-3744 • WI: 715.749.3475 • Fax: 715.749.3465 • 675 Grupe Street. Roberts, WI 54023
West Metro: 952-881-3779 • 8000 Powell Road #160 Hopkins, MN 55343
Website: www.stcroixtreeservice.com

"Satisfaction That Grows"

December 17, 2012

City of Falcon Heights

RE: 2013/2014 ash tree replacement

Article VI: Species availability and pricing (material and installation)

As of the date of this submission, all species and sizes listed are available for the 2013/2014 seasons. Costs of trees installed per specifications are as follows:

1. Fall Fiesta Sugar Maple. \$250 ea.
2. Miyabe Maple \$250 ea.
3. Northwoods red maple \$250 ea.
4. Autumn Gold Ginkgo \$389 ea.
5. Sienna Glen Maple \$250 ea.
6. Emerald Lustre Norway \$250 ea.
7. Princeton elm \$250 ea.
8. Valley Forge Elm \$250 ea.
9. Swamp White Oak \$269 ea.
10. Red Oak \$269 ea.
11. Northern Pin oak \$269 ea.
12. Espresso Kentucky Coffee \$352 ea.
13. Hackberry \$250 ea.
14. Skyline Honeylocust \$250 ea.
15. Blvd American Linden \$250 ea.
16. Spring Snow Crabapple \$250 ea.
17. Japanese Tree Lilac \$250 ea.
18. Three Flower Maple \$250 ea.
19. Korean Sun Ornamantal Pear \$250 ea.
20. Red Sunset Red Maple \$250 ea.





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Website: www.stcroixtreeservice.com

"Satisfaction That Grows"

December 17, 2012

City of Falcon Heights

RE: Certified Arborists

St. Croix Tree Service ISA Certified Arborists:

Chris Muehleck: MN-0334A

Scott Anderson: MN-0244A

Aaron Simpson: WI-0955A

Jason Skutt: WI-0788A

Travis Rasset: MN-4430A

Matt Erdman: WI-0956A

Matt Brookshaw: WI-0949A

Jake Wildeck: WI-0948A

Kent Lindahl: WI-0619A

Guy Carlson: WI-0894A

Mark Gondreau: WI-0292A

Josh Rasmussen: MN-4469A

Mike Cowles: WI-0947A

Mike Anderson: WI-0946A

Nick Miller: WI-0951A

Matt Bever: WI-0760A

Charles Kastern:

Rob Juetten:



MINNESOTA DEPARTMENT OF AGRICULTURE
COMPLIANCE AGREEMENT

1. Name or Address of Person or Firm:

Denris Ullom
St Croix Tree Service, Inc
675 Grupe Street
Roberts, WI 54023

2. Location:

St Croix Tree Service, Inc
675 Grupe Street
Roberts, WI 54023

3. Regulated Article(s) Regulated articles include, but are not limited to, ash (*Fraxinus* sp.) nursery stock, ash logs, ash lumber, hardwood firewood (non-coniferous), ash chips/mulch, and wood packing material constructed with ash. All regulated articles must be processed and/or documented in accordance with emerald ash borer quarantine requirements before movement outside the quarantine boundaries.

4. Applicable Laws/Regulations: **Emerald Ash Borer (*Agrilus planipennis*), MN Statutes 18G, 18J, 239 and the State of Minnesota EAB Interior Quarantine**

5.

Section I. Agreement

I/We agree to the following: **St Croix Tree Service, Inc** hereby enters into a Compliance Agreement with the Minnesota Department of Agriculture (MDA) under the provisions of the emerald ash borer quarantine and agrees to handle regulated articles intrastate only as provided for on this compliance agreement.

Section II. Conditions

This establishment will not move regulated articles out of the quarantined area. If these practices change this establishment will contact Teresa McDill with MDA at 651-201-6448, before the change occurs to give notification and ensure adherence to the state quarantine.

Or

This establishment will handle the following regulated article(s): (Check all applicable)

- Ash Chips/Mulch
- Ash Logs
- Ash Lumber
- Hardwood Firewood (Non-Coniferous)
- Wood Packing Material Constructed with Ash
- Other (Specify) _____

A. Treatment/Mitigation (Check all applicable):

- 1. Mulch/Chip or Compost
- 2. Safeguarding (transport)
- 3. Facility outside of quarantine
- 4. Heat Treatment
- 5. Remove the bark and an additional ½ inch of wood
- 6. Kiln Sterilization
- 7. Fumigation
- 8. ISPM-15 for Ash Lumber in Wood Packing Material (WPM)

If regulated articles are present in violation of this agreement, they will be immediately treated/disposed of under the MDA supervision using appropriate safeguards at the establishment's expense.

B. Standard Operating Procedure: A standard operating procedure (SOP) must be prepared outlining the procedures to be used to meet state quarantine regulation requirements. The SOP will be attached as a part of this compliance agreement. See Attachment B.

C. Out of State Product: If this establishment receives regulated articles sourced from another state, or transports regulated articles to another state, additional stipulations will apply. Please contact local USDA APHIS PPQ office.

D. Records: This establishment will maintain records of all shipments of regulated articles. Shipment and treatment records must be maintained for at least 36 months by this establishment and broker/supplier. All document requests will be filled by the establishment within at least 48 hours of the initial request of the MDA.

COPY

5. (cont'd)

Section III. Inspection Authority

The MDA retains the right to conduct unannounced inspections of regulated articles, monitor inspection procedures and examine shipment and treatment records at any time.

Section IV. Failure to Comply

If **St Croix Tree Service, Inc** fails to comply with the provisions of this compliance agreement and/or the emerald ash borer quarantine regulations, this compliance agreement may be canceled. Violations of Minnesota state regulations are subject to civil penalties of up to \$7,500 per day of violation, or the criminal penalties of misdemeanor, or both. (Minnesota Statutes Section 18J.10 and 18J.11.)

Section V. Notification of Change

The establishment must notify the local MDA offices in the event that:



- 1) the designated signatory individual in block 6 changes;
- 2) the applicant/company physically relocates;
- 3) the company name or ownership changes; or
- 4) any other event which may affect the handling of the regulated article occurs.

Section VI. Agreement Validation

This compliance agreement replaces and supersedes any other compliance agreements issued to **St Croix Tree Service, Inc** by the MDA for the handling of regulated articles described in box 3 above.

Compliance agreements are non-transferable to another location or another person.

Signing below will validate this agreement, which shall remain in effect one year, but may be revised as necessary or revoked for noncompliance.

6. Signature 	7. Name and Title (Please Print) Dennis Allens, Pres	8. Date Signed 9/28/12
9. Agreement Number: RF-2293	10. Date of Agreement	
11. State Agency Official (Name, Title, Agency) Geir Friisoe Director, Plant Protection Division Minnesota Department of Agriculture	12. Address Minnesota Department of Agriculture Plant Protection Division 625 Robert Street North, Saint Paul, MN 55155	
13. Signature 	14. Date 10-5-2012	



Chris Muehleck
Certified Arborist MN-0334A
MK Tree Specialist

651-770-3744 | 715-749-3476
952-881-3779 | Fax: 715-749-3465

www.stcroixtreeservice.com
cmuehleck@stcroixtreeservice.com

875 Grape St. | Roberts, WI 54023

ST. CROIX TREE SERVICE, INC.

- Tree Pruning/Removal
- Stump Removal
- Lot Clearing
- Brush Chipping
- Deep Root Fertilization
- Large Tree Planting
- Tree Health Programs
- Certified Arborists



AGREEMENT FOR REMOVAL OF TREES AND STUMPS
Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees \$ 26.⁰⁰ Cost per diameter inch
B. Limited/No access \$ 35.⁰⁰ Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 4.⁰⁰ per DBH inch
B. Dead Wood \$ 5.⁰⁰ per DBH inch
C. Full Prune \$ 6.⁰⁰ per DBH inch

Article III - Stump Removal

- A. Stump Only 5.⁰⁰ per inch diameter of cut
face, plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City 350.⁰⁰ per load per hour
B. Dump site outside of City 550.⁰⁰ per load per hour

Article V - Brush and Wood pile

- A. Brush Pile, easy access 300.⁰⁰ per 20 yard load
B. Brush Pile, difficult access 550.⁰⁰ per 20 yard load
C. Wood Pile, easy access 25.⁰⁰ per cubic yard
D. Wood Pile, difficult access 55.⁰⁰ per cubic yard

Article VI - Boulevard Tree Replanting in association with Ash Tree Replacement Program.

- A. Please attaché a list with availability of species mentioned and itemized material and labor cost per tree installed.

Signed



Firm Name

S&S Tree and Horticultural Specialists

Address

405 Hardman Ave So.

South Saint Paul, MN 55075

Phone

651-451-8907

Date

12-14-12

INSTRUCTIONS FOR TREE REMOVAL CONTRACTORS

1. The City of Falcon Heights tree removal agreement will cover the period January 1, 2013 to December 31, 2014.
2. In submitting the quote the contractor understands that the City reserves the right to reject any and all quotes.
3. The quote form must be fully completed and signed. The contractor must be prepared to submit a financial and experience statement upon request.
4. The tree removal contractor will have a deadline of 10 working days from the date of notification to remove the trees and stumps as listed. A penalty of \$15 per day per tree can be applied to late work.
5. The contractor may be required to remove storm damaged, nuisance or hazard trees from public property as requested by the city. Notice of such removals may be given directly to the contractor with little or no advance notice. Prompt response is expected. All work shall be performed at the quoted price.
6. The successful contractor shall be able to demonstrate a completed record of similar government contracts and be able to submit a list of previous employers and references as requested.
7. The city reserves the right to cancel the contract at any time, for just cause, upon 10 days written notice to the contractor.



TREE SPECIALISTS

MINNESOTA
405 Hardman Ave
South St. Paul, MN 55075
651.451.8907

WISCONSIN
2063 275th Ave Cnty Rd B
Luck, WI 54853
715.648.5979

Boulevard Tree Planting

- 1) Fall Fiesta Sugar Maple \$275
- 2) Miyabe Maple \$475
- 3) Northwoods Red Maple \$275
- 4) Autumn Gold Ginkgo \$525
- 5) Sienna Glen Maple \$275
- 6) Emerald Lustre Norway Maple \$525
- 7) Princeton American Elm \$350
- 8) Valley Forge American Elm \$405
- 9) Swamp White Oak \$350
- 10) Red Oak \$350
- 11) Northern Pin Oak \$485
- 12) Espresso Kentucky Coffee Tree \$525
- 13) Hackberry \$450
- 14) Skyline Honey Locust \$400
- 15) Boulevard American Linden \$275
- 16) Spring Snow Crabapple \$275
- 17) Japanese Tree Lilac \$380
- 18) Three Flower Maple \$410
- 19) Korean Sun Ornamental Pear \$450
- 20) Red Sunset Red Maple \$410



WWW.SSTREE.COM



PLANET
MEMBER



TREE SPECIALISTS
TREE CARE - LANDSCAPE MAINTENANCE & DESIGN
KUNDE CONSULTANTS - WOOD PRODUCTS
SYLVESTER & SONS ESTABLISHED 1976

ISA Certified Arborists

	Employee	Number
1	Asleson, Paul	MN-0316A
2	Belcher, Sarah	MN-4473A
3	Benbo, Jay	MN-4139A
4	Burslie, Steve	MN-4129A
5	Caldwell, Amy	MN-0167A
6	Hennes, Dave	MN-0295A
7	Johnson, Mary	MN-4238A
8	Knutson, Brent	MN-4334A
9	Nozal, Gail	MN-0276A
10	Olson, Glen	MN-0239A
11	Rehder, Mark	MN-0256A
12	Schroeder, Jay	MN-4126A
13	Schumacher, Steve	MN-4140A
14	Stennes, Mark	MN-0147B
15	Sylvester, Steve	MN-4158A

**MINNESOTA DEPARTMENT OF AGRICULTURE
COMPLIANCE AGREEMENT**

1. Name or Address of Person or Firm:
 NAME: Steven Sylvester
 ESTABLISHMENT: S & S Tree Specialists Inc.
 ADDRESS: 405 Hardman Ave
 CITY, STATE, ZIP: South St Paul, MN 55075

2. Location:
 ADDRESS: 405 Hardman Ave
 CITY, STATE, ZIP: South St Paul
 COUNTY: Dakota
 PHONE: 651-451-8907

3. Regulated Article(s) **Regulated articles include, but are not limited to, ash (*Fraxinus* sp.) nursery stock, ash logs, ash lumber, hardwood firewood (non-coniferous), ash chips/mulch, and wood packing material constructed with ash. All regulated articles must be processed and/or documented in accordance with emerald ash borer quarantine requirements before movement outside the quarantine boundaries.**

4. Applicable Laws/Regulations: **Emerald Ash Borer (*Agrilus planipennis*), MN Statutes 18G, 18J, 239 and the State of Minnesota EAB Interior Quarantine**

5.
Section I. Agreement

I/We agree to the following: **S & S Tree Specialists Inc.** hereby enters into a Compliance Agreement with the Minnesota Department of Agriculture (MDA) under the provisions of the emerald ash borer quarantine and agrees to handle regulated articles intrastate only as provided for on this compliance agreement.

Section II. Conditions

This establishment will not move regulated articles out of the quarantined area. If these practices change this establishment will contact Teresa McDill with MDA at 651-201-6448, before the change occurs to give notification and ensure adherence to the state quarantine.

Or

This establishment will handle the following regulated article(s): (Check all applicable)

- Ash Chips/Mulch
- Ash Logs, Branches
- Ash Lumber
- Hardwood Firewood (Non-Coniferous)
- Wood Packing Material Constructed with Ash
- Other (Specify) _____

A. Treatment/Mitigation (Check all applicable):

- 1. Mulch/Chip or Compost
- 2. Safeguarding (transport)
- 3. Facility outside of quarantine
- 4. Heat Treatment
- 5. Remove the bark and an additional 1/2 inch of wood
- 6. Kiln Sterilization
- 7. Fumigation
- 8. ISPM-15 for Ash Lumber in Wood Packing Material (WPM)

If regulated articles are present in violation of this agreement, they will be immediately treated/disposed of under the MDA supervision using appropriate safeguards at the establishment's expense.

B. Standard Operating Procedure: A standard operating procedure (SOP) must be prepared outlining the procedures to be used to meet state quarantine regulation requirements. The SOP will be attached as a part of this compliance agreement. See Attachment B.

C. Out of State Product: If this establishment receives regulated articles sourced from another state, or transports regulated articles to another state, additional stipulations will apply. Please contact local USDA APHIS PPQ office.

D. Records: This establishment will maintain records of all shipments of regulated articles. Shipment and treatment records must be maintained for at least 36 months by this establishment and broker/supplier. All document requests will be filled by the establishment within at least 48 hours of the initial request of the MDA.

5. (cont'd)

Section III. Inspection Authority

The MDA retains the right to conduct unannounced inspections of regulated articles, monitor inspection procedures and examine shipment and treatment records at any time.

Section IV. Failure to Comply

If **S & S Tree Specialists Inc.** fails to comply with the provisions of this compliance agreement and/or the emerald ash borer quarantine regulations, this compliance agreement may be canceled. Violations of Minnesota state regulations are subject to civil penalties of up to \$7,500 per day of violation, or the criminal penalties of misdemeanor, or both. (Minnesota Statutes Section 18J.10 and 18J.11.)

Section V. Notification of Change

The establishment must notify the local MDA offices in the event that:

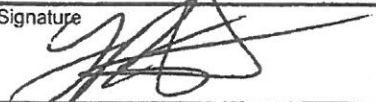

- 1) the designated signatory individual in block 6 changes;
- 2) the applicant/company physically relocates;
- 3) the company name or ownership changes; or
- 4) any other event which may affect the handling of the regulated article occurs.

Section VI. Agreement Validation

This compliance agreement replaces and supersedes any other compliance agreements issued to **S & S Tree Specialists Inc.** by the MDA for the handling of regulated articles described in box 3 above.

Compliance agreements are non-transferable to another location or another person.

Signing below will validate this agreement, which shall remain in effect one year, but may be revised as necessary or revoked for noncompliance.

6. Signature 	7. Name and Title (Please Print) President	8. Date Signed 9-17-12
9. Agreement Number: RF-[0000]		10. Date of Agreement
11. State Agency Official (Name, Title, Agency) Geir Friisoe Director, Plant Protection Division Minnesota Department of Agriculture		12. Address Minnesota Department of Agriculture Plant Protection Division 625 Robert Street North, Saint Paul, MN 55155
13. Signature 	14. Date 9-27-12	

In accordance with the Americans with Disabilities Act, an alternative form of communication is available upon request. TTY: 1-800-627-3529.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F15
Attachment	Documents from Stantec Consulting Services
Submitted By	Bart Fischer, City Administrator

Item	Approval of Building Repair Invoice
Description	<p>In mid-2012 during the roof replacement project, it was noticed that a portion of the southwest corner of the building was beginning to separate from the rest of the building. Subsequently, the City hired Stantec Consulting Services to assist in repairing the building including bidding for contractors on the project.</p> <p>City Council did approve a contractor and a bid for \$18,700. During the demolition and reconstruction of the southwest corner of the building, it was noticed by the contractor and confirmed by Stantec, that more of the concrete block backup wall was cracked and damaged than was expected. Due to this, costs overran the bid price by \$3,414. Both Stantec and Public Works Director Tim Pittman have reviewed the work and the attached invoice and recommend payment in full of the invoice. It should be noted that during initial bidding on the project, the City received 2 bids. Even with the \$3,414 in additional expenses, this contract was still less expensive than the 2nd bid received initially.</p>
Budget Impact	This project was anticipated to be and will be funded from the Infrastructure Fund.
Attachment(s)	Documents form Stantec Consulting Services.
Action(s) Requested	Staff recommends payment in full of the invoice for the repairs to the southwest corner of the building.



Stantec

Stantec Consulting Services Inc.
2335 Highway 36 West
St. Paul MN 55113
Tel: (651) 636-4600
Fax: (651) 636-1311

December 5, 2012

Mr. Tim Pittman, Director of Parks and Public Works
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, Minnesota 55113

Email: tim.pittman@falconheights.org

Re: Final Inspection and Payment
City Hall Masonry Wall Repair
Stantec Project No. 193801542

Mr. Pittman:

The repair/reconstruction of the damaged masonry wall at the City Hall has been completed and inspected. The work is satisfactory and we recommend payment of the enclosed contractor pay request in full. The total amount requested includes the original \$18,700.00 bid price, plus an additional \$3,414.00 in labor and materials for work not included in the original bid. The total amount requested is \$22,114.00.

During the partial demolition of the wall it was discovered that more of the concrete block backup wall was cracked and damaged than was expected. Since this wall directly supported a roof joist, temporary support was provided while additional wall demolition and reconstruction was executed. The additional costs claimed are commensurate with the scope of additional work performed, we therefore recommend payment in full.

If you have any questions or would like more detail about this or any of the work performed, please contact me at (651) 604-4766 or phil.caswell@stantec.com.

Regards,

STANTEC CONSULTING SERVICES INC.

Philip J. Caswell, P.E.

Attachments:

Pay Request – AA Universal Renovation, Inc.



**A-A UNIVERSAL
RENOVATION, INC.**
GENERAL CONTRACTORS

5045 - 165th STREET NORTH • HUGO, MINNESOTA 55038 • OFFICE: 651/426-8540 • FAX: 651/426-8542
City of Falcon Heights 11/26/2012

2077 Larpenteur Avenue West Falcon Heights Billing1_2012
Falcon Heights, MN 55113

To whom it may concern

Requesting full payment for the Contract: Falcon Heights City Hall Masonry Wall Repair

Project location 2077 Larpenteur Avenue West, Falcon Heights, MN

Contracted Price \$18,700.00 ✓

Total Extras

1. Removing interior Cement Masonry Wall,
2. Rebuilding with new Cmu's (Concrete Masonry Units)
3. Reinforcement Rod installation and related anchors
4. Core Filling of CMU walls.

Labor rate of \$90.00 per hour per man 8 hours total (demolition and rebuild) \$2,880.00 ✓

Materials

CMU's (In house 12 inch block) \$ 50.00

Reinforcement Rods (in house) \$ 30.00

1 pallet (40 bags) Type S Cement \$334.00

Delivery charge of Materials from supplier \$ 50.00

Total Materials \$ 464.00

Profit 15% \$ 70.00

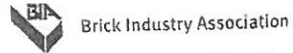
Total Materials \$ 534.00 ✓

Total amount Due in Full: \$22,114.00 ✓

APP 12/4/12
P. Caswell

TWIN CITY BRICK & STONE

8035 West 125th Street
Savage, MN 55378
[952] 890-1909



Invoice #: 00099463

Bill To: A-A UNIVERSAL RENOVATION INC.
5045 - 165TH STREET NORTH
HUGO, MN 55038

Ship To: FALCON HEIGHTS CITY HALL
2077 LARPEUR AVENUE WEST
ST PAUL

SALESPERSON	BUILDERS CLUB #	TERMS		DATE	PG.
G. WILLIAM CAHALAN		Net 30 after EOM		10/26/2012	1
QUANTITY	DESCRIPTION	PRICE	UNIT	AMOUNT	
75	8 X 8 X 16 REGULAR BLOCK	\$2.74	EACH	\$205.50	
40	TCC #1013 SPEC MIX TYPE S	\$8.35	BAG	\$334.00	
2	PALLET DEPOSIT - RETURNABLE	\$10.00	EACH	\$20.00	
1	JOBSITE DELIVERY CHARGE	\$50.00		\$50.00	
We appreciate your business.				SALE	\$609.50
				FREIGHT	\$0.00
				SALES TAX	\$46.47
				SUBTOTAL	\$655.97
				AMOUNT PAID	\$0.00
				TOTAL	\$655.97

15% RESTOCK CHARGE ON BRICK AND PAVER PRODUCTS 35% RESTOCK CHARGE ON NATURAL STONE PRODUCTS
NO RETURNS OR EXCHANGES ALLOWED ON ALL OTHER PRODUCTS. ALL SALES FINAL
TAXES AND ADDITIONAL CHARGES



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2013
Agenda Item	Consent F16
Attachment	Chelsea Petersen's Resume
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	Appointment of Administrative Coordinator (PT)
Description	<p>The Administrative Coordinator position is a newly created job that incorporates the past Part-Time Office Assistant position with added responsibilities and a pay increase. The job was posted on the city's website as well as with the League of Minnesota Cities, and roughly 40 applications were received. Staff interviewed and recommends appointing Chelsea Petersen pending City Council approval.</p> <p>Chelsea has experience working in the City of Richfield and US Bank. She is currently attending Mankato State for her Master of Public Administration degree.</p> <p>Staff is very excited about the addition of Chelsea Petersen to the Falcon Heights organization and is happy to recommend her approval to the City Council.</p>
Budget Impact	Included in the 2013 budget is the authorization to fill the part-time Administration Coordinator position.
Attachment(s)	Chelsea Petersen's Resume
Action(s) Requested	Staff recommends that the Falcon Heights City Council appoint Chelsea Petersen to the position of Administrative Coordinator (PT) at a beginning rate of \$15.25/hour.

Chelsea Petersen

WORK EXPERIENCE

US Bank

Richfield, MN

End of Term Specialist

January 2011-Present

- Built and maintained relationships with equipment vendors and remarketing partners
- Managed end of lease and remarketing activities for multiple vendors across the country
- Facilitated contract buyouts, negotiated purchases and coordinated movement of equipment

US Bank

Edina, MN

Vault Teller

November 2009-January 2011

- Led local marketing campaigns and created internal communications
- Investigated and helped resolve customer complaints and concerns
- Provided administrative support to teller supervisor and branch manager

City of Richfield

Richfield, MN

Public Works Worker

Summers 2006-2009

- Provided on-site resident support by responding to concerns
- Cleaned and maintained parks, park buildings and equipment
- Set up and tore down for special events

Fargo Force

Fargo, ND

Communications Intern

August 2008-May 2009

- Created, administered and recruited members for the first year of the Fargo Force Kid's Club
- Prepared and performed presentations to groups about promotions
- Assisted with marketing and promotional activities and events

Metro Sports Foundation

Fargo, ND

Fargo Force Box Office Assistant Manager

September 2008-May 2009

- Produced and managed filing systems and databases of clients
- Provided administrative support to Box Office Manager
- Assisted customers and used TicketMaster to sell hockey tickets

EDUCATION

Master's of Public Administration

In Progress

Minnesota State University, Mankato

Mankato, MN

Bachelor of Arts

May 2009

Concordia College

Moorhead, MN

Major: Communication Studies

Minors: English Writing; Coaching

Study Abroad

Spring 2008

University of the Sunshine Coast

Sippy Downs, QLD, Australia

ADDITIONAL INFORMATION

- Member of Association of Public Management Professionals
- Proficient in InDesign, Photoshop, Microsoft Office applications
- Ability to effectively communicate through Facebook, Twitter and other social media