

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

AGENDA
May 27, 2015 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ BROWN THUNDER ____
LONG ____ MERCER-TAYLOR ____

STAFF PRESENT: THONGVANH____
- C. PRESENTATIONS:
 - 1. Year End 2014 Annual Audit Report
 - 2. Fire Department Annual Report
- D. APPROVAL OF MINUTES:
 - 1. May 13th, 2015 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 5/21/15: \$70,419.95
Payroll through: 5/15/15: \$15,944.44
 - 2. Approval of City Licenses
 - 3. Accessible Swing
- G: POLICY ITEMS:
 - 1. Parental Leave Policy
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 27 th , 2015
Agenda Item	Presentations C1
Attachment	
Submitted By	Sack Thongvanh, City Administrator

Item	Year End 2014 Annual Audit Report
Description	<p>Matt Meyer of KDV will present the Comprehensive Annual Financial Report for the Year Ended December 31, 2014. The Financial Report is a complex document that includes evaluation and analysis of the financial stability of the City as it relates to General Fund, Capital Funds, Proprietary Funds, and Debt Service Funds.</p> <p>Mr. Meyer will provide a high level overview of the financial stability of the City for year-end 2014.</p> <p>Comprehensive Annual Financial Report (CAFR) 2014 http://www.falconheights.org/vertical/sites/%7BA88B3088-FA03-4D5D-9D04-CCC9EF496399%7D/uploads/City_of_Falcon_Heights_Annual_Financial_Report.pdf</p> <p>Compliance Report http://www.falconheights.org/vertical/sites/%7BA88B3088-FA03-4D5D-9D04-CCC9EF496399%7D/uploads/City_of_Falcon_Heights_Compliance_Report.pdf</p> <p>Communication Letter http://www.falconheights.org/vertical/sites/%7BA88B3088-FA03-4D5D-9D04-CCC9EF496399%7D/uploads/City_of_Falcon_Heights_Communication_Letter.pdf</p>
Budget Impact	N/A
Attachment(s)	None
Action(s) Requested	Motion to approve the Year End 2014 Annual Audit Report

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

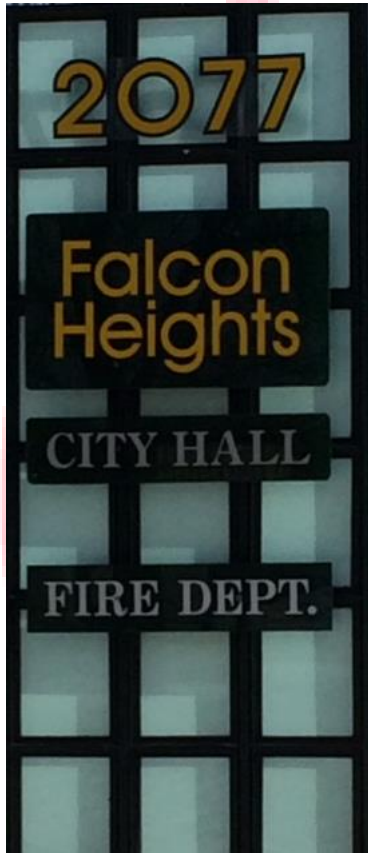
Meeting Date	May 27 th , 2015
Agenda Item	Presentation C2
Attachment	2014 Annual Fire Department Report
Submitted By	Sack Thongvanh, City Administrator

Item	2014 Annual Fire Department Report
Description	Fire Chief Rich Hinrichs will present the 2014 Annual Fire Department Report.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • 2014 Annual Fire Department Report
Action(s) Requested	Motion to approve the Fire Department Annual Report

BLANK PAGE

Falcon Heights

Families, Fields and Fair



2014 ANNUAL REPORT



INTRODUCTION

FIRE CHIEF HINRICH'S WELCOME:

I WOULD LIKE TO TAKE A MOMENT TO THANK THE FIREFIGHTERS AND THEIR FAMILIES FOR THEIR TIME AND DEDICATION TO PROVIDING EMERGENCY SERVICES THROUGHOUT THE PAST YEAR.

THE MEMBERS OF THE FALCON HEIGHTS FIRE DEPARTMENT RESPONDED TO ONE HUNDRED SEVENTEEN (117) CALLS FOR SERVICE IN 2014, WHICH IS A 24% INCREASE IN THE NUMBER OF CALLS FOR SERVICE IN 2013.

AS WE LOOK TO 2015, WE WILL CONTINUE TO PROVIDE THE BEST IN EMERGENCY SERVICES TO THE RESIDENTS, BUSINESSES, AND VISITORS OF BOTH THE CITY OF FALCON HEIGHTS AND THE CITY OF LAUDERDALE.

SINCERELY;

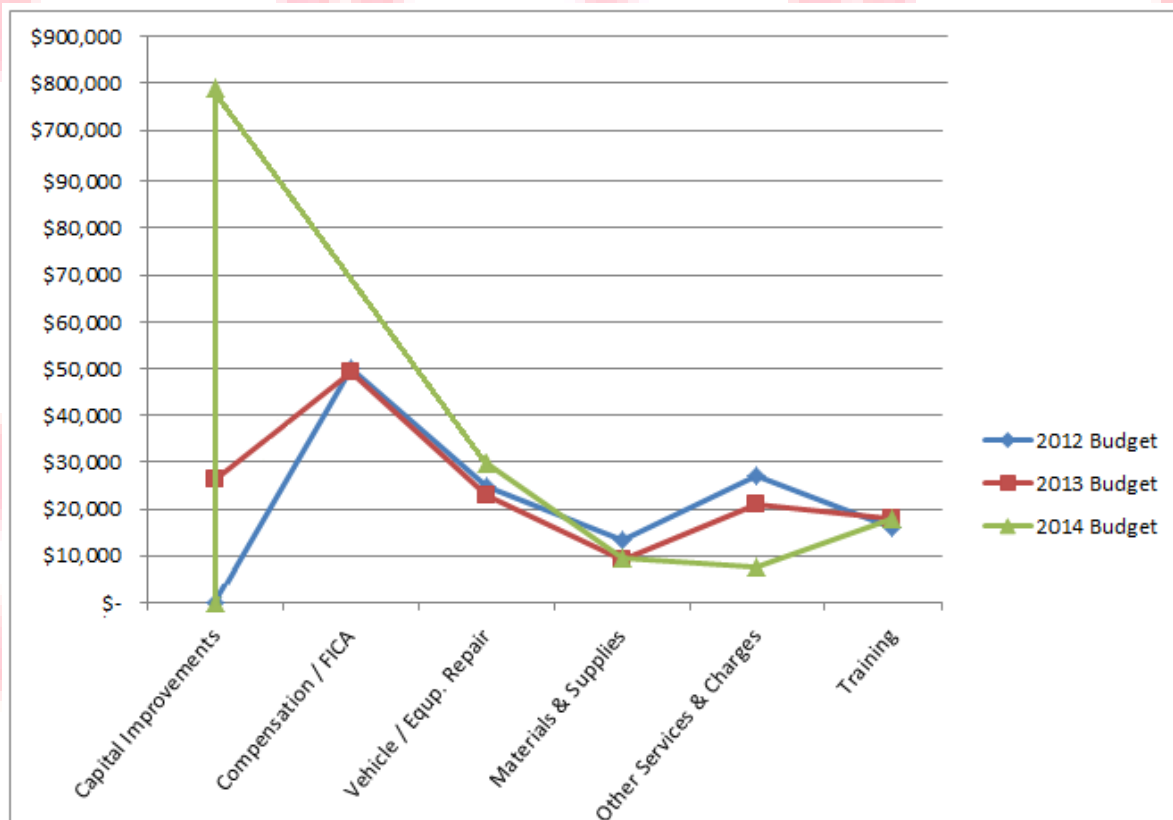
A handwritten signature in black ink, appearing to read "R. Hinrichs".

R. HINRICHS, FIRE CHIEF



FIRE DEPARTMENT BUDGET

Budget Amount by Year			
Category	2012	2013	2014
Capital Improvements	\$ -	\$ 26,500	\$ 790,300
Compensation / FICA	\$ 50,188	\$ 49,305	\$ 80,080
Vehicle / Equip. Repair	\$ 24,742	\$ 23,000	\$ 19,200
Materials & Supplies	\$ 13,387	\$ 9,100	\$ 9,700
Other Services & Charges	\$ 27,300	\$ 20,855	\$ 23,790
Training	\$ 15,905	\$ 18,000	\$ 18,000



- 2012 ACTUAL BUDGET AMOUNT WAS \$ 126,316.00 WITH A DEFICIT OF 4.12%.
- 2013 ACTUAL BUDGET AMOUNT WAS \$ 120,260.00 WITH A SURPLUS OF 21.09%.
- 2014 ACTUAL BUDGET AMOUNT WAS \$ 921,782.00 WITH A SURPLUS OF 2.05%.
- 2012 REVENUE FROM LAUDERDALE WAS \$ 40,458.89.
- 2013 REVENUE FROM LAUDERDALE WAS \$ 28,247.38.
- 2014 REVENUE FROM LAUDERDALE WAS \$ 34,515.65.



UPDATES/ACCOMPLISHMENTS

• PURCHASE OF NEW PIERCE FIRE APPARATUS.

- THIS 2014 PIERCE CUSTOM LADDER IS EQUIPPED WITH A 100FT AERIAL, A 1000 GALLONS PER MINUTE (GPM) NOZZLE, A 1500 GALLONS PER MINUTE (GPM) SINGLE STAGE WATEROUS PUMP, A 300 GALLON WATER TANK, A 20 GALLON FOAM TANK, AND A 6000 WATT HYDRAULIC GENERATOR.



• PROMOTIONS OF TWO (2) FIREFIGHTERS TO TWO (2) CAPTAIN POSITIONS.

- IN AN EFFORT TO CONTINUE THE SYSTAINABILITY OF THE FIRE DEPARTMENT TWO (2) FIREFIGHTERS WERE PROMOTED TO TWO (2) CAPTAIN POSTIONS. FIREFIGHTER MICHAEL KRUSE PROMOTED TO CAPTAIN OF EXISTING ENGINE 752, FIREFIGHTER BRYAN SULLIVAN WAS PROMOTED TO CAPTAIN OF THE NEW LADDER 757.

• PROMOTION OF EXISTING CAPTAIN POSITION TO ASSISTANT CHIEF POSITION.

- CAPTAIN ANTON FEHRENBACH WAS PROMOTED TO ASSISTANT CHIEF.

• PROMOTION OF CAPTAIN POSITION TO FIRE CHIEF POSITION.

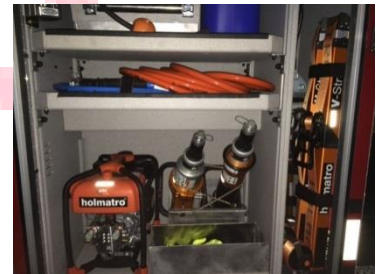
- WITH THE REALIGNMENT OF THE FIRE DEPARTMENT COMMAND STRUCTURE AND THE POSITION OF FIRE CHIEF WAS VACATED DUE TO THE RETIREMENT OF FORMER FIRE CHIEF CLEM KURHAJETZ, CAPTAIN MICHAEL POESCHL WAS PROMOTED TO FIRE CHIEF. DUE TO CIRCUMSTANCES OF A PERSONAL NATURE, FIRE CHIEF MICHAEL POESCHL REQUESTED REASSIGNMENT BACK TO A CAPTAIN.

• PROMOTION OF ASSISTANT CHIEF POSITION TO FIRE CHIEF POSITION.

- ASSISTANT FIRE CHIEF RICH HINRICHS WAS PROMOTED TO FIRE CHIEF.

PURCHASED AND INSTALLED HOLMATRO EXTRACTION EQUIPMENT.

- POWERED RESCUE TOOLS ARE AN IMPORTANTT RESOURCE USED BY FIRST RESPONDERS TO CUT, SHEAR, BEND OR OTHERWISE REMOVE FIXED METAL OBSTRUCTIONS TO COMPLETE THEIR RESCUE MISSION. A COMMON EXAMPLE IS THE EXTRICATION OF A TRAPPED INDIVIDUAL FOLLOWING A MOTOR VEHICLE COLLISION. WITH THIS NEW EQUIPMENT WE, AS A DEPARTMENT, ARE BETTER EQUIPPED TO HANDLE EXTRICATION NEEDS.





UPDATES/ACCOMPLISHMENTS

- **SALE OF RETIRED ENGINE (TELE-SQURT) 757 TO SUMMERVILLE BUNNLEVEL FIRE AND RESCUE OF LILLINGTON, NC.**

- ON NOVEMBER 1, 2014, TWO (2) MEMBERS OF THE SUMMERVILLE BUNNLEVEL FIRE DEPARTMENTS ARRIVED IN OUR CITY TO FINALIZE THE PURCHASE OF ENGINE (TELE-SQURT) 757 AND START THEIR MARATHON 20 HOUR DRIVE FROM FALCON HEIGHTS, MN TO LILLINGTON NC.

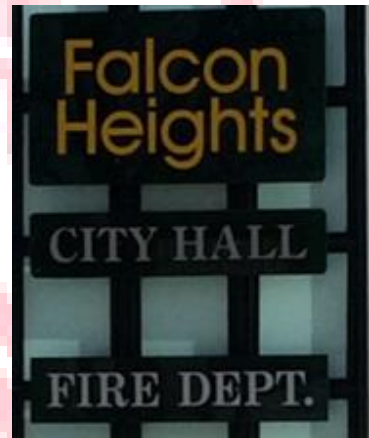


SHORTLY AFTER ARRIVING AT ITS NEW HOME, ENGINE 757 UNDERWENT AN EXTENSIVE CLEANING; STRIPPING OF IT'S LETTERING / GRAPHIC AND REBRANDING BY ALL MEMBERS OF THE SUMMERVILLE BUNNLEVEL FIRE AND RESCUE DEPARTMENT. WE ARE VERY HAPPY TO SEE ENGINE 757 AND ITS OCCUPANTS MADE THE 1260+ MILE TRIP.



- **IMPROVED VISIBILITY OF THE LOCATION OF THE FIRE DEPARTMENT.**

- IN 2014, PUBLIC WORKS INSTALLED A NEW FIRE DEPARTMENT SIGN ON LARPEN TEUR AVE. UNDERNEATH THE CITY HALL SIGN. THIS SHOULD HELP WITH IDENTIFYING THE LOCATION OF THE FIRE DEPARTMENT FOR THE VISITORS AND CITIZENS TRAVELING ALONG LARPEN TEUR AVE.





UPDATES/ACCOMPLISHMENTS

- **COMPLETION OF THE FIRE HYDRANT HIGH VISIBILITY FLAG INSTALLATION PROJECT.**

- WORK WAS COMPLETED ON THE INSTALLATION OF THE HIGH-VISIBILITY HYDRANT MARKER FLAGS ON ALL REMAINING FIRE HYDRANTS IN OUR SERVICE AREA. THIS ALLOWS FIRE DEPARTMENT PERSONNEL TO LOCATE HYDRANTS QUICKER DURING THE WINTER MONTHS WHERE SNOW ACCUMULATION IS HIGH.

- **UPDATED TECHNOLOGY TO PROVIDE MORE MODERN ENVIRONMENT FOR PERSONNEL.**

- IN 2014, THE RAMSEY COUNTY EMERGENCY COMMUNICATIONS CENTER ANNOUNCED A PROJECT TO UPDATE THE CAD (COMPUTER AIDED DISPATCH) SYSTEM FOR RAMSEY COUNTY. THIS PROJECT REQUIRED RENUMBERING OF THE APPARATUS' IN ALL FIRE DEPARTMENTS IN RAMSEY COUNTY EXCEPT FALCON HEIGHTS AND SAINT PAUL, THANKFUL WE WERE ABLE TO WORK IT OUT WHERE ST PAUL AND FALCON HEIGHTS WERE ABLE TO REFRAIN FROM CHANGING THEIR APPARATUS NUMBERS IN ORDER TO KEEP YEARS OF TRADITIONS AND NOT HAVE TO ENDURE THE EXPENSIVE COST OF RENUMBERING APPARATUS. THE NEXT PHASE OF THE PROJECT WAS TO EQUIP ALL STATIONS WITH A NEW DISPATCH CONSOLE BUILD BY US DIGITAL DESIGNS CALLED PHOENIX G2 STATION ALERTING CONTROLLER. IN 2015, THIS NEW DISPATCH CONSOLE WILL BECOME FULLY OPERATION AND WILL REPLACE OUR CURRENT DISPATCHING PROTOCOLS.



- **MDA FUNDRAISING EVENT DURING "BACK TO THE 50'S" CAR SHOW.**

- FALCON HEIGHTS FIRE DEPARTMENT MEMBERS PARTICIPATED IN THE MDA'S "FILL THE BOOT" CAMPAIGN DURING THE ANNUAL "BACK TO THE 50'S" CAR SHOW HELD AT THE MINNESOTA STATE FAIR GROUNDS. DURING THE FOUR (4) HOURS THE MEMBERS COLLECTED \$2657.70 FOR THE MUSCULAR DYSTROPHY ASSOCIATION.



- **FIRST ANNUAL CHILI COOK-OFF EVENT DURING THE TOUCH-A-TRUCK OPEN HOUSE EVENT.**

- THE FALCON HEIGHTS FIRE DEPARTMENT HELD IT'S FIRST ANNUAL CHILI COOK-OFF DURING THE TOUCH-A-TRUCK OPEN HOUSE, THE WINNER, DAVID JACKSON, OF THE CHILI COOK-OFF WAS AWARDED THE TRAVELING "GOLDEN EXTINGUISHER" TROPHY AWARDED BY THE FALCON HEIGHTS FIRE DEPARTMENT RELIEF ASSOCIATION PRESIDENT JEFF WICK.



PHOTOS: © SCOTT TESCH

Falcon Heights

Families, Fields and Fair



NOTABLE EVENTS



ICE CREAM SOCIAL



NIGHT TO UNITE



LAUDERDALE DAY IN THE PARK



TOUCH-A-TRUCK OPEN HOUSE



JULY 4TH NEIGHBORHOOD PARADE



BLOCK PARTIES

AND OTHER EVENTS:

COMMUNITY OUTREACH, WINTERFEST, SPRING-TOGETHER AT CURTISS FIELD, STATION TOURS...

PHOTOS: © CTV NORTH SUBURBAN, © SCOTT TESCH



NOTABLE EVENTS

FIRE CHIEF CLEM KURHAJETZ RETIRED AFTER MORE THAN 28 YEARS OF SERVICE WITH THE FALCON HEIGHTS FIRE DEPARTMENT.

ON JULY 1, 2014, A RETIREMENT PARTY WAS HELD AT THE FIRE DEPARTMENT FOR CLEM KURHAJETZ TO CELEBRATE HIS RETIREMENT FROM THE FALCON HEIGHTS FIRE DEPARTMENT AFTER SERVING MORE THAN 28 YEARS ON THE DEPARTMENT. IN ATTENDANCE WERE FAMILY, FRIENDS, SEVERAL PAST AND PRESENT FIRE DEPARTMENT MEMBERS, CITY EMPLOYEES, CITY COUNCIL MEMBERS, AND LAW ENFORCEMENT PERSONNEL.

DURING CLEM'S YEARS OF SERVICE HE HELD SEVERAL POSITIONS WITHIN THE DEPARTMENT AND WAS INSTRUMENTAL IN OBTAINING THE EQUIPMENT AND TRAINING ESSENTIAL TO THE FIRE DEPARTMENT. OVER THE YEARS CLEM WAS INSTRUMENTAL IN THE DESIGN PHASES OF ALL APPARATUS PURCHASED BY FALCON HEIGHTS, AND IN 2014 HE WAS INVOLVED IN THE INITIAL DESIGN PHASE OF THE NEW LADDER 757 APPARATUS WHICH WAS DELIVERED DURING THE THIRD QUARTER OF 2014.

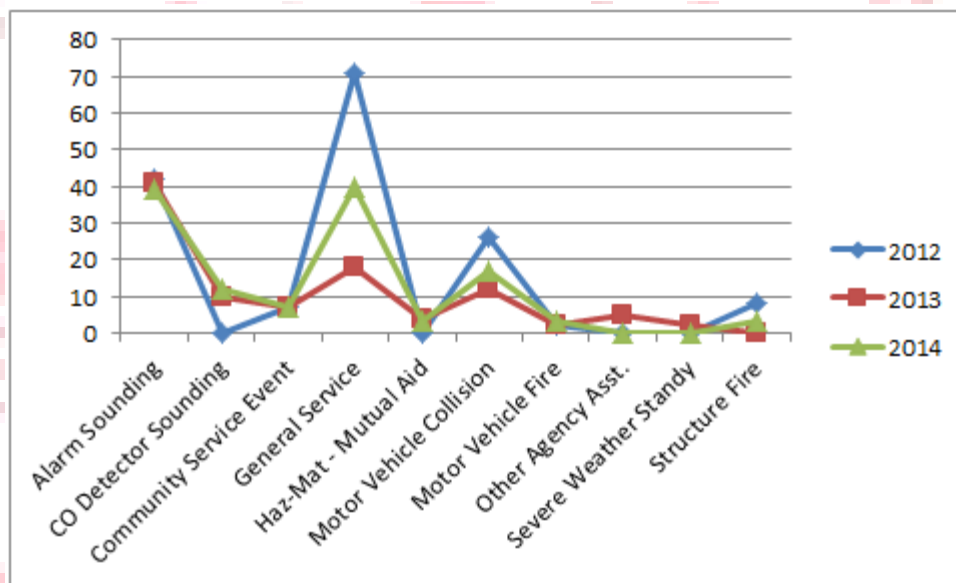
THE MEMBERS OF THE FALCON HEIGHTS FIRE DEPARTMENT WOULD LIKE TO WISH CLEM KURHAJETZ A VERY HAPPY AND RELAXING RETIREMENT.





SUMMARY OF CALLS FOR SERVICE

Calls for Service	2012	2013	2014
Alarm Sounding	42	41	39
CO Detector Sounding	0	10	12
Community Service Event	7	7	7
General Service	71	18	40
Haz-Mat - Mutual Aid	0	4	3
Motor Vehicle Collision	26	12	17
Motor Vehicle Fire	2	2	3
Other Agency Asst.	0	5	0
Severe Weather Standby	0	2	0
Structure Fire	8	0	3



- **FIRST ARRIVING UNIT AVERAGE RESPONSE TIMES:**
 - IN 2012 WAS 6 MINUTES 11 SECONDS.
 - IN 2013 WAS 5 MINUTES 26 SECONDS.
 - IN 2014 WAS 5 MINUTES.

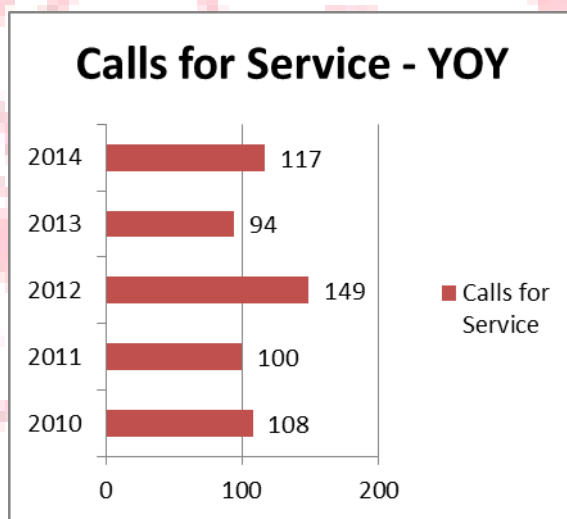


SUMMARY OF CALLS FOR SERVICE

2012	Day of the Week							Totals	Cumulative Totals	Percentage of Total Calls
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Month										
January	2	1	4	0	4	5	0	16	16	11%
February	0	0	1	3	0	0	0	4	20	3%
March	1	2	1	1	2	0	1	8	28	5%
April	3	1	1	0	0	2	1	8	36	5%
May	2	2	1	1	2	0	3	11	47	7%
June	3	1	2	1	2	4	1	14	61	9%
July	5	1	2	3	3	1	3	18	79	12%
August	3	2	0	1	4	7	2	19	98	13%
September	1	3	1	3	1	2	4	15	113	10%
October	2	1	3	1	1	2	3	13	126	9%
November	1	2	2	4	0	4	1	14	140	9%
December	0	1	2	0	2	3	1	9	149	6%
Sum Total:	23	17	20	18	21	30	20	149	149	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	Cumulative Totals	Percentage of Total Calls

2013	Day of the Week							Totals	Cumulative Totals	Percentage of Total Calls
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Month										
January	0	1	0	1	1	3	0	6	6	6%
February	1	2	0	1	0	1	2	7	13	7%
March	1	4	0	0	2	1	1	9	22	10%
April	1	0	0	2	3	3	3	12	34	13%
May	1	0	2	2	7	0	1	13	47	14%
June	0	0	1	2	2	4	9	9	56	10%
July	0	3	1	3	0	0	1	8	64	9%
August	2	0	0	1	2	2	1	8	72	9%
September	1	0	0	2	2	0	1	6	78	6%
October	0	0	3	0	0	1	0	4	82	4%
November	0	2	0	0	0	0	2	4	86	4%
December	1	3	1	0	2	1	0	8	94	9%
Sum Total:	8	15	8	12	21	14	16	94	94	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	Cumulative Totals	Percentage of Total Calls

2014	Day of the Week							Totals	Cumulative Totals	Percentage of Total Calls
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Month										
January	1	0	0	2	3	1	3	10	10	9%
February	3	1	4	1	1	1	4	15	25	13%
March	3	0	1	1	1	1	1	8	33	7%
April	2	1	1	2	0	0	0	6	39	5%
May	1	1	1	0	0	3	2	8	47	7%
June	2	2	0	3	1	1	3	12	59	10%
July	0	1	2	2	3	3	4	15	74	13%
August	5	1	0	3	1	1	1	12	86	10%
September	1	4	1	1	2	0	3	12	98	10%
October	0	1	0	1	0	4	1	7	105	6%
November	1	1	0	1	0	0	1	4	109	3%
December	2	0	1	1	2	1	1	8	117	7%
Sum Total:	21	13	11	18	14	16	24	117	117	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	Cumulative Totals	Percentage of Total Calls



- IN 2012, THE BUSIEST DAY OF THE WEEK FOR CALLS FOR SERVICE WAS FRIDAY WITH 20% (30 OF 149) OF THE RECORDED CALLS AND THE MONTH OF AUGUST WAS THE BUSIEST MONTH WITH 13% (19 OF 149) OF THE RECORDED CALLS.
- IN 2013, THE BUSIEST DAY OF THE WEEK FOR CALLS FOR SERVICE WAS THURSDAY WITH 22% (21 OF 94) OF THE RECORDED CALLS AND THE MONTH OF MAY WAS THE BUSIEST MONTH WITH 14% (13 OF 94) OF THE RECORDED CALLS.
- IN 2014, THE BUSIEST DAY OF THE WEEK FOR CALLS FOR SERVICE WAS SATURDAY WITH 20% (24 OF 117) OF THE RECORDED CALLS AND THE MONTHS OF FEBRUARY AND MAY WERE THE BUSIEST MONTHS WITH 13% (15 OF 117) OF THE RECORDED CALLS EACH.



SUMMARY OF CALLS FOR SERVICE

2014	Series	Description	Falcon Heights	Lauderdale	Out of City	Total
	100	Fire	9	7	1	17
	200	Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0
	300	Rescue and EMS Incidents	17	4	0	21
	400	Hazardous Condition (No Fire)	12	11	1	24
	500	Service Call	3	3	0	6
	600	Good Intent Call	16	4	0	20
	700	False Alarm and False Call	20	9	0	29
	800	Severe Weather and Natural Disaster	0	0	0	0
	900	Special Incident Type	0	0	0	0
		Total:	77	38	2	117

FIRE DEPARTMENTS NATIONWIDE USE A NATIONAL FIRE INCIDENT REPORTING SYSTEM (NFIRS) STANDARD FORM FOR REPORTING ALL CALLS FOR SERVICE, THE NFIRS SYSTEM CATEGORIZES CALLS FOR SERVICE INTO NINE (9) UNIQUE CATEGORY/SERIES TO MAINTAIN A COMMON UNIQUE REPORTING METHOD. EACH OF THE ABOVE NINE (9) SERIES HAVE A MORE DETAILED LIST OF INCIDENT TYPE IDENTIFIERS, EXAMPLE:

SERIES 100: FIRE

- SUB-CODE 131, PASSENGER VEHICLE FIRE, INCLUDING ANY MOTORIZED PASSENGER VEHICLE, OTHER THAN A MOTOR HOME (SEE SUB-CODE 136).
- SUB-CODE 140, NATURAL VEGETATION FIRE, OTHER.

SERIES 500: SERVICE CALL

- SUB-CODE 541, SMOKE OR ODOR REMOVAL. EXCLUDES THE REMOVAL OF ANY HAZARDOUS MATERIALS.
- SUB-CODE 551, ASSIST POLICE OR OTHER GOVERNMENTAL AGENCY. INCLUDES FORCIBLE ENTRY AND THE PROVISION OF LIGHTING.

SERIES 600: GOOD INTENT CALL

- SUB-CODE 611, DISPATCHED AND CANCELED EN ROUTE. INCIDENT CLEARED OR CANCELED PRIOR TO ARRIVAL OF THE RESPONDING UNIT.
- SUB-CODE 652, STEAM, VAPOR, FOG OR DUST THOUGHT TO BE SMOKE.

SERIES 700: FALSE ALARM AND FALSE CALL

- SUB-CODE 736, CARBON MONOXIDE DETECTOR ACTIVATION DUE TO MALFUNCTION.



TRAINING EXERCISES



VEHICLE FIRES



AIR MANAGEMENT



VEHICLE EXTRICATIONS



LIVE BURN SIMULATORS



TRAINING EXERCISES



VEHICLE FIRE SIMULATORS



CHIMNEY FIRES



HAZARD ZONE COMMAND TRAINING



FLASHOVER SIMULATORS



LP GAS SIMULATORS



RAPID INTERVENTION



TRAINING EXERCISES

AVERAGE HOURS OF TRAINING PER YEAR

THE MEMBERS OF THE FALCON HEIGHTS FIRE DEPARTMENT TRAINED OVER 1500 HOURS IN 2014. THE FIRE DEPARTMENT OFFERED 86 TRAINING EXERCISES IN 2014 WHICH IS AN AVERAGE OF 7 PER MONTH, THESE TRAINING EXERCISES INCLUDE BUT WERE NOT LIMITED TO MEDICAL TRAINING DRILLS, STATE FIRE SCHOOL EVENTS, IN-HOUSE EVENTS, PHYSICAL AGILITY TESTS, VEHICLE FIRES, VEHICLE EXTRICATIONS, AIR MANagements EVENTS, SEARCH AND RESCUE EXERCISES, AND HAZARDOUS MATERIALS TRAINING EVENTS.

TRAINING IS AN ESSENTIAL PART OF THE FIRE SERVICE, BECAUSE NO TWO (2) INCIDENTS ARE THE SAME, WE MUST TRAIN AS OFTEN AS POSSIBLE TO KEEP OUR SKILLS SHARP, TO TEST OUR ABILITIES, TO HAVE THE OPPORTUNITY TO USE THE EQUIPMENT AVAILABLE, AND LEARN AS MUCH AS POSSIBLE ABOUT THE EVER-CHANGING ENVIRONMENT AS IT RELATES TO THE FIRE SERVICE.

HONING OUR SKILLS HAS AND WILL CONTINUE TO A VITAL PART OF THE SERVICE WE PROVIDE TO THE VISITORS AND CITIZENS OF FALCON HEIGHTS AND LAUDERDALE NOT TO MENTION OUR OWN FIRE DEPARTMENT MEMBERS.



2015 DEPARTMENTAL GOALS



- **BEGIN THE PROCESS OF GATHERING INFORMATION ON HOW AND WHEN TO REPLACE THE AGING ENGINE 752 APPARATUS, A 2001 FREIGHTLINER CUSTOM PUMPER.**
- **DISCUSS THE LONG-RANGE PLANNING REQUIREMENTS OF THE FIRE DEPARTMENT IN ORDER TO CONTINUE TO MEET THE NEEDS OF OUR CHANGING SERVICE AREA.**
- **CONTINUE TO REVISE STANDARD OPERATING PROCEDURE POLICIES AND GUIDELINES WHERE NECESSARY, AND REVIEW THE EXISTING NEW HIRE TRAINING HANDBOOK.**
- **WORK WITH CITY OFFICIALS TO DEVELOP A PLAN FOR FACILITY IMPROVEMENTS AND TIMELY MAINTENANCE OF THE EXISTING FACILITY.**
- **CONTINUE TO DEVELOP AND IMPLEMENT PROFICIENCY TRAINING FOR FIRE DEPARTMENT PERSONNEL.**
- **CONTINUE TO WORK WITH FIRE DEPARTMENT COMMAND STAFF TO ENHANCE OUR PROGRAM FOR THE RECRUITMENT AND RETENTION OF FIRE DEPARTMENT PERSONNEL.**
- **INSTALLATION AND IMPLEMENTATION OF CAD (COMPUTER AIDED DISPATCHING) DEVICES IN 753 AND 757. WITH THE IMPROVEMENT OF THE RAMSEY COUNTY DISPATCHING SYSTEM, THESE DEVICES WILL BE A NECESSARY ADDITIONS TO OUR APPARATUS' IN ORDER TO STREAMLINE THE COMMUNICATION PROCESS BETWEEN FALCON HEIGHTS FIRE AND RAMSEY COUNTY DISPATCH.**
- **DISCUSSING BUDGETARY REQUIREMENTS FOR PURCHASING ADDITIONAL RADIO EQUIPMENT FOR THE APPARATUS'. BY INCREASING THE NUMBER OF RADIOS PER APPARATUS THIS WILL REDUCE THE NUMBER OF FIREFIGHTERS WHO ARE WORKING ON THE FIREGROUND WITHOUT A LINE OF COMMUNICATION TO THE INCIDENT COMMANDER AND / OR DISPATCH WHICH IN TURN WILL INCREASE FIREGROUND SAFETY OF ALL PERSONNEL.**
- **WORK WITH CITY OFFICIALS ABOUT WAGE INCREASES FOR FIRE DEPARTMENT PERSONNEL.**
- **INITIATE DISCUSSIONS WITH THE CITY ABOUT ESTABLISHING A PENSION CONTRIBUTION PACKAGE FOR THE FIRE DEPARTMENT MODELED AFTER SIMILAR DEPARTMENTS IN THE STATE.**

BLANK PAGE

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

AGENDA
May 13, 2015

- A. CALL TO ORDER: 7:04 pm
- B. ROLL CALL: LINDSTROM HARRIS BROWN THUNDER
LONG MERCER-TAYLOR
- STAFF PRESENT: Thongvanh
Giga
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
- | | |
|--|----------|
| 1. April 22, 2015 City Council Meeting | Approved |
| 2. May 6, 2015 City Council Workshop Session | Approved |
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through: 5/7/2015: \$172,194.40
Payroll through: 4/30/15: \$14,871.38
 2. Approval of City Licenses
 3. Certificate of Appreciation for support of Tax Prep Program
 4. Change to City Hall 'Summer Hours'
- Council Member Harris Moved, Approved 4-0
- G. POLICY ITEMS:
1. Amend and Restate JPA with Property Assessed Clean Energy Program or 'PACE of MN'
 - City Administrator Sack Thongvanh introduced that the two main changed to be amended would be to indicate the funding source and when the JPA will be terminated.

Council Member Mercer-Taylor Moved, Approved 4-0

2. Considering Bids for the 2015 Pavement Management Project
 - City Administrator Sack Thongvanh presented three staff recommendations. Option 1: (Resolution 1) Proceed with project as currently bided. Option 2: (Resolution 2) Reject bids and reevaluates the construction of sidewalks, then rebid the entire project in 2016 or later. Option 3: (Resolution 2 and 3) Reject bids and delay the improvements on Garden Avenue. Then, rebid the Snelling Avenue Service Drives to be completed in 2015. If the project is delayed, the general maintenance of the Snelling Service Drives is estimated at \$1,700.
 - City Administrator Thongvanh stated if delayed; the time could be used to look into safe routes to school grants, conduct a total analysis of the safety situation on Garden Avenue and develop a Master Sidewalk Plan if directed by the Council.

Council Member Harris Moved for Option 3, Approved 3-1

H. INFORMATION/ ANNOUNCEMENTS:

Council Member Mercer Taylor:

- Environmental Commission is working on the recycling RFP and spoke with the county representative, Jean Buckley, who will work with a consultant to prepare a draft for next month's Environmental Commission meeting, available potentially July. Falcon Heights has increased its amount of recyclables.
- University of Minnesota Farm (Cornucopia) was invited to join the summer social.

Council Member Harris:

- Mayor Peter, Council Member Mercer Taylor, Council Member Harris, City Administrator Sack Thongvanh, and Staff Paul Moretto attended the ground breaking for the Good Acre Project. Good Acre is already beginning to collaborate with the University of Minnesota.

Mayor Peter Lindstrom:

- Elaborated on the Good Acre Project as a food hub that local organic growers can bring their food to. The Good Acre will then sell the food to institutions in the metro area. The Good Acre is a non-profit that will be paying property taxes.
- Thanks the FH Fire Dept. for responding to a car fire incident off Cleveland.

Council Member Long:

- KaBOOM! project is still looking for volunteers for June 3rd.
- In regards to Curtiss Field, the playground footprint is a little larger than the draft master plan for the park. Parks Commission is working with Candice Sandberg, parks consultant, on getting a proposal to potentially revise the draft master park plan and hold another community meeting in light of the new structure.
- Parks Commission is looking into purchasing an accessible swing for Curtiss
- Reviewing potentially installing a Community Garden Fence

City Administrator Sack Thongvanh

- The City is coming to the end of the Emerald Ash Replacement Program. Forester Andy Hovland is out this week marking location for the planting of the replacement trees per the Ash removals. Through the Program, the City has expenditures amount to \$75,000.
- The budget is being taken into consideration and will be on the Agenda for the next workshop to discuss timelines moving forward.

City Engineer Kristine Giga

- Sewer lining project is in the pre-lining cleaning process.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:45 pm

BLANK PAGE

REQUEST FOR COUNCIL ACTION

Meeting Date	May 27 th , 2015
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

The City That Soars!

Item	General Disbursements and Payroll
Description	General Disbursements through: 5/21/15: \$70,419.95 Payroll through: 5/15/15: \$15,944.44
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: 01214 MAY 21 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00250	AMERIPRIDE SERVICES					
I-1003125178		LINEN CLEANING	37.09			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	37.09
		=== VENDOR TOTALS ===	37.09			
=====						
01-00284	AWARDS BY HAMMOND					
I-M1083		NAME PLATE FOR COUNCIL CHAMBE	31.50			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		NAME PLATE FOR COUNCIL CHAMBER		101 4112-70100-000	SUPPLIES	31.50
		=== VENDOR TOTALS ===	31.50			
=====						
01-03110	CENTURY LINK					
I-201505205310		LANDLINE- PARK	60.20			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		LANDLINE- PARK		101 4141-85011-000	TELEPHONE - LANDLINE	60.20
		=== VENDOR TOTALS ===	60.20			
=====						
01-03117	CITY OF LITTLE CANADA					
I-201505205313		JAN-APR BLDG PERMITS	12,344.75			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		JAN-APR BLDG PERMITS		101 4117-81210-000	BUILDING INSPECTORS	12,344.75
		=== VENDOR TOTALS ===	12,344.75			
=====						
01-05352	SHAILA CUNNINGHAM					
I-201505205312		YOGA INSTRUCTOR	700.00			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: Y		
		YOGA INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	700.00
		=== VENDOR TOTALS ===	700.00			
=====						
01-05375	FERGUSON WATERWORKS					
I-136288		COMM PARK HYDRANT REPAIRS	285.69			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		COMM PARK HYDRANT REPAIRS		204 4204-87090-000	REPAIR EQUIPMENT	285.69
		=== VENDOR TOTALS ===	285.69			

PACKET: 01214 MAY 21 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
=====						
01-04094		FOTH INFRASTRUCTURE AND ENVIOR				
I-43625		BULKY WASTE STUDY	3,925.50			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		BULKY WASTE STUDY		206 4206-82035-000	BULKY WASTE STUDY	3,925.50
		=== VENDOR TOTALS ===	3,925.50			
=====						
01-05354		JEFFERSON FIRE & SAFETY, INC				
I-215949		757 - HOLMATRO JAWS OF LIFE	13,934.44			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		757 - HOLMATRO JAWS OF LIFE		402 4402-91000-000	MACHINERY & EQUIPMENT	13,934.44
		=== VENDOR TOTALS ===	13,934.44			
=====						
01-05582		MENARDS				
I-201505205311		JIG/ OAK WOOD/COAT HOOKS	193.19			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		OAK WOOD AND COAT HOOKS		101 4131-70110-000	SUPPLIES	54.19
		KREG JIB MASTER SYSTEM		101 4131-70110-000	SUPPLIES	139.00
		=== VENDOR TOTALS ===	193.19			
=====						
01-05973		NORTH SUBURBAN ACCESS CORPORAT				
I-15-035		1ST QTR WEB STREAMING/PROGRAM	605.40			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		1ST QTR WEB STREAMING/PROGRAMI		101 4116-85050-000	CABLE TV	605.40
		=== VENDOR TOTALS ===	605.40			
=====						
01-06185		RAMSEY COUNTY				
I-201505205308		NOTARY FEE FOR TIM SANDVIK	20.00			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		NOTARY FEE FOR TIM SANDVIK		101 4112-86110-000	MEMBERSHIPS	20.00
I-PUEW 14595		ELGIN SWEEPER INSPECTION	513.73			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		ELGIN SWEEPER INSPECTION		602 4602-83025-000	SWEEPER PARTS/SUPPLIES	513.73
		=== VENDOR TOTALS ===	533.73			

PACKET: 01214 MAY 21 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
=====						
01-06179	ST PAUL-RAMSEY COUNTY DEPT OF					
I-201505205307		2015 FOOD PERMITS-SPEC EVENTS	180.00			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		2015 FOOD PERMITS-SPEC EV ENT		101 4116-89010-000	SPECIAL EVENTS	180.00
		=== VENDOR TOTALS ===	180.00			
=====						
01-06930	U.S. POSTMASTER					
I-201505215315		STAMPS FOR POSTAGE	1,114.00			
5/21/2015	APBNK	DUE: 5/21/2015 DISC: 5/21/2015		1099: N		
		STAMPS FOR POSTAGE		101 4112-70500-000	POSTAGE	1,114.00
		=== VENDOR TOTALS ===	1,114.00			
=====						
01-05870	XCEL ENERGY					
I-201505205309		ELECT FOR GAZEBO / STREET LIT	23.39			
5/20/2015	APBNK	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		ELECT FOR GAZEBO		101 4141-85020-000	ELECTRIC/GAS	11.80
		ELECT FOR STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	11.59
		=== VENDOR TOTALS ===	23.39			
		=== PACKET TOTALS ===	33,968.88			

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-00259		AMERICAN ENGINEERING TESTING I					
I-66985		SITE HAZARDOUS MTLs TESTING	643.68				
5/14/2015	APBNK	DUE: 5/14/2015 DISC: 5/14/2015		1099: N			
		SITE HAZARDOUS MTLs TESTING		403 4403-92000-000	PARK DEDICATION IMPROVEM		643.68
=== VENDOR TOTALS ===			643.68				
=====							
01-00975		BOYER TRUCKS INC					
I-193353		SWEEPER REPAIRS	619.77				
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N			
		SWEEPER REPAIRS		602 4602-83025-000	SWEEPER PARTS/SUPPLIES		619.77
=== VENDOR TOTALS ===			619.77				
=====							
01-05563		BRENTESON COMPANIES, INC					
I-2088		FILL SAND - CURTISS PLAYGROUN	3,020.00				
5/14/2015	APBNK	DUE: 5/14/2015 DISC: 5/14/2015		1099: N			
		FILL SAND - CURTISS PLAYGROUND		403 4403-92000-000	PARK DEDICATION IMPROVEM		3,020.00
I-2089		LEVELING SITE - CURTISS INST	3,300.00				
5/14/2015	APBNK	DUE: 5/14/2015 DISC: 5/14/2015		1099: N			
		LEVELING SITE - CURTISS INST		403 4403-92000-000	PARK DEDICATION IMPROVEM		3,300.00
=== VENDOR TOTALS ===			6,320.00				
=====							
01-03001		CAMPBELL KNUTSON					
I-201505135300		APRIL LEGALS	716.98				
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: Y			
		APRIL LEGALS		101 4114-80200-000	LEGAL FEES		716.98
=== VENDOR TOTALS ===			716.98				
=====							
01-03110		CENTURY LINK					
I-201505135304		LANDLINES	117.74				
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N			
		LANDLINES - PUMP STATION		601 4601-85011-000	TELEPHONE - LANDLINE		61.76
		LANDLINES - PARKS		101 4141-85011-000	TELEPHONE - LANDLINE		55.98
=== VENDOR TOTALS ===			117.74				

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0123		CINTAS CORPORATION #470				
I-470579213		SHOP MATS/TOWELS/SOAP	121.26			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		SHOP MATS/TOWELS/SOAP		101 4131-70110-000	SUPPLIES	121.26
		=== VENDOR TOTALS ===	121.26			
=====						
01-03117		CITY OF LITTLE CANADA				
I-18809		1ST QTR MILEAGE INSPECTIONS	301.38			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		1ST QTR MILEAGE INSPECTIONS		101 4117-81210-000	BUILDING INSPECTORS	301.38
		=== VENDOR TOTALS ===	301.38			
=====						
01-05175		CONTINENTAL RESEARCH CORPORATI				
I-419826-CRC-1		WEED KILLER	938.32			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		WEED KILLER		101 4132-87010-000	BOULEVARD MAINTENANCE	938.32
		=== VENDOR TOTALS ===	938.32			
=====						
01-04027		EMERGENCY APPARATUS MAINT				
I-79934		752 - FIRE TRUCK REPAIR	3,255.07			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		752 - FIRE TRUCK REPAIR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	3,255.07
I-79936		753 - FIRE TRUCK REPAIR	896.45			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		753 - FIRE TRUCK REPAIR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	896.45
		=== VENDOR TOTALS ===	4,151.52			
=====						
01-05119		GFOA				
I-201505135301		CAFR APPLICATION FEE FOR 2014	370.00			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		CAFR APPLICATION FEE FOR 2014		101 4113-89000-000	MISCELLANEOUS	370.00
		=== VENDOR TOTALS ===	370.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05154		HEWLETT PACKARD				
I-55838812		COMPUTER MONITOR	371.72			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		COMPUTER MONITOR		401 4401-90100-000	FURNITURE & EQUIPMENT	371.72
=== VENDOR TOTALS ===			371.72			
=====						
01-03255		KEEPRS, INC.				
I-271001		BELT WITH BUCKLE	54.98			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		BELT WITH BUCKLE		101 4124-77000-000	CLOTHING	54.98
=== VENDOR TOTALS ===			54.98			
=====						
01-05288		MICHAEL KRUSE				
I-201505135302		JOINT ROSEVILLE/FH TNG EXP	48.31			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		JOINT ROSEVILLE/FH TNG EXP		101 4124-86020-000	TRAINING	48.31
=== VENDOR TOTALS ===			48.31			
=====						
01-05440		LOFFLER COMPANIES, INC				
I-16947853		MAY COPIER CHARGES	237.91			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		MAY COPIER CHARGES		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	237.91
=== VENDOR TOTALS ===			237.91			
=====						
01-05670		METRO PRODUCTS INC				
I-108002		COTTER PIN	2.20			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		COTTER PIN		101 4141-70100-000	SUPPLIES	2.20
=== VENDOR TOTALS ===			2.20			
=====						
01-05273		MN PUBLIC EMPLOYEES INSURANCE				
I-322307		JUNE HEALTH INSURANCE	6,005.26			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		JUNE HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,005.26
=== VENDOR TOTALS ===			6,005.26			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0263		NEXTEL COMMUNICATIONS, INC				
I-172868921-122		CELL PHONE - FIRE TRUCKS	66.97			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		CELL PHONE - FIRE TRUCKS		101 4124-85015-000	CELL PHONE	66.97
		=== VENDOR TOTALS ===	66.97			
=====						
01-06301		SAMS CLUB MC/SYNCB				
I-201505145306		FAX MACHINE/2 TONER CARTIDGES	694.96			
5/14/2015	APBNK	DUE: 5/14/2015 DISC: 5/14/2015		1099: N		
		FAX MACHINE		401 4401-90100-000	FURNITURE & EQUIPMENT	508.40
		2 TONER CARTIDGES		101 4112-70100-000	SUPPLIES	186.56
		=== VENDOR TOTALS ===	694.96			
=====						
01-06449		SAVATREE/SAVALAWN				
I-3596734		ASH TREE REMOVAL	2,000.00			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		ASH TREE REMOVAL		205 4205-85100-000	STUMP GRINDING	2,000.00
		=== VENDOR TOTALS ===	2,000.00			
=====						
01-06485		SENSIBLE OFFICE SOLUTIONS				
I-10425-001		BUSINESS CARDS - SACK	119.25			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		BUSINESS CARDS - SACK		101 4112-70100-000	SUPPLIES	119.25
		=== VENDOR TOTALS ===	119.25			
=====						
01-06486		STAPLES				
I-8034179835		OFFICE SUPPLIES	310.28			
5/14/2015	APBNK	DUE: 5/14/2015 DISC: 5/14/2015		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	310.28
I-8034290563		WIRELESS KEYBOARD	64.26			
5/14/2015	APBNK	DUE: 5/14/2015 DISC: 5/14/2015		1099: N		
		WIRELESS KEYBOARD		101 4112-70100-000	SUPPLIES	64.26
		=== VENDOR TOTALS ===	374.54			

PACKET: 01212 MAY 14TH 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
01-0870		XCEL ENERGY				

I-201505135303		ELECTRIC	46.53			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		ELECTRIC		209 4209-85020-000	STREET LIGHTING POWER	46.53
=== VENDOR TOTALS ===			46.53			

01-07210 ZACK'S INC

I-201505135305		SLEDGE HAMMER/DUCT TAPE	85.45			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		SLEDGE HAMMER/DUCT TAPE		101 4141-70100-000	SUPPLIES	85.45
=== VENDOR TOTALS ===			85.45			

01-07194 ZARNOTH BRUSH WORKS

I-154865-IN		DRUVE HUB FOR JD BROOM	74.00			
5/13/2015	APBNK	DUE: 5/13/2015 DISC: 5/13/2015		1099: N		
		DRUVE HUB FOR JD BROOM		602 4602-83025-000	SWEEPER PARTS/SUPPLIES	74.00
=== VENDOR TOTALS ===			74.00			

=== PACKET TOTALS ===	24,482.73
Federal withholdings	6019.14
State withholdings	940.09
Pera	2909.11
Icma	2100.00

total: 36,451.07

***** DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING 5/15/2015
DIRECT DEPOSIT EFFECTIVE DATE 5/13/2015

P #	NAME	AMOUNT
01-1005	SACK THONGVANH	2,644.44
01-1017	TIMOTHY J SANDVIK	1,399.83
01-1019	KATHLEEN N THRASHER	623.42
01-1136	ROLAND O OLSON	1,473.78
01-1155	RILEY D HOLMSETH	278.82
01-1018	PAUL A MORETTO	1,623.83
01-0085	DANIEL S JOHNSON-POWERS	84.13
01-0086	RICHARD H HINRICHS	135.69
01-0087	MICHAEL A MCKAY	89.42
01-0095	MICHAEL J POESCHL	969.06
01-0105	ANTON M FEHRENBACH	122.00
01-0106	SCOTT A TESCH	319.67
01-0123	BRYAN R SULLIVAN	329.18
01-0124	MICHAEL D KRUSE	108.06
01-0132	ANDREW K TEMME	140.47
01-0133	MICHAEL A TESTER	45.10
01-1030	TIMOTHY J PITTMAN	1,620.79
01-1033	DAVE TRETSVEN	1,415.73
01-1143	COLIN B CALLAHAN	1,439.27

TOTAL PRINTED: 19 14,862.69

5-13-2015 9:04 AM
PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 1
PAYROLL DATE: 5/13/2015

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0100	ANDERSON, KEVIN	R	5/13/2015	61.43	084044
0101	GAFFNEY, PATRICK	R	5/13/2015	150.83	084045
0119	WICK, JEFFREY M	R	5/13/2015	100.69	084046
0126	SMITH, BENJAMIN J	R	5/13/2015	98.66	084047
0127	ROSENBERG, NICHOLAS M	R	5/13/2015	61.82	084048
0128	RABEK, PAUL A	R	5/13/2015	117.47	084049
0131	THOMAS, DAVID M	R	5/13/2015	61.43	084050
0172	ARCAND, MICHAEL W	R	5/13/2015	166.77	084051
0177	KELLY, KIERAN J	R	5/13/2015	262.65	084052

5-13-2015 9:04 AM
PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: 2
PAYROLL DATE: 5/13/2015

*** REGISTER TOTALS ***

REGULAR CHECKS:	9	1,081.75
DIRECT DEPOSIT REGULAR CHECKS:	19	14,862.69
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	28	15,944.44

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 27, 2015
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Tim Sandvik, Deputy Clerk

Item	Approval of City Licenses
Description	<p>The following individual has applied for a <u>Tree Trimming/Treating/Removal Contractor's License</u> for 2015. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northeast Tree, Inc. 2. Upper Cut Tree Services
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2015 City License Application.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 27 th , 2015
Agenda Item	Consent F3
Attachment	Photo of Accessible Swing
Submitted By	Tim Sandvik Deputy Clerk/Recreation Supervisor

Item	Recommendation to purchase an accessible swing for Curtiss Field playground.
Description	During the process of the KaBOOM! grant, the playground design was unfortunately unable to incorporate an accessible swing. The Parks and Recreation Commission saw this opportunity and makes recommendation that the City Council approve the purchase of an accessible swing which will support the ongoing efforts of inclusion while maintaining the new playground's ADA compliance.
Budget Impact	The city has been quoted the price of a swing will be \$722, plus shipping, plus installation costs. In total, approximately \$1,000 from the Parks Dedication Fund.
Attachment(s)	Photo of Accessible Swing
Action(s) Requested	Parks and Recreation Commission recommend the council approve the expenditure totaling approximately \$1,000 to purchase and install an accessible swing for the new playground at Curtiss Field.





The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 27 th , 2015
Agenda Item	Policy G1
Attachment	Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Parental Leave Policy
Description	<p>Changes in the workforce have forced many employers to look at alternative methods to recruit and retain employees both in the private and public sector. The four major trends impacting the workforce are:</p> <ul style="list-style-type: none"> • Baby Boomer Generation Retiring (born 1946-1964) <ul style="list-style-type: none"> ○ 10,000 Boomers will turn 65 today, and 10,000 more will cross that threshold every day for the next 19 years. • Millennial/Generation Y dominating the workforce (born 1981-2001) <ul style="list-style-type: none"> ○ Will be roughly 50% of the USA workforce in 2020 and 75% of the global workforce in 2030. • Rise of Female Knowledge Workers <ul style="list-style-type: none"> ○ There will be 148 female graduates for every 100 male college graduates by 2021. • Work-Life Integration <ul style="list-style-type: none"> ○ The line is being blurred with work and home with the advancement of technology. <p>These trends are impacting our ability to attract and retain a high quality workforce able to meet the service delivery of our community. Considering changes to our employment policies in advance of these trends is important so that we can continue to best serve the residents of Falcon Heights effectively.</p> <p>The goal is to be proactive in the recruitment of potential employee(s) and help new parents with balancing work and family matters and promote more equal participation in the workplace and in the home.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Resolution 2015-_____ to direct staff to make revisions to the Employee Handbook and authorize addition of Parental Leave to the Handbook

Action(s) Requested	Staff would recommend waiving the reading and adopt Resolution 2015-_____ to direct staff to make revisions to the Employee Handbook and authorize addition of the Parental Leave Policy to the Handbook.
--------------------------------	---

City of Falcon Heights Parental Leave Policy

The City provides its employees with two (2) weeks (maximum of eighty (80) hours) of paid parental leave concurrent with FMLA leave under the following conditions:

If the employee becomes a biological or adoptive parent after working for the City for the preceding six (6) consecutive months for twenty (20) hours per week or more, the City will provide:

Week One: Five (5) consecutive business days of paid parental leave. A maximum of forty (40) hours will be paid to a regular full-time employee; for a regular part-time employee, hours paid will be determined by the employee's regular weekly work schedule, provided that the leave shall be taken within twelve (12) calendar weeks of the birth or placement of the child.

Week Two: After the employee has used **Week One** of the City's paid parental leave for the birth or placement of a child, the employee may utilize five (5) consecutive business days of paid parental leave. A maximum of forty (40) hours will be paid to a regular full-time employee; for a regular part-time employee, hours paid will be determined by the employee's regular weekly work schedule.

This Policy does not apply to independent contractors. The Parental Leave Policy will take effect _____, 2015.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 27, 2015

No. 15-12

**RESOLUTION TO REVISE THE EMPLOYEE HANDBOOK FOR PARENTAL LEAVE
BENEFITS**

WHEREAS, the Employee Handbook is a living document that is revised from time to time as need arises; and

WHEREAS, such revisions are needed to ensure the Employee Handbook complies with changes to State Statutes and Federal Employment Laws; and

WHEREAS, the purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their work obligations; and

WHEREAS, the workforce continues to change, flexibility and family-friendly workforce policies are essential. Such policies are critical for the City of Falcon Heights if it is to attract and retain the best staff.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota authorizes the City Administrator to revise the Employee Handbook to include Parental Leave Benefits, effective May 27th, 2015.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
May 27th, 2015

LINDSTROM _____ In Favor
BROWN THUNDER
HARRIS _____ Against
LONG
MERCER-TAYLOR

Attested by: _____
Sack Thongvanh, City Administrator
May 27th, 2015