

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

**AGENDA**  
March 9, 2016 at 7:00 P.M.

- A. CALL TO ORDER:
  
- B. ROLL CALL: LINDSTROM \_\_\_ HARRIS \_\_\_ BROWN THUNDER \_\_\_  
FISCHER \_\_\_ GUSTAFSON \_\_\_  
  
STAFF PRESENT: THONGVANH\_\_\_
  
- C. PRESENTATIONS:
  - 1. Northeast Youth & Family Services
  
- D. APPROVAL OF MINUTES:
  - 1. February 24, 2016 City Council Meeting Minutes
  
- E. PUBLIC HEARINGS:
  
  
- F. CONSENT AGENDA:
  - 1. General Disbursements through: 3/03/16 \$131,140.24  
Payroll through: 2/29/16 \$17,037.94
  - 2. Donations for 2016 Park Program Fund
  - 3. Summer Hours
  
- G: POLICY ITEMS:
  
- H. INFORMATION/ ANNOUNCEMENTS:
  
- I. COMMUNITY FORUM:
  
- J. ADJOURNMENT:

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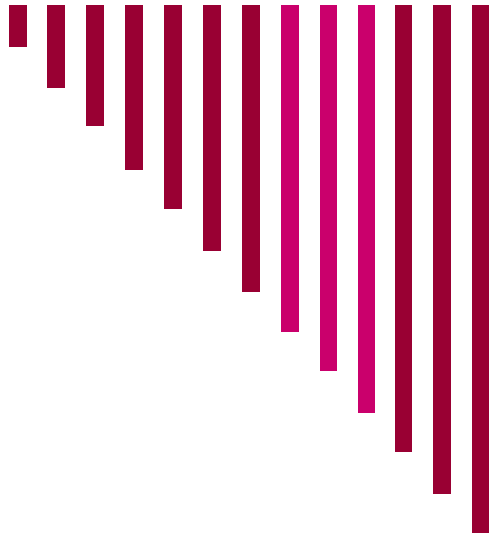
***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

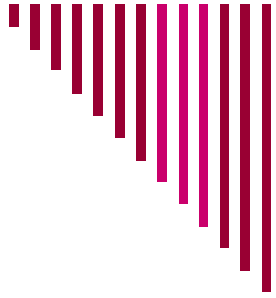
<b>Meeting Date</b>	March 9, 2016
<b>Agenda Item</b>	Presentation C1
<b>Attachment</b>	PowerPoint Presentation
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Northeast Youth & Family Services Annual Report
<b>Description</b>	<p>Each year, the City of Falcon Heights renews our agreement with Northeast Youth and Family Services (NYFS). Some of the services they provide include senior chore services and diversion programs for youth in various law enforcement cases. Each year the City allocates money in the general fund to help pay for these services.</p> <p>NYFS serves fifteen municipalities, nine school districts and collaborate with ten other agencies. The primary population served range from five to twenty-one years of age, serving 4,000 youth, families, and individuals with annual budget of \$3.2 million dollars.</p>
<b>Budget Impact</b>	The City budgeted \$8,927 in 2016.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• PowerPoint Presentation Slides</li> </ul>
<b>Action(s) Requested</b>	No action required.

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**Presentation to the  
City of Falcon Heights  
March 2016**



**“Nobody can change a person,  
but someone can be the reason  
for a person to change...”**

**Melchor Lim**



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# About NYFS

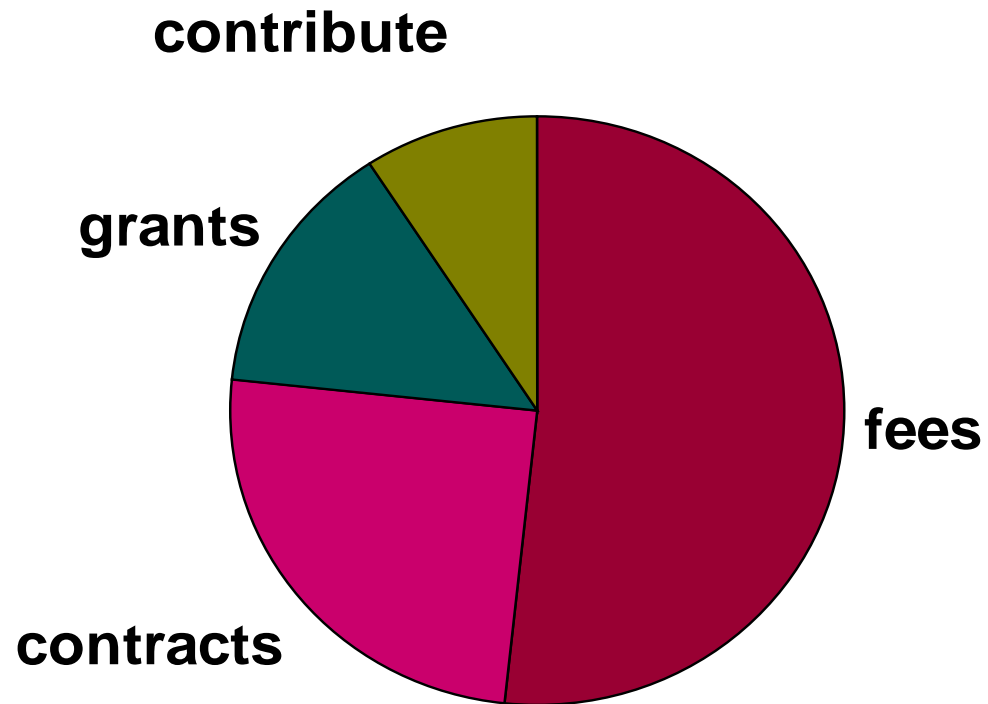
- Primary Population: 5-21 year olds
- 4,000 youth, families, individuals
- \$3.2 million annual budget
- Three program areas
  - Mental Health
  - Youth Development
  - Day Treatment

[www.nyfs.org](http://www.nyfs.org)

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# Revenue Streams







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# NYFS Programs

## Mental Health

- solution oriented
- school based, clinic, in-home

## Youth Development

- academics, employment, life skills, citizenship
- Diversion, Out of School, Senior Chore

## Day Treatment

- therapy and academics
- NETS, REACH, Woodlands

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# What your support buys

- Services for residents are assured
- Benefits
  - Educational attainment
  - Effective workforce
  - Citizenship
- Reduced costs to public
- Leverage outside resources



# 2014-2015 Service Summary

Contracted Services	#	2014	#	2015
Counseling	3	\$4,200	2	\$1,800
Diversion	1	\$132	1	\$375
Senior Chore (seniors/youth)	9/6	\$3,680	10/NA	\$1,400
<b>Cost of Contracted</b>	<b>19</b>	<b>\$8,013</b>	<b>13</b>	<b>\$3,575</b>
<b>City Contract</b>		<b>\$8,709</b>		<b>\$8,892</b>
Non Contracted	NA	NA	8	\$1,229



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# Current Community Trends

- More complex issues
  - Trauma
  - Isolation
- Community connection
  - Community engagement
  - Community service
- Evolving funding sources
  - Research based
  - Grants - contracts



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# NYFS Trends

- Enhanced service models
  - Embedded school based therapists
  - Diversion Plus
- Enhanced fund raising culture
  - 40<sup>th</sup> Anniversary
  - Mayors Challenge Golf Tournament Keller Golf Course, June 13, 2016
- Improved business procedures
  - Administrative support
  - Refinancing



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# NYFS Partnerships

- **Communities**

Arden Hills, Birchwood Village, Falcon Heights, Hugo, Little Canada, Mahtomedi, Mounds View, New Brighton, North Oaks, Roseville, Shoreview, St. Anthony, Vadnais Heights, White Bear Lake, White Bear Township

- **School Districts**

Centennial, Columbia Heights, Mahtomedi, Mounds View, North St. Paul/Maplewood, Roseville Area, St. Anthony/New Brighton, Spring Lake Park, White Bear Lake Area

- **Collaborations**

Minnesota Youth Intervention Program Association, North Suburban Gavel Club, Ramsey County Children's Mental Health Collaborative, Roseville Rotary, Shoreview/Arden Hills Rotary, St. Anthony-New Brighton Family Service Collaborative, Suburban Ramsey Family Collaborative, Twin Cities North Chamber of Commerce, Vadnais Heights Economic Council, White Bear Chamber

- **Faith Community**

- **Businesses**

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

**MINUTES**  
February 24, 2016 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 pm
- B. ROLL CALL: LINDSTROM X HARRIS X BROWN THUNDER X  
FISCHER X GUSTAFSON X
- STAFF PRESENT: THONGVANH X
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
- |   |          |
|---|----------|
| 1. February 3, 2016 City Council Workshop Meeting Minutes | Approved |
| 2. February 10, 2016 City Council Meeting Minutes         | Approved |
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through: 2/17/16 \$120,165.43  
Payroll through: 2/15/16 \$17,833.48
  2. City License(s)
  3. Administrative Coordinator
  4. Accept Donations for 2016 Special Events
- Council Member Gustafson Moved, Approved 5-0
- G. POLICY ITEMS:
1. National League of Cities-Service Line Warranty Program
    - This program is administered by the Utilities Service Partner Incorporated. It's an affordable home protection solution that helps with broken or leaking water and sewer line connection problems. This is an insurance program with a monthly fee with no deductible and no service fees. There isn't a cost to the city to be a part of the warranty program, but the program has use of the city's logo to promote the program.

The city has the opportunity to have a royalty of \$.50 per subscriber per month, but has chosen to use the amount towards decreasing the cost to the subscribers. The subscriber will be directly billed from the service provider. They provide

services for water lines, sewer lines, and in home plumbing. In addition, the program will utilize local plumbers to do the work.

Council Member Harris Moved, Approved 5-0

2. City Hall-Rooftop Unit Replacement

- City Administrator Sack Thongvanh stated that heating and cooling unit for City Hall's administrative offices is malfunctioning, particularly when temperatures drop below zero. The city received bids from Joe Smith Heating and Cooling at \$10,866, and adding an optional economizer for a total bid of \$11,788. A comparable bid came from MK Mechanical Services for \$13,900. These bids include the use of a crane to install the unit on the rooftop. Staff recommends the approval of Joe Smith Heating and Cooling Inc. with a bid of \$11,788, including the optional economizer. City Staff can determine if the economizer is needed.

Council Member Fischer Moves, Approved 5-0

I. INFORMATION/ ANNOUNCEMENTS:

Council Member Fischer:

- The Community Engagement Commission met and is taking the month of March off to brainstorm what this year will look like for the Commission.

Council Member Harris:

- The Planning Commission met and had training on variances. There were prepared materials and sample variances to become more familiar with the process.
- There was also discussion on what the purpose of the comp plan is.

Council Member Brown Thunder:

- NYFS has set the date for The Second Annual Mayor's Challenge Cup for June 13<sup>th</sup> at Keller. Any golfers that are interested can go to the NYFS website and sign up.

Council Member Gustafson:

- The Parks and Recreation Commission will also be taking the month of March off. The Commissioners were given materials to think about in regards to park needs. At the next workshop the Commission will be presenting their recommendations to the council.

City Administrator Sack Thongvanh:

- The city is looking for volunteer firefighters: includes membership to the firefighter's relief association and a pension.
- The Curtiss Field discussion and recommendations to council will happen on Wednesday, March 2<sup>nd</sup>.

Mayor Lindstrom:

- The city is working on the community solar garden proposal. They have received a proposal from Geronimo Energy.



J. COMMUNITY FORUM:

K. ADJOURNMENT: 7:34 pm

Dated this 24<sup>th</sup> day of February, 2016

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Peter Lindstrom, Mayor

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Sack Thongvanh, City Administrator

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	March 9, 2016
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 3/03/16: \$131,140.24 Payroll through: 2/29/16: \$17,037.94
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements and Payroll</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 01355 MARCH 3 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
=====							
01-00023		CINTAS CORPORATION #470					
-----							
I-470715477		TOWELS, CLEANER, MATS	307.58				
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016		1099: N			
		TOWELS, CLEANER, MATS		101 4132-70120-000	SUPPLIES		307.58
		=== VENDOR TOTALS ===	307.58				
=====							
01-05653		FIRST DUE FIRE TRAINING					
-----							
I-1		TRAINING	800.00				
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016		1099: N			
		TRAINING		101 4124-86020-000	TRAINING		800.00
		=== VENDOR TOTALS ===	800.00				
=====							
01-05115		GOPHER STATE ONE CALL					
-----							
I-6020358		LOCATES	34.80				
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016		1099: N			
		LOCATES		601 4601-88030-000	LOCATES		34.80
		=== VENDOR TOTALS ===	34.80				
=====							
01-05235		JAN-PRO CLEANING SYSTEMS- TC					
-----							
I-54956		MARCH CLEANING SERVICES	205.00				
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016		1099: N			
		MARCH CLEANING SERVICES		101 4131-87010-000	CITY HALL MAINTENANCE		205.00
		=== VENDOR TOTALS ===	205.00				
=====							
01-00065		METROPOLITAN COUNCIL					
-----							
I-052978		APRIL SS	40,550.39				
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016		1099: N			
		APRIL SS		601 4601-85060-000	METRO SEWER CHARGES		40,550.39
		=== VENDOR TOTALS ===	40,550.39				
=====							
01-06115		TIMOTHY PITTMAN					
-----							
I-201603035707		FLEX PAYMENT	119.99				
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016		1099: N			
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY		48.00
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY		42.00
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY		29.99
		=== VENDOR TOTALS ===	119.99				

PACKET: 01355 MARCH 3 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
01-04		TENNIS SANITATION LLC					
I-1568173		FEB RECYCLING		5,769.00			
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016			1099: N		
		FEB RECYCLING			206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
I-1568174		FEB WASTE REMOVAL		66.50			
3/03/2016	APBNK	DUE: 3/03/2016 DISC: 3/03/2016			1099: N		
		FEB WASTE REMOVAL			101 4131-82010-000	WASTE REMOVAL	66.50
		=== VENDOR TOTALS ===		5,835.50			
		=== PACKET TOTALS ===		47,853.26			

ST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
01-0422	BP					
=====						
I-201603015703		FUEL	530.92			
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	464.40
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	66.52
		=== VENDOR TOTALS ===	530.92			
=====						
01-03089	CASH					
=====						
I-201603015701		POSTAGE & CERTIFIED MAILINGS	44.48			
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		POSTAGE & CERTIFIED MAILINGS		101 4112-70500-000	POSTAGE	44.48
		=== VENDOR TOTALS ===	44.48			
=====						
01-06290	CITY OF ROSEVILLE					
=====						
I-201603015706		ENG TESTING SNELLING SVC DRIV	2,958.70			
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		ENG TESTING SNELLING SVC DRIVE		419 20200-000	ACCOUNTS PAYABLE	2,958.70
		=== VENDOR TOTALS ===	2,958.70			
=====						
01-03350	D LEWIS ENTERPRISES INC					
=====						
I-5002		LAMINATE COUNTERTOP, COAT RAC	339.00			
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		LAMINATE COUNTERTOP, COAT RACK		401 20200-000	ACCOUNTS PAYABLE	339.00
		=== VENDOR TOTALS ===	339.00			
=====						
01-027	DELEGARD TOOL COMPANY					
=====						
I-76099		UNDERLAY, WORK GLOVES	116.60			
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		UNDERLAY		101 4131-70110-000	SUPPLIES	57.08
		WORK GLOVES		101 4132-77000-000	CLOTHING	59.52
		=== VENDOR TOTALS ===	116.60			
=====						
01-04000	EHLERS AND ASSOCIATES					
=====						
I-201603015702		PUBLIC FINANCE SEMINAR- SACK	280.00			
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		PUBLIC FINANCE SEMINAR- SACK		101 4112-86100-000	CONFERENCES/EDUCATION/AS	280.00
		=== VENDOR TOTALS ===	280.00			

-----ID-----			GROSS	P.O. #			
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0153	HOME DEPOT	CRC/GEFC					
=====							
I-201603015699		SUPPLIES	102.11				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N			
		SUPPLIES		101 4131-70110-000	SUPPLIES		75.63
		SUPPLIES		101 4141-70100-000	SUPPLIES		26.48
		=== VENDOR TOTALS ===	102.11				
=====							
01-05843	MN NCPERS	LIFE INSURANCE					
=====							
I-201603015705		MARCH LIFE INSURANCE	80.00				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N			
		MARCH LIFE INSURANCE		101 21709-000	OTHER PAYABLE		45.44
		MARCH LIFE INSURANCE		201 21709-000	OTHER PAYABLE		4.00
		MARCH LIFE INSURANCE		601 21709-000	OTHER PAYABLE		20.32
		MARCH LIFE INSURANCE		602 21709-000	OTHER PAYABLE		10.24
		=== VENDOR TOTALS ===	80.00				
=====							
01-04800	MN RECREATION &	PARK ASSOCIATI					
=====							
I-201603015698		2016 MEMBERSHIP- TIM SANDVIK	277.00				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N			
		2016 MEMBERSHIP- TIM SANDVIK		101 4141-86110-000	MEMBERSHIPS		277.00
		=== VENDOR TOTALS ===	277.00				
=====							
01-04875	MOBILE MINI,	INC.					
=====							
I-151080334		WARMING HOUSE- CLEAN UNIT	100.00				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N			
		WARMING HOUSE- CLEAN UNIT		101 4141-87130-000	MINI WARMING HOUSE		100.00
		=== VENDOR TOTALS ===	100.00				
=====							
01-06115	TIMOTHY PITTMAN						
=====							
I-201603015700		REIMB: MILEAGE	34.56				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016		1099: N			
		REIMB: MILEAGE		101 4141-86101-000	MILEAGE		34.56
		=== VENDOR TOTALS ===	34.56				



PACKET: 01353 MARCH 1 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		
01-07228		CITY OF ST ANTHONY						

I-3373		MARCH POLICE SERVICES		54,418.83				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016			1099: N			
		MARCH POLICE SERVICES			101 4122-81000-000	POLICE SERVICES		54,418.83
=== VENDOR TOTALS ===				54,418.83				

01-06546 STAPLES

I-8038139637		OFFICE SUPPLIES		28.21				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016			1099: N			
		OFFICE SUPPLIES			101 4112-70100-000	SUPPLIES		28.21
=== VENDOR TOTALS ===				28.21				

01-05870 XCEL ENERGY

I-201603015704		AUTO PROTECT LIGHT, CIVIL DEF		39.49				
3/01/2016	APBNK	DUE: 3/01/2016 DISC: 3/01/2016			1099: N			
		AUTO PROTECTIVE LIGHT			101 4141-85020-000	ELECTRIC/GAS		30.45
		AUTO PROTECTIVE LIGHT			101 4121-85020-000	ELECTRIC		9.04
=== VENDOR TOTALS ===				39.49				

=== PACKET TOTALS === 59,349.90

fed withholdings	6786.93
St withholdings	1078.47
Pera	3077.57
Icma	1550.00

71,842.87

-----ID-----			GROSS	P.O. #			
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-00250	AMERIPRIDE SERVICES						
I-1003386838		LINEN CLEANING	39.03				
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N			
		LINEN CLEANING		101 4124-70100-000	SUPPLIES		39.03
		=== VENDOR TOTALS ===	39.03				
=====							
01-03025	COLIN CALLAHAN						
I-201602245688		CELL PHONE, COMM DRIVERS LIC	51.00				
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N			
		REIMB CELL PHONE		601 4601-85015-000	CELL PHONE		40.00
		COMM DRIVERS LICENSE REIMB		101 4132-70120-000	SUPPLIES		11.00
		=== VENDOR TOTALS ===	51.00				
=====							
01-03123	CINTAS CORPORATION #470						
I-470712051		BLACK MATS, SERVICE CHARGE	52.84				
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N			
		BLACK MATS, SERVICE CHARGE		101 4132-70120-000	SUPPLIES		52.84
		=== VENDOR TOTALS ===	52.84				
=====							
01-06290	CITY OF ROSEVILLE						
I-221183		FEB IT SERVICES	1,831.25				
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N			
		FEB IT SERVICES		101 4116-85070-000	TECHNICAL SUPPORT		1,831.25
I-221219		FEB PHONE SERVICES	281.12				
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N			
		FEB PHONE SERVICES		101 4116-85010-000	TELEPHONE		281.12
I-221246		ENGINEERING SERVICES	757.31				
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N			
		ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES		757.31
I-221248		LASERFICHE MAINTENANCE	1,154.85				
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N			
		LASERFICHE MAINTENANCE		101 4116-85080-000	LASERFICHE MAINTENANCE		1,154.85
		=== VENDOR TOTALS ===	4,024.53				

PACKET: 01351 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00122	CITY OF ST PAUL					
I-IN14403		STREETLIGHTS MAINT LABOR	136.54			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		STREETLIGHTS MAINT LABOR		209 4209-87120-000	REPAIR & MAINTENANCE	136.54
I-IN14404		STREET LIGHT MAINT EQUIPMENT	10.59			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		STREET LIGHT MAINT EQUIPMENT		209 4209-87120-000	REPAIR & MAINTENANCE	10.59
		=== VENDOR TOTALS ===	147.13			

=====						
01-03120	CITY OF WHITE BEAR					
I-10282		2016 GIS FEES	535.82			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		2016 GIS FEES		101 4117-80500-000	GIS SUPPORT	535.82
		=== VENDOR TOTALS ===	535.82			

=====						
01-03300	DISCOUNT STEEL, INC					
I-4063103		BOOK SHELF DIVIDERS	3.16			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		BOOK SHELF DIVIDERS		101 4131-70110-000	SUPPLIES	3.16
		=== VENDOR TOTALS ===	3.16			

=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-85009		753 REPAIR LABOR & PARTS	1,739.39			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		753 REPAIR LABOR & PARTS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,739.39
		=== VENDOR TOTALS ===	1,739.39			

=====						
01-04084	FIRE EQUIPMENT SPECIALTIES					
I-9173		FIRE GEAR- COAT	289.82			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		FIRE GEAR- COAT		101 4124-77000-000	CLOTHING	289.82
		=== VENDOR TOTALS ===	289.82			

PACKET: 01351 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0117		GREATER METROPOLITAN HOUSING C				
-----						
I-10259		2016 COOPERATIVE SERVICES	2,000.00			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		2016 COOPERATIVE SERVICES		101 4111-86500-000	COOPERATIVE SERVICE	2,000.00
		=== VENDOR TOTALS ===	2,000.00			
=====						
01-05243		HINRICHS,RICH				
-----						
I-201602245686		STATION SUPPLIES	142.81			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		STATION SUPPLIES		101 4124-70120-000	TOOLS & SUPPLIES	142.81
		=== VENDOR TOTALS ===	142.81			
=====						
01-05670		METRO PRODUCTS INC				
-----						
I-115086		SHOP SUPPLIES	310.36			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		SHOP SUPPLIES		101 4131-70110-000	SUPPLIES	310.36
		=== VENDOR TOTALS ===	310.36			
=====						
01-05649		MINNESOTA STATE COMMUNITY & TE				
-----						
I-201602245692		DETROIT LAKES FIRE SCHOOL	120.00			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		DETROIT LAKES FIRE SCHOOL		101 4124-86020-000	TRAINING	120.00
		=== VENDOR TOTALS ===	120.00			
=====						
01-06900		MN RECREATION & PARK ASSOCIATI				
-----						
I-0824		JOB POSTING PROGRAM COORDINAT	100.00			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		JOB POSTING PROGRAM COORDINATO		201 4201-89000-000	MISCELLANEOUS	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-07263		NEXTEL COMMUNICATIONS, INC				
-----						
I-201602245695		CELL PHONES	118.14			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		CELL PHONES		101 4121-85015-000	CELL PHONE	22.76
		CELL PHONES		101 4131-85015-000	CELL PHONE	11.60
		CELL PHONES		101 4141-85015-000	CELL PHONE	11.60
		CELL PHONES		101 4132-85015-000	CELL PHONE	11.60
		CELL PHONES		601 4601-85015-000	CELL PHONE	45.00
		CELL PHONES		602 4602-85015-000	CELL PHONES	15.58
		=== VENDOR TOTALS ===	118.14			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01 030	OLSON,ROLAND					
I-201602245690		FLEX PAYMENT	233.69			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	193.97
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY	35.06
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY	4.66
		=== VENDOR TOTALS ===	233.69			
01-05650	PERSONNEL CONCEPTS					
I-201602245687		OSHA POSTERS	45.85			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		OSHA POSTERS		101 4116-70100-000	SUPPLIES	45.85
		=== VENDOR TOTALS ===	45.85			
01-06115	TIMOTHY PITTMAN					
I-201602245693		REIMB MILEAGE	36.80			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		REIMB MILEAGE		101 4141-86101-000	MILEAGE	36.80
		=== VENDOR TOTALS ===	36.80			
01-06151	RCLLG					
I-1455		2016 MEMBERSHIP DUES	315.00			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		2016 MEMBERSHIP DUES		101 4111-86100-000	CONFERENCES/EDUCATION/TR	315.00
		=== VENDOR TOTALS ===	315.00			
01 048	SAVAGE, DANIEL					
I-201602245691		ENERGY EFFICIENCY REBATE	20.63			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		ENERGY EFFICIENCY REBATE		101 4117-89100-000	ENERGY REBATE PROGRAM	20.63
		=== VENDOR TOTALS ===	20.63			
01-06483	SENTRY SYSTEMS, INC.					
I-712822		COMMERCIAL MONITORING SVC	155.00			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		COMMERCIAL MONITORING SVC		101 4131-87100-000	PANIC BUTTON SECURITY	155.00
		=== VENDOR TOTALS ===	155.00			

PACKET: 01351 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-035		ST PAUL REGIONAL WATER SERVICE				
=====						
I-201602245685		WATER & SS	548.00			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		COMM PARK WATER		101 4141-85040-000	WATER	291.18
		COMM PARK SS		101 4141-85070-000	SEWER	169.66
		CITY HALL WATER		101 4131-85040-000	WATER	63.03
		CITY HALL SS		101 4131-85070-000	SEWER	24.13
		=== VENDOR TOTALS ===	548.00			
=====						
01-06546		STAPLES				
=====						
I-8038050549		OFFICE SUPPLIES	240.99			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		OFFICE SUPPLIES		101 4112-70100-000	SUPPLIES	240.99
		=== VENDOR TOTALS ===	240.99			
=====						
01-06525		SUBURBAN ACE HARDWARE				
=====						
I-201602245694		WINTERFEST, SHOP SUPPLIES	123.12			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		WINTERFEST SUPPLIES		101 4116-89010-000	SPECIAL EVENTS	15.98
		SHOP SUPPLIES		101 4131-70110-000	SUPPLIES	107.14
		=== VENDOR TOTALS ===	123.12			
=====						
01-07250		TRETSVEN, DAVE				
=====						
I-201602245689		CELL PHONE, COMM DRIVERS LICE	51.00			
2/24/2016	APBNK	DUE: 2/24/2016 DISC: 2/24/2016		1099: N		
		CELL PHONE REIMB		601 4601-85015-000	CELL PHONE	40.00
		COMM DRIVERS LICENSE REIMB		101 4132-70120-000	SUPPLIES	11.00
		=== VENDOR TOTALS ===	51.00			
		=== PACKET TOTALS ===	11,444.11			

EMP #	NAME	AMOUNT
0013	PETER C LINDSTROM	316.17
01-0016	PAMELA M HARRIS	277.05
01-0021	JOSE A FISCHER	277.05
01-0022	RANDALL C GUSTAFSON	277.05
01-1005	SACK THONGVANH	2,817.34
01-1017	TIMOTHY J SANDVIK	1,497.91
01-1019	KATHLEEN N THRASHER	750.32
01-1136	ROLAND O OLSON	1,804.67
01-1159	SARA E ASCHENBECK	214.59
01-2154	MAUREEN A ANDERSON	140.71
01-1018	PAUL A MORETTO	1,743.54
01-0086	RICHARD H HINRICHS	847.77
01-0095	MICHAEL J POESCHL	115.44
01-0105	ANTON M FEHRENBACH	331.63
01-0123	BRYAN R SULLIVAN	110.64
01-0124	MICHAEL D KRUSE	110.64
01-1030	TIMOTHY J PITTMAN	1,690.96
01-1033	DAVE TRETSEVEN	1,451.90
01-1143	COLIN B CALLAHAN	1,468.55
01-2237	SAMANTHA L GARDNER	181.01

TOTAL PRINTED: 20 16,424.94

2-24-2016 9:17 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
 PAYROLL DATE: 2/24/2016

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
	BROWN THUNDER, JOSEPH C	R	2/24/2016	277.05	084656
	KURHAJETZ, CLEMENT	R	2/24/2016	105.05	084657
0001	GAFFNEY, PATRICK	R	2/24/2016	115.44	084658
2172	ARCAND, MICHAEL W	R	2/24/2016	115.46	084659

2-24-2016 9:17 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
 PAYROLL DATE: 2/24/2016

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

REGULAR CHECKS:	4	613.00
DIRECT DEPOSIT REGULAR CHECKS:	20	16,424.94
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	24	17,037.94

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	March 9, 2016
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Tim Sandvik, Recreation Supervisor

<b>Item</b>	Donations for 2016 Parks Program Fund
<b>Description</b>	At the beginning of each year, Falcon Heights' and surrounding businesses provide donations to support the upcoming year's Park and Recreation Fund and Special Events. There are three levels at which the business can donate- Gold (\$200 - \$500) Silver (\$100-\$199) and Bronze (\$50-\$99). The Parks and Recreation department uses the money from the local businesses to assist in purchasing the events entertainment, supplies and any other event and programming related costs. Each donation is recognized by the city as appropriate.
<b>Budget Impact</b>	To date, a total of \$1150 has been donated to the Parks and Recreation Programming Fund and Special Events Fund. These donations help offset the cost of Parks Programming and Special Events.
<b>Attachment(s)</b>	NA
<b>Action(s) Requested</b>	Accept the following donations for 2016 special events from the following businesses: <b>Gold Level (\$200 - \$500):</b> Central and Priority Pediatrics (\$200) Warners' Stellian (\$200) <b>Silver Level (\$100 - \$199):</b> The Good Acre (\$100) Toppers Pizza (\$100) Twin Cities Laboratories (\$100) Stout's Pub (\$100) <b>Bronze Level (\$50-\$99):</b> John A Knutson & Co., PLLP (\$50) Hair Designs Unlimited (\$50)

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	March 9, 2016
<b>Agenda Item</b>	Consent
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	City Hall Summer Hours				
<b>Description</b>	<p>For the past several years, the City has implemented a modified schedule during summer months.</p> <p>During the summer months, especially on Fridays, the amount of walk-in and phone call requests for service drops off dramatically. Many cities use this as an opportunity to employ alternative hours of operation, commonly known as “summer hours”.</p> <p>Currently, normal hours of operation are Monday - Friday, 8:00 a.m. - 4:30 p.m. Staff is proposing that the City of Falcon Heights use the following schedule between Memorial Day and Labor Day:</p> <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">Monday - Thursday</td> <td>7:30 am - 5:00 pm</td> </tr> <tr> <td>Friday</td> <td>7:30 am - noon</td> </tr> </table> <p>This would allow for City Hall to still be open the same number of hours per week (42.5) and for employees to still work the same number of total hours (40, with one ½ hour break each day). It would also allow City Hall customers the ability to come in a ½ hour earlier and later in the day to conduct business.</p> <p>We will publicize this through our normal methods (email, website, flyers, newsletters, newspapers, and social media). We would also insert a notice on all permit applications so that contractors and/or residents do not come to city hall on Friday afternoon hoping to pick up permits for their weekend projects. Notice will also be given to those who rent facilities that building keys will need to be picked up before noon on Friday.</p>	Monday - Thursday	7:30 am - 5:00 pm	Friday	7:30 am - noon
Monday - Thursday	7:30 am - 5:00 pm				
Friday	7:30 am - noon				
<b>Budget Impact</b>	N/A				
<b>Attachment(s)</b>	None				

<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council adopt the summer hours schedule explained above from Memorial Day to Labor Day.
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