

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

AGENDA
April 13, 2016 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ___ HARRIS ___ BROWN THUNDER ___
FISCHER ___ GUSTAFSON ___

STAFF PRESENT: THONGVANH___
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
 - 1. March 23, 2016 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 4/06/16 \$172,252.71
Payroll through: 3/31/16 \$16,703.48
 - 2. City License(s)
 - 3. Reapportion of Special Assessments to New Parcel Identification Numbers
 - 4. Authorization to Submit for a MN Board of Fire Fighter Training and Education Grant
- G. POLICY ITEMS:
 - 1. Sanitary Sewer Cleaning Program Amendment
 - 2. Resolution in Support of the "Ramsey County: A Start by Believing Community" Initiative
 - 3. MPCA EA Open Grant 2016 City Stainability Planning
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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

MINUTES
March 23, 2016 at 7:00 P.M.

A. CALL TO ORDER: 7:00pm

B. ROLL CALL: LINDSTROM X HARRIS X BROWN THUNDER X
FISCHER X GUSTAFSON X

STAFF PRESENT: THONGVANH X

C. PRESENTATIONS:

1. 2015 Annual Police Report

Chief John Ohl of the Saint Anthony Police Department (SAPD) presented the Annual Police Report. In 2015 SAPD focused on a “Safety through Service” model and some of the outcomes were as follows:

- There were 94 part 1 crimes, down by 17 from 2014. There was a noticeable reduction in burglary.
- There were 102 part 2 crimes, down by 4 from 2014.
- 211 more calls for service were received than the previous year.
- There were 196 criminal cases investigated.
- The Police Department completed 1,541 hours of training.
- SAPD was involved in many community events: cops vs. kids basketball, shop with a cop, safe routes to school, block parties, Winterfest, the Ice Cream Social, and participating as a liaison to the Community Engagement Commission.

2. 2015 Annual Fire Report

Fire Chief Rich Hinrichs presented the Annual Fire Report for the Falcon Heights Fire Department (FHFD). Some of the statistics from 2015 are as follows:

- The FHFD responded to 108 calls for service, 60 of those calls were in Falcon Heights, 46 in Lauderdale, and 2 out of Mutual Aid Hazmat. The average response time was 6 minutes.
- Ramsey County Dispatch updated the CAD computerized dispatch system.
- FHFD was involved in many community events. The department helped raise money for MDA with the MN Firefighters Relief Association, hosted the Fire Department Open House with a second annual Chili Cook Off, participated in MN Night to Unite block parties, Ice Cream Social, Lauderdale Day in the Park, and the 4th of July parade.
- The Fire Department completed 1,500 hours of training.

D. APPROVAL OF MINUTES:

1. March 2, 2016 City Council Workshop Meeting Minutes

Approved

2. March 9, 2016 City Council Meeting Minutes

Approved

E. PUBLIC HEARINGS:

F. CONSENT AGENDA:

1. General Disbursements through: 3/17/16 \$32,015.62
Payroll through: 3/15/16 \$16,724.39
2. Fire Department – Shared Services Closest Unit Dispatch Mutual Aid Agreement

Council Member Harris Moved, Approved 5-0

G: POLICY ITEMS:

1. Climate Smart Municipalities Grant
 - This three year grant with the University of Minnesota partners with Germany to send policy makers and municipalities to study climate issues and innovative solutions abroad. Three or four municipalities will have the opportunity to be matched up with cities in Germany and send a few city representatives to work on issues of mutual concern. The application deadline is March 31st and the decision will be made soon after. Falcon Heights qualifies because we are a green step city.

Council Member Fischer Moved, Approved 5-0

I. INFORMATION/ ANNOUNCEMENTS:

Council Member Fischer:

No Updates

Council Member Harris:

No Updates.

Council Member Brown Thunder:

- NYFS is having their leadership luncheon on Wednesday, May 4th at 11am at Midland Hills Country Club. Their keynote speaker will be Elizabeth Kneebone. If you're interested in attending, you can sign up on their website.

Council Member Gustafson:

No Updates.

City Administrator Sack Thongvanh:

- AARP is continuing their tax services through April 14th on Tuesdays and Thursdays from 9am-12pm.
- The City had the audit this week. It went very smoothly, and Roland was very prepared.
- Parks and Recreation summer programs registration opened on Monday, March 21. Registrations can be completed online, by phone, or in person.
- Ramsey County Recycling is offering \$20 off compost bins. You can sign up online at recycleminnesota.org to preorder.

- The Good Acre now has a temporary sign to promote their classes and the farmers market that they intend to hold in the summer.
- The Safe Route to Schools has delayed their decisions for the planning grant until the first week of April.

Mayor Lindstrom:

- The Environment Commission has been working on the Climate Smart Municipalities Grant, as well as a Community Solar Garden Workshop that will be hosted at City Hall on April 5th at 7:30pm.
- The Environment Commission has also decided to apply for The League of Minnesota Sustainable City Award this year.

J. COMMUNITY FORUM:

K. ADJOURNMENT: 8:20pm

Peter Lindstrom, Mayor

Dated this 23rd day of March, 2016

Sack Thongvanh, City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 13, 2016
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 4/06/16: \$172,252.71 Payroll through: 3/31/16: \$16,703.48
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	<ul style="list-style-type: none"> • General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0222	BP					
I-201603295734		FUEL	501.07			
3/29/2016	APBNK	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	460.37
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	40.70
		=== VENDOR TOTALS ===	501.07			
=====						
01-05153		HOME DEPOT CRC/GECP				
I-201603295733		SHOP SUPPLIES-BOLTS, SOCKETS	42.72			
3/29/2016	APBNK	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		SHOP SUPPLIES-BOLTS, SOCKETS		101 4131-70110-000	SUPPLIES	42.72
		=== VENDOR TOTALS ===	42.72			
=====						
01-05843		MN NCPERS LIFE INSURANCE				
I-201603295735		APRIL LIFE INSURANCE	80.00			
3/29/2016	APBNK	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		APRIL LIFE INSURANCE		101 21709-000	OTHER PAYABLE	45.44
		APRIL LIFE INSURANCE		201 21709-000	OTHER PAYABLE	4.00
		APRIL LIFE INSURANCE		601 21709-000	OTHER PAYABLE	20.32
		APRIL LIFE INSURANCE		602 21709-000	OTHER PAYABLE	10.24
		=== VENDOR TOTALS ===	80.00			
=====						
01-06190		RAMSEY COUNTY - HAZARDOUS WAST				
I-PHEH 040805		ANNUAL HAZARDOUS WASTE LICENS	87.00			
3/29/2016	APBNK	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		ANNUAL HAZARDOUS WASTE LICENSE		101 4131-89000-000	MISCELLANEOUS	87.00
		=== VENDOR TOTALS ===	87.00			
=====						
01-07194		ZARNOTH BRUSH WORKS				
I-159106-IN		SWEEPER BROOMS	548.00			
3/29/2016	APBNK	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		SWEEPER BROOMS		602 4602-83025-000	SWEEPER PARTS/SUPPLIES	548.00
		=== VENDOR TOTALS ===	548.00			
		=== PACKET TOTALS ===	1,258.79			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00049		BUREAU CRIMINAL APPREHEN.				
=====						
I-201603315737		BACKGROUND CHECK	15.00			
3/31/2016	APBNK	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		BACKGROUND CHECK		101 4141-89000-000	MISCELLANEOUS	15.00
=== VENDOR TOTALS ===			15.00			
=====						
01-03123		CINTAS CORPORATION #470				
=====						
I-470729059		SHOP TOWELS, CLEANER, MATS	289.37			
3/31/2016	APBNK	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		SHOP TOWELS, CLEANER, MATS		101 4131-87010-000	CITY HALL MAINTENANCE	289.37
=== VENDOR TOTALS ===			289.37			
=====						
01-06024		ON SITE SANITATION				
=====						
I-226188		COMM PARK TOILETS	75.00			
3/31/2016	APBNK	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		COMM PARK TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	75.00
=== VENDOR TOTALS ===			75.00			
=====						
01-07228		CITY OF ST ANTHONY				
=====						
I-3381		APRIL POLICE SERVICES	54,418.83			
3/31/2016	APBNK	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		APRIL POLICE SERVICES		101 4122-81000-000	POLICE SERVICES	54,418.83
=== VENDOR TOTALS ===			54,418.83			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
=====						
01603315736		WATER AND SS	519.29			
3/31/2016	APBNK	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		COMM PARK WATER		101 4141-85040-000	WATER	262.47
		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 ===			519.29			
=== PACKET TOTALS ===			55,317.49			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
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01-00250	65	AMERICAN ENVIRONMENTAL LLC					
I-499		SS CLEANING/INSPECTION	74,499.56				
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N			
		SS CLEANING/INSPECTION		601 4601-87100-000	TELEVISIONS AND JETTING		74,499.56
		=== VENDOR TOTALS ===	74,499.56				
=====							
01-00250		AMERIPRIDE SERVICES					
I-1003425507		LINEN CLEANING	39.09				
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N			
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING		39.09
		=== VENDOR TOTALS ===	39.09				
=====							
01-03123		CINTAS CORPORATION #470					
I-470732447		BLACK MATS	52.84				
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N			
		BLACK MATS		101 4131-87010-000	CITY HALL MAINTENANCE		52.84
		=== VENDOR TOTALS ===	52.84				
=====							
01-03117		CITY OF LITTLE CANADA					
I-201604065740		2015 SWEEPER COSTS	3,870.57				
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N			
		2015 SWEEPER COSTS		602 4602-83030-000	SHARED SWEEPER EXP/LITTL		3,870.57
		=== VENDOR TOTALS ===	3,870.57				
=====							
01-06290		CITY OF ROSEVILLE					
221291		ENGINEERING, 2017 STREET PROJ	460.00				
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N			
		ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES		382.85
		ENGINEERING SERVICES		419 4419-92059-000	2017 STREET PROJECT		77.15
		=== VENDOR TOTALS ===	460.00				
=====							
01-04027		EMERGENCY APPARATUS MAINT					
I-85008		752 MAINTENANCE	750.53				
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N			
		752 MAINTENANCE		101 4124-87029-000	REPAIR OTHER EQUIPMENT		750.53
		=== VENDOR TOTALS ===	750.53				

PACKET: 01369 APRIL 6 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
=====						
01-05243	115	GOPHER STATE ONE CALL				
=====						
I-6030356		LOCATES	89.90			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	89.90
=== VENDOR TOTALS ===			89.90			
=====						
01-05243		HINRICHS,RICH				
=====						
I-201604065741		REIMB STATION SUPPLIES	606.08			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		REIMB STATION SUPPLIES		101 4124-70120-000	TOOLS & SUPPLIES	606.08
=== VENDOR TOTALS ===			606.08			
=====						
01-05235		JAN-PRO CLEANING SYSTEMS				
=====						
I-55665		APRIL CLEANING SERVICES	205.00			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		APRIL CLEANING SERVICES		101 4131-87010-000	CITY HALL MAINTENANCE	205.00
=== VENDOR TOTALS ===			205.00			
=====						
01-05264		JOEL SMITH HEATING & AIR CONDI				
=====						
I-30321		ROOFTOP UNIT REPLACEMENT	11,788.00			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		ROOFTOP UNIT REPLACEMENT		101 4131-87010-000	CITY HALL MAINTENANCE	11,788.00
=== VENDOR TOTALS ===			11,788.00			
=====						
01-05343		MINNESOTA MULCH & SOIL				
=====						
I-3242016		DROP CHARGE	150.00			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		DROP CHARGE		602 4602-84000-000	STREET SWEEPINGS	150.00
=== VENDOR TOTALS ===			150.00			
=====						
01-07263		NEXTEL COMMUNICATIONS,INC				
=====						
I-201604065742		CELL PHONES	56.53			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		CELL PHONES		101 4124-85015-000	CELL PHONE	56.53
=== VENDOR TOTALS ===			56.53			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0024		ON SITE SANITATION				
I-0226188		COMM PARK TOILETS	69.65			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		COMM PARK TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS	69.65
		=== VENDOR TOTALS ===	69.65			
=====						
01-06053		OREILLY AUTO PARTS				
I-3243-467816		JD MOWER PART	7.04			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		JD MOWER PART		101 4132-70120-000	SUPPLIES	7.04
		=== VENDOR TOTALS ===	7.04			
=====						
01-06115		TIMOTHY PITTMAN				
I-201604065739		MILEAGE REIMB	34.56			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		MILEAGE REIMB		101 4141-86101-000	MILEAGE	34.56
		=== VENDOR TOTALS ===	34.56			
=====						
01-06185		RAMSEY COUNTY				
I-PRRLG1565		CAFR-MAJOR TAX PYRS/DEBT SCHE	95.00			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		CAFR-MAJOR TAX PYRS/DEBT SCHED		101 4113-89000-000	MISCELLANEOUS	95.00
I-RISK1777		MAR DENTAL/DISABILITY/LIFE IN	907.39			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		MAR DENTAL/DISABILITY/LIFE INS		101 4112-89000-000	MISCELLANEOUS	907.39
		=== VENDOR TOTALS ===	1,002.39			
=====						
01-07218		SAFE ASSURE CONSULTANTS				
I-985		2016 OSHA TRAINING	1,283.16			
4/06/2016	APBNK	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		2016 OSHA TRAINING		101 4131-86100-000	CONFERENCES/EDUCATION/AS	1,283.16
		=== VENDOR TOTALS ===	1,283.16			

ID	POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====							
01-0044			TIM SANDVIK				
I-201604065743	4/06/2016	APBNK	MILEAGE, MCMA CONF REGISTRATI DUE: 4/06/2016 DISC: 4/06/2016	559.81	1099: N		
			MILEAGE		101 4112-86010-000	MILEAGE & PARKING	44.81
			MILEAGE		101 4112-86030-000	CONFERENCES & SCHOOLS	515.00
			=== VENDOR TOTALS ===	559.81			
=====							
01-00935			ST PAUL REGIONAL WATER SERVICE				
I-201604065738	4/06/2016	APBNK	WATER FOR CLEANING OUT SS LIN DUE: 4/06/2016 DISC: 4/06/2016	779.76	1099: N		
			WATER FOR CLEANING OUT SS LINE		601 4601-87200-000	SEWER LINE REPAIRS	779.76
			=== VENDOR TOTALS ===	779.76			
=====							
01-05374			TENNIS SANITATION LLC				
I-1587568	4/06/2016	APBNK	MARCH RECYCLING DUE: 4/06/2016 DISC: 4/06/2016	5,769.00	1099: N		
			MARCH RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
I-1587569	4/06/2016	APBNK	MARCH WASTE REMOVAL DUE: 4/06/2016 DISC: 4/06/2016	66.50	1099: N		
			MARCH WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	66.50
			=== VENDOR TOTALS ===	5,835.50			
=====							
01-05870			XCEL ENERGY				
I-201604065744	4/06/2016	APBNK	STREET LIGHTS, ELECT, GAS DUE: 4/06/2016 DISC: 4/06/2016	910.51	1099: N		
			STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	11.75
			STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	49.44
			STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	40.93
			STREET LIGHTS		209 4209-85020-000	STREET LIGHTING POWER	42.48
			COMM PARK ELECT		101 4141-85020-000	ELECTRIC/GAS	227.09
			COMM PARK GAS		101 4141-85030-000	NATURAL GAS	153.29
			CITY HALL GAS		101 4131-85030-000	NATURAL GAS	348.07
			CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	8.23
			AUTO PROTECTIVE LIGHT		101 4141-85020-000	ELECTRIC/GAS	29.23
			=== VENDOR TOTALS ===	910.51			
			=== PACKET TOTALS ===	103,050.48			

fed withholdings 6741.53
 st withholdings 1075.70
 Pera 3108.72
 Icma 1700.00

115,676.43

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	897.99
01-1136	ROLAND O OLSON	1,702.75
01-1159	SARA E ASCHENBECK	134.51
01-1018	PAUL A MORETTO	1,743.54
01-0086	RICHARD H HINRICHS	847.77
01-0095	MICHAEL J POESCHL	125.82
01-0105	ANTON M FEHRENBACH	331.63
01-0123	BRYAN R SULLIVAN	119.30
01-0124	MICHAEL D KRUSE	119.30
01-1030	TIMOTHY J PITTMAN	1,690.96
01-1033	DAVE TRETSEVEN	1,451.90
01-1143	COLIN B CALLAHAN	1,468.55

TOTAL PRINTED: 18 16,096.59

3-28-2016 10:16 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 3/28/2016

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0	BROWN THUNDER, JOSEPH C	R	3/28/2016	277.05	084692
0	KURHAJETZ, CLEMENT	R	3/28/2016	105.05	084693
0097	GAFFNEY, PATRICK	R	3/28/2016	125.82	084694
2172	ARCAND, MICHAEL W	R	3/28/2016	98.97	084695

3-28-2016 10:16 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 3/28/2016

*** REGISTER TOTALS ***

REGULAR CHECKS:	4	606.89
DIRECT DEPOSIT REGULAR CHECKS:	18	16,096.59
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	22	16,703.48

*** NO ERRORS FOUND ***

** END OF REPORT **

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 13, 2016
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Tim Sandvik, Deputy Clerk

Item	Approval of City License(s)
Description	<p>The following individuals have applied for a <u>Municipal Business License</u>. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. American Family Insurance, Michael Miller Agency
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2016 City License Applications.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 13, 2016
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Roland Olson, Finance Director

Item	Authorizing the Reapportionment of Special Assessments for 1455 & 1510 Larpenteur Ave														
Description	<p>During the 2000 street project on Larpenteur Avenue from Snelling to Hamline, Larpenteur Avenue was widened resulting in less useable space for some of the lots. Ramsey County recently notified us that five properties on the south side of Larpenteur Avenue need new pin numbers for the new sized lots. Ramsey County will assign new property pin numbers for the five properties.</p> <p>Two of these properties had special assessments from the 2013 street project and these special assessments need to be re- apportioned to the new pin numbers.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Property</th> <th style="width: 25%;">Current Pins</th> <th style="width: 25%;">New Pins</th> <th style="width: 25%;">Original Assessment</th> </tr> </thead> <tbody> <tr> <td>1455 Larpenteur</td> <td>222923220001</td> <td>222923220164</td> <td style="text-align: right;">\$5,281.12</td> </tr> <tr> <td>1510 Larpenteur</td> <td>222923220007</td> <td>222923220168</td> <td style="text-align: right;">\$5,878.80</td> </tr> </tbody> </table>			Property	Current Pins	New Pins	Original Assessment	1455 Larpenteur	222923220001	222923220164	\$5,281.12	1510 Larpenteur	222923220007	222923220168	\$5,878.80
Property	Current Pins	New Pins	Original Assessment												
1455 Larpenteur	222923220001	222923220164	\$5,281.12												
1510 Larpenteur	222923220007	222923220168	\$5,878.80												
Budget Impact	None														
Attachment(s)	<ul style="list-style-type: none"> • Resolution 2016-13 Authorizing the Reapportionment of Special Assessments for 1455 & 1510 Larpenteur Ave 														
Action(s) Requested	At the request of Ramsey County, staff recommends re-apportioning/ assigning any special assessments for these affected properties to be assigned to the new pin numbers and approve resolution.														

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 13, 2016

No. 16-13

**RESOLUTION AUTHORIZING THE REAPPORTION OF SPECIAL ASSESSMENTS
TO NEW PARCEL IDENTIFICATION NUMBERS**

WHEREAS, during the 2000 Street Project on Larpenteur Avenue from Snelling to Hamline, Larpenteur Ave was widened resulting in less useable space for some of the lots; and

WHEREAS, Ramsey County recently notified us that the five properties on the south side of Larpenteur Avenue need new pin numbers for the new sized lot; and

WHEREAS, Ramsey County will assign new property pin numbers for the five properties. Two of these properties have special assessments from the 2013 Street Project and these special assessments need to be re-apportioned to the new pins.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota approves the reapportion of special assessment to new parcel identification numbers for the following properties:

Property	Current Pins	New Pins	Original Assessment
1455 Larpenteur	222923220001	222923220164	\$5,281.12
1510 Larpenteur	222923220007	222923220168	\$5,878.80

ADOPTED by the Falcon Heights City Council this 13th day of April, 2016.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
FISCHER _____
GUSTAFSON _____

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 13, 2016
Agenda Item	Consent F4
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Authorization to submit for a MN Board of Fire Fighter Training and Education Grant.
Description	Over the past years, the Fire Chief has applied for and received grant funds from the MN Board of Fire Fighters for training and education dollars. These grant dollars assist with the costs of ongoing training of Fire Department personnel. This year, there is another opportunity to get an initial award amount of \$2,880 with the possibility of additional funds later this year if excess funds exist.
Budget Impact	These grant dollars will continue to help with the ongoing costs of training Fire Department personnel.
Attachment(s)	N/A
Action(s) Requested	Staff recommends authorization to submit the grant request to the MN Board of Fire Fighter Training and Education and authorize the Mayor and City Administrator to sign all necessary documents on behalf of the City of Falcon Heights.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 13, 2016
Agenda Item	Policy G1
Attachment	2014 RCA & 2014 Bid
Submitted By	Sack Thongvanh, City Administrator

Item	Sanitary Sewer Cleaning Program Amendment																													
Description	<p>In 2014, the City Council approved the Sanitary Sewer Cleaning Program and awarded the contract to American Environmental Services. There was a mistake on our part because the approved bid amount was more than the budgeted amount allocated for 2016.</p> <p>We also ran into a number of issues this year with tree roots and built up grease from businesses that required additional services. The amount that should have been budgeted for 2016 should have been \$66,638.06.</p> <p>2016 Cost Breakdown:</p> <table border="1" data-bbox="331 1081 1526 1329"> <thead> <tr> <th>Description</th> <th>Unit</th> <th>Quantity</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Cleaning & CCTV Inspection</td> <td>LF</td> <td>68,698</td> <td>\$0.97</td> <td>\$66,638.06</td> </tr> <tr> <td>Additional Root Cutting</td> <td>HRS</td> <td>15</td> <td>\$425.00</td> <td>\$6,375.00</td> </tr> <tr> <td>Additional Grease Removal</td> <td>HRS</td> <td>3.5</td> <td>\$425.00</td> <td>\$1,487.50</td> </tr> <tr> <td colspan="4" style="text-align: right;">Balance Total</td> <td>\$74,499.56</td> </tr> </tbody> </table>					Description	Unit	Quantity	Rate	Amount	Cleaning & CCTV Inspection	LF	68,698	\$0.97	\$66,638.06	Additional Root Cutting	HRS	15	\$425.00	\$6,375.00	Additional Grease Removal	HRS	3.5	\$425.00	\$1,487.50	Balance Total				\$74,499.56
Description	Unit	Quantity	Rate	Amount																										
Cleaning & CCTV Inspection	LF	68,698	\$0.97	\$66,638.06																										
Additional Root Cutting	HRS	15	\$425.00	\$6,375.00																										
Additional Grease Removal	HRS	3.5	\$425.00	\$1,487.50																										
Balance Total				\$74,499.56																										
Budget Impact	Increase expense of \$24,499.56 and reduce fund 601 by that amount.																													
Attachment(s)	<ul style="list-style-type: none"> • 2014 Request for Council Action (RCA) • 2014 American Environmental Services Bid 																													
Action(s) Requested	Motion to amend the budgeted amount for sanitary sewer cleaning from \$50,000 to \$75,000.																													

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 23, 2014
Agenda Item	Consent F5
Attachment	American Environmental Project Bid
Submitted By	Tim Pittman, Director of Public Works

Item	Sanitary Sewer Cleaning Program
Description	<p>The City of Falcon Heights started a sanitary sewer cleaning/televising program in 2007. This is a rotating program. Every 3 years the complete system is cleaned and televised. Half of the City is cleaned in year 1, the other half of the City is cleaned in year 2 and the entire system is cleaned and televised in year 3. This program has minimized, if not eliminated, sewer backups that can be costly to the City of Falcon Heights. This program is also recommended by our liability insurer, The League of Minnesota Cities Insurance Trust.</p> <p>In the past, the City has bid/approved these services only on an annual basis. However, American Environmental Services has submitted a bid to conduct all 3 years (1 rotation) of the services for the City. American Environmental has continually been the lowest bidder and has completed these services the past _ years for the City. Because of this, they know our system and have the necessary software in place to complete these services in a timely and cost effective manner.</p> <p>It is staff's recommendation to approve the project bid from American Environmental for the 3 year cycle of cleaning and televising the sanitary sewer system.</p>
Budget Impact	<p>The City has in the past and will continue to budget (Sanitary Sewer Fund 601) in the future for the 3 year cycle of cleaning and televising the sewer.</p> <p>-2014: \$15,000 in the 2014 Budget for cleaning ½ of the system.</p> <p>-2015: \$15,000 for cleaning ½ of the system.</p> <p>-2016: \$50,000 for cleaning and televising the whole system.</p>
Attachment(s)	American Environmental Project Bid

Action(s) Requested	Staff recommends that the City of Falcon Heights City Council approve a three year agreement with American Environmental LLC for the ongoing Sanitary Sewer Cleaning Program.
--------------------------------	---

2014

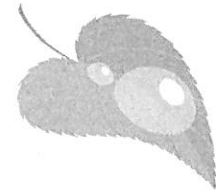
March 28, 2014

American

3086 Walden Drive Chaska, MN 55318
952-479-7351 Phone 952-479-7353 Fax

Environmental LLC

Project Bid



Prepared for:

Tim Pitman

Public Works Dept.

City of Falcon Height, MN

Description of Work

Cleaning half of the town's sanitary sewers for 2014.

Price per LF: \$.40

Cleaning half of the town's sanitary sewers for 2015.

Price per LF: \$.45

Cleaning and Televising the whole towns sanitary sewers for 2016.

Price per LF: \$.97

Acceptance of Bid:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **DUE UPON COMPLETION.**

Notice of Lien Rights:

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company has not been paid for the contributions.

Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

Signer/Owner: _____ . Date: _____ .



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 13, 2016
Agenda Item	Policy G2
Attachment	Initiative Summary and Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Resolution in Support of the “Ramsey County: A Start by Believing Community” Initiative
Description	This is a new joint initiative by St. Paul-Ramsey County Public Health and the Ramsey County Attorney’s Office in support of the “Start by Believing” a national public awareness campaign designed to improve the response to sexual violence survivors.
Budget Impact	No budget impact.
Attachment(s)	<ul style="list-style-type: none"> • Ramsey County: A Start by Believing Community Initiative Summary • Resolution 2016-15 Support of the Ramsey County: A Start by Believing Community Initiative
Action(s) Requested	Staff would recommend approval of resolution for support of the Ramsey County: A Start by Believing Community Initiative

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START BY



RAMSEY
COUNTY
Saint Paul –
Ramsey County
Public Health

You're Invited

to a community dialogue on sexual
violence in our community

Wednesday, April 13

Hamline University Sundin Music Hall
7:00-9:00 p.m.

- Hear voices of sexual violence survivors
- Help transform our community's response to sexual violence victims
- Pledge to build a community that starts by believing sexual violence survivors

Hosted and Presented by:



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Ramsey County: A Start by Believing Community Initiative Summary

Name of Event: *Ramsey County: A Start by Believing Community* initiative

Event Purpose Observe Sexual Awareness Month by introducing *Start by Believing Ramsey County* initiative

Executive Summary: By this initiative, Ramsey County is taking the lead in starting an important conversation in our community about sexual violence and why there is such a gap between National survey data on those who are victims of rape and those who are held accountable. It is estimated that 1 in 6 women and 1 and 33 men are the victims of sexual violence. Only a fraction of these cases are ever reported to law enforcement and subsequently prosecuted. *Ramsey County: A Start by Believing Community* is a community initiative to create a culture where victims feel more empowered to report their abuse and to develop an infrastructure of response that is properly informed and trained about trauma and eliminates unintentional human biases. *Ramsey County: A Start by Believing Community* is a combined initiative among the Ramsey County Attorney's Office, Ramsey County-St. Paul Public Health Department, local law enforcement agencies and community advocacy groups.

Desired Outcome - Victims

- Report abuse
 - Upon reporting, victims are met with compassion and an "I believe" culture by law enforcement agents, prosecutors, community groups and the community as a whole
 - The "I believe" culture encourages more victims to report
 - Additional victim reporters equate to holding more abusers accountable by the criminal justice system which increases public safety in our community
- Eliminate victim recantation as the "I believe" culture increases the awareness of community advocacy groups and their work to support victims through the legal process and beyond to heal their lives
- Increase victim connection with community advocacy groups. Such groups support victims from reporting to healing. Advocacy groups offer free and confidential services for victims of sexual violence, their partners, families, friends and other concerns persons and as well as basic life needs, housing, food, etc.

Desired Outcome – Law Enforcement Agencies – increase positive victim response

- officers assigned to sexual abuse cases, and new hires, to engage in training, provided by outside County source, as to how to respond and maintain desired interaction with victims
 - consider internal trainings (officers speaking to officers)
- practice the *Start by Believing Ramsey County* in all cases with sexual abuse victims
- write and adopt resolutions promising to continue believing victims, upon victim's report and throughout the process in which the Office is involved
 - Ramsey County Attorney's Office and Public Health will provide a template
 - display framed resolution in the Office
- communicate to the community the Office's dedication to increase officers' positive "I believe" response to sexual abuse victims, especially at the time of report.
 - Examples: discussing the *Start by Believing Ramsey County* initiative at community events such as speaking engagements national night out, etc.

- consider creating print material to distribute at community events and/or distribution to sexual abuse victims (hopefully to reduce victim recantation)
 - Ramsey County Attorney's Office and Public Health can help with messaging and design of such printed materials
- add *Start by Start by Believing* Ramsey County specific initiative stickers to vehicles
- add *Start by Ramsey County: A Start by Believing Community* initiative to Office's websites and communication materials

Desired Outcome – Community – create a culture in which sexual abuse victims are respected not rejected

- Actively educate neighbors on the *Start by Believing Ramsey County* initiative
- Consider discussing the initiative at community meetings, events, church services
- Consider attending or volunteer at sexual abuse awareness events, press conferences, etc.
- Consider volunteering with an advocacy group dedicated to the *Start by Believing Ramsey County* initiative
- Consider submitting an editorial to your local newspaper, neighborhood or community groups' newsletters
- Just talk about it!

Start by Believing Ramsey County Initiative Event

DATE

- April 13, 7:00-9:00p

VENUE

- Hamline University, Sundin Music Hall (1531 Hewitt Ave, St. Paul, MN 55104)
- Parking: any surface lot, Visitor's Lot in the basement of the Anderson Center (enter on Englewood)
 - Is parking free?

AGENDA

- 7:00-7:30 – Reception in Lobby (easels displaying art work, sponsors' logos and cookies)
- 7:30-7:35 – Rina McManus speaks
 - Topic: reminds everyone that sexual violence as a public health problem??
 - introduces County Attorney Choi
- 7:35-7:40 - John Choi
 - Introduces initiative (change the culture in the way we respond and help sexual violence victims)
 - Introduces Cordelia Anderson
- 7:40-7:50 – Cordelia Anderson speaks
 - educates about sexual abuse victims' experiences)
 - Introduces Panel
- 7:50-8:45 – Group Discussion
 - "Panel" features four sexual abuse victims
 - Take community with questions
- 8:45-8:46 – Cordelia introduces Chief Schnell
- 8:46-9:00 – Maplewood Police Chief Paul Schnell (next steps, from us and for community)
 - Our Next Steps:
 - Training, municipal and law enforcement resolutions, training, education outreach
 - Community's next step:
 - Communicate the message, Start by Believing to everyone!

EVENT PIECES – For Discussion & Confirmation

- Coordinators:
 - Cordelia: obtain panel members, facilitate panel and speak for 20 minutes
 - RCAO
 - Public Health
- Partners: County law enforcement agencies, RCAO, County-City Public Health, Advocacy Groups
 - RCAO
 - Public Health
 - Law Enforcement Agencies

3/18/2016

- County Sheriff
- Hamline University
- Advocacy Groups
 - MNCASA (Caroline Palmer and Laura)
 - SOS (Emily Huemann)
 - League of Women Voters (Mindy Greiling)
 - Regions
 - MDH
 - DPS
 - MCRA
 - CLUES

- Materials

- Print
 - Poster at Event
 - Signage to Represent Sponsors
 - Pledge Poster?
 - Email sign-up forms?
 - To keep emails secure, write on paper and drop in box/bowl/etc?
- Web
- Designer (both
- Distribution
- Budget – who pays
- Law Enforcement
- Community Events (are there some before April 12th)
- Logos
- Other

- Invitation

- Confirmed – Print and Email
- Confirmed - Use same design for printed promotional materials, add vitals
- Email lists (needed from partners)
- Distribution – can Emily’s volunteers help here?
- Other

- Event Logistics

- Lobby Reception
 - Artwork
 - From whom

- Explanation of why the artwork is present
 - Cookies and beverages
 - Thank you to sponsors – print
 - Standing Tables
 - Framed Resolution/Proclamation
 - Small tables for advocacy organizations to display information
 - Public Health be a features table
 - Pledge Poster
- Program
 - A/V Equipment
 - Ask Cordelia if she wants a podium
 - Stand or lav mics
 - Table & chairs (I would suggest a semi-circle of plush chairs for panel) (talk-show set up)
 - Community Pledge?
- Ushers
 - Emily’s volunteers to simply wander, ask questions, remind people to give information, welcome as they enter the auditorium
- Handlers
 - Emily’s volunteers can manage the panelists and speakers to make certain they are where they need to be on time
 - Suggest at least two
- Attendees contact information
 - Sign-up sheet (can clog up the area, unless we place one on each of the standing tables)
 - Container in which to drop business cards
 - Offer our email and ask that they email us
 - Offer phone number
 - Other

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 13, 2016

No. 16-14

**RESOLUTION IN SUPPORT OF THE RAMSEY COUNTY: A START BY BELIEVING
COMMUNITY INITIATIVE**

WHEREAS, the Center of Disease Control and Prevention (CDC) report 1 in 6 women and 1 in 33 men in the United States experience rape or attempted rape, at some point in their lives, and data from other sources report the rate for women is as high as 1 in 4; and

WHEREAS, according to a study by the University of Minnesota, the number of Minnesota women reporting a date-related sexual assault from 12 percent by the time they graduate from high school, 29 percent by age 23, to 33 percent by mid-life; and

WHEREAS, an analysis of the Minnesota Student Survey data by the University of Minnesota estimated 60 percent of teen first pregnancies in Minnesota are preceded by experience of molestation, rape, or attempted rape; and

WHEREAS, 188 cases of child sexual abuse in Ramsey County were identified among reported cases of maltreatment in 2011; and

WHEREAS, current estimates suggest no more than 20 percent of sexual assaults will be reported to law enforcement and less than 3 percent will result in the conviction and incarceration of the perpetrator; and

WHEREAS, research documents that victims are far more likely to disclose their sexual assault to a friend or family member, and when these loved ones respond with disbelief, shame, or blame, victims suffer additional negative effects on their physical and psychological well-being and do not report their assault to law enforcement; and

WHEREAS, the national public awareness campaign “Start by Believing” is designed to improve the initial responses of friends, family members, and community professionals, including law enforcement and prosecutors, so they can help victims to access supportive resources and report their assaults; and

WHEREAS, cities and counties have different roles, but are united in the goals to prevent and reduce sexual violence in our community, from children to vulnerable adults;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota approve a resolution of support for the Ramsey County: A Start by Believing Community Initiative and its goal for everyone to believe victims upon report.

ADOPTED by the Falcon Heights City Council this 13th day of April, 2016.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
FISCHER _____
GUSTAFSON _____

Attested by: _____

Sack Thongvanh
City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	April 13, 2016
Agenda Item	Policy G3
Attachment	Blank Application & Resolution
Submitted By	Paul Moretto, Community Development Coordinator

Item	MPCA: EA Open Grant 2016 City Sustainability Planning
Description	<p>The Minnesota Pollution Control Agency is making available to qualifying cities an Environmental Assistance Open Grant for City Sustainability Planning. The goal of this grant is to develop a Sustainability Plan based on the findings of the Resiliency Analysis completed in the summer of 2015. This grant includes funding for planning activities such as community outreach, strategic plan making, and implementation strategies addressing land use, buildings, transportation, storm water, energy and water use.</p> <p>This project will also contribute to the Metropolitan Council’s Plan Element for Resilience which is required of our Comprehensive Plan Update. Such items from the Met Council include:</p> <ol style="list-style-type: none"> 1) Consider alternatives to the traditional planning and public outreach process. 2) Consider planning for the most vulnerable of your population in all aspects of the comprehensive plan, as climate can have varying impacts on vulnerable populations such as elderly, young, and impoverished populations. 3) Addressing items in the GreenStep City Best practice #24, Benchmarks and Community Engagement. <p>The EA Open Grant for City Sustainability Planning would enable the city to engage in activities that meet these goals and aspirations through the planning process.</p>
Budget Impact	In-kind match of 25% (\$3,750) on grant amount of \$15,000.
Attachment(s)	<ul style="list-style-type: none"> • Resolution 2016-15 Authorizing the City Administrator to Apply for the Minnesota Pollution Control Agency FY 2016-17 Grant Program • Blank Application
Action(s) Requested	Staff request approval of resolution to submit application for the MPCA: EA Open Grant 2016 City Sustainability Planning.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 13, 2016

No. 16-15

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR THE
MINNESOTA POLLUTION CONTROL AGENCY
FY 2016-17 GRANT PROGRAM**

WHEREAS, the City of Falcon Heights is a leader in climate change resiliency, engaging in green education, and infrastructure; and

WHEREAS, in 2015 the City of Falcon Height and the Great Plains Institute co-developed a Climate Change Resiliency Study and Action Plan through the Environmental Assistance Time Sensitive Grant program to study the City’s capacity to respond to climate change related disruptions and recommendations for future consideration; and

WHEREAS, in January of 2011 the City became a Green Step city providing cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development, and has attained the status of Green Step level 3 and is currently engaged in the process of reaching level 4; and

WHEREAS, the MPCA FY 2016-2017 Grant will allow city staff and others, as appropriate, to incorporate into the city comprehensive planning process and plan sustainability goals and implementation strategies addressing land use, buildings, transportation, storm water, energy and water use.

WHEREAS, the Metropolitan Council’s Local Planning Handbook calls for planning in the area of Resiliency and is to be incorporated into the comprehensive planning process of the city.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota direct staff to apply for the Minnesota Pollution Control Agency FY 2016-2017 Sustainability Planning Grant Program.

1. Authorize the Mayor and City Administrator to sign all necessary documents.

ADOPTED by the Falcon Heights City Council this 13th day of April, 2016.

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
BROWN THUNDER _____
HARRIS _____ Against
FISCHER _____
GUSTAFSON _____

Attested by: _____
Sack Thongvanh
City Administrator



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

EA Recycling Grant Application

Environmental Assistance (EA) Grant Program
FY 2016-17 Categories

Doc Type: Grant Application

Instructions on how to complete the application begin on page three of this application form.

Please read the complete Request for Grant Application (RFGA) and other associated documents before submitting this application.

Submit application (in Microsoft Word and Excel, respectively) to: grants-loans.pca@state.mn.us with the subject line, "EA Recycling Submittal."

MPCA Use Only
Grant ID#:
Grant/project administrator:

Part I Application cover page

Applicant name: _____

Address: _____

City: _____ State: _____ Zip code: _____ County: _____

Mailing address (if different): _____

City: _____ State: _____ Zip code: _____ County: _____

Contact name: _____ Title: _____

Email: _____ Applicant's website: _____

Phone: _____ Fax: _____ MN House Dist: _____

Project title: _____

Brief project scope:

Grant requested: \$ _____ + Matching funds/value of In-kind: \$ _____ = Total project cost: \$ _____

Matching funds

- Applicant is the sole source of Matching Funds for the proposed project? Yes No
If no, does this submittal include proof of secured matching funds? Yes No
- Applicant is governed by a Board? Yes No
If yes, does this submittal include necessary board resolution(s)? Yes No
- Has applicant ever received Minnesota Pollution Control Agency (MPCA) EA grant funding before? Yes No
- Applicant is in compliance with Minnesota's tax and environmental regulatory requirements? Yes No
If no, explain:

Proposed project

The application is representative of the following preferred projects (only submit one preferred project **per application**):

- Greater Minnesota Recycling Collection:* Residential Recycling (including multi-family)
 Commercial Recycling Other (Specify): _____

Part 2 Project description (Please provide coherent and complete responses using the instructions provided.)

- 2a. Proposed project and its environmental need/purpose and anticipated environmental outcomes/benefits:
- 2b. Likelihood of achieving projected environmental outcomes/benefits and the procedures being used to measure success of project:
- 2c. Utilization of innovative technologies/methods and/or future dissemination of project results:
- 2d. Assets and resources available to the Applicant to implement the project:
- 2e. Provide any additional information requested specific to your Category/Preferred Project or that you would like considered during the application review process.

Part 3 Experience and qualifications

- 3a. Applicant's experience and qualifications related to implementing and completing proposed project:
- 3b. Significant participant(s)/partners experience and qualifications related to proposed project:

Part 4 Project workplan and budget

- 4a. Project workplan:
 - 1. Goal statement:
 - 2. Project evaluation plan:
 - 3. Project Tasks:
(Sample format can be found on page 4 and should be completed in Microsoft Word.)
[insert tasks here]
- 4b. Anticipated measurable environmental outcomes table is attached? Yes No
(Sample template can be found in instructions, and should be completed in Microsoft Word.)
- 4c. Budget and expenditures table is attached? Yes No If no, explain: _____
(Sample spreadsheet can be found on <http://www.pca.state.mn.us/ktqh28>, and should be submitted in Microsoft Excel.)

Part 5 Supporting and signature documentation

		Attached	Mailed	Faxed	Not applicable
5a.	Letter(s) of support:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:				
5b.	Letter(s)/resolution(s) of matching funds:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:				
5c.	Authorizing board resolution(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:				

Part I Application Cover Page

- **MN House District:** Applicant's district can be found on the Web at <http://www.gis.leg.mn/mapserver/districts> (use Control key plus Mouse click on link to automatically go to website).
- **Project title:** Choose a title that is short, yet descriptive of the type of project being proposed.
- **Brief project scope:** Space is limited to 1,000 characters for a **succinct** description of the proposed project (proposing what, why, and expected results). This description will follow your application through the evaluation process. Details of your business and project should be provided in Part 2 of your application.
- **Grant requested:** The maximum grant award is dependent on the Category and/or Preferred Project. Example: The specified maximum grant award is \$40,000 or 75% of the total project cost, whichever is less, and the Total Project Cost is \$120,000.
 - Eligible 75% x \$120,000 = \$90,000, but maximum grant request is \$40,000 (whichever is less).
- **Matching funds/value of in-kind:** Unless specified otherwise by the Category and/or Preferred Project, the applicant must provide a minimum 25% match of the Total Project Cost (also referred to as a 3:1 match – for every 3 grant dollars requested, the applicant must provide one dollar in match). **The match may be in the form of in-kind services or cash**, but can not be funds derived from other funding sources administered by the MPCA. A reasonable dollar amount must be assigned for all matching in-kind contributions.
 - Example: Total Project Cost is \$50,000
 - Matching 25% x \$50,000 = \$12,500 that the applicant must provide as matching funds, leaving \$37,500 that can be requested in grant funds, but not to exceed the specified maximum.
- **Total project cost:** Grant requested + Matching funds/value of in-kind must = Total project cost.
 - Example: Total project cost is \$60,000 / Maximum Grant of \$40,000/Required Match of 25%
 - Matching 25% x \$60,000 = \$15,000 as Applicant's match. This match plus a maximum grant request of \$40,000 = \$55,000, an amount which is less than the total project cost of \$60,000. In such cases, the applicant must provide a Match equal to any amount needed over the grant maximum in order to equal the Total Project Cost, which in this case would be a Match of \$20,000, not \$15,000.
- **Respond to all questions**, marking appropriate responses accordingly. Feel free to provide any additional information/clarifications where deemed appropriate within the application.
- Matching funds must be identified and documented in writing as secured funding. Matching funds (cash and/or in-kind) are considered identified and documented as secured if the applicant is providing all matching funds, or the applicant submits written documentation (letters or resolutions) from those committed to provide the match.

Part 2 Project description

Provide a complete response that addresses the following items. If any section is not applicable to your project, please write NA. To ensure a comprehensive project description, also provide any information beyond that requested which you deem relevant.

- 2a)** Clearly state the environmental need and purpose of this project and the anticipated environmental outcomes/benefits.
- 2b)** Clearly describe the likelihood of achieving the projected environmental outcomes/benefits and what procedures (criteria, methods, and controls) will be used to identify, record, and compile pertinent information to measure the success of the project.
- 2c)** Clearly describe any innovative technologies and/or methods (if applicable) being proposed in this project and what is the potential/planned dissemination of project results in Minnesota.
- 2d)** Clearly explain applicant's financial strength and stability (assets and resources) for this project. A narrative/ statement should be provided as to the applicant's financial capacity to conduct its project.
- 2e)** Additional information **as requested specific to your Category/Preferred Project (refer to Category/Preferred Project) or any other information that you would like considered during the application review process.**

Part 3 Experience and qualifications

Provide a complete response that addresses the following items. If any section is not applicable to your project, please write NA.

- 3a)** Applicant's experience and qualifications related to implementing and completing this type of project.
- 3b)** Significant participants/partners (provide contact information) and their experience and qualifications related to this type of project. Significant participants/partners are those providing funding or other significant resources (technical services, space, equipment, media services, supplies, etc.).

Part 4 Project workplan and budget

Provide a complete response that addresses the following items. If any section is not applicable to your project, please write NA.

4a) Project workplan: use the following format for your project workplan. If awarded a grant, this workplan and budget will be incorporated into your grant agreement and the reporting requirements for your project will follow this same format.

- **Goal statement** – Identify the environmental purpose and expected outcomes of the project – why is this project necessary and what is it you hope to achieve (e.g., “We will increase the commercial sector recycling rate of X materials by X % within 18 months, resulting in X % landfill abatement”). Suggestion – refer to your responses in Part 2a.
- **Project evaluation plan** – Summarize how you will evaluate the project to determine whether it has been successful - what is the starting point for measurement and how do you verify the validity of the results. Suggestion - refer to your response in Part 2b.
- **Tasks** – Outline the key steps (Tasks) to implement the project and the necessary actions (subtasks) to implement each step. There is no minimum or maximum number of tasks a project must have, but the **two “must have” tasks for every project are Evaluation and Reporting.** For each subtask, identify the timeframe, responsible party, and estimated funds (identify the source of the match if other than the applicant).

Blank example of format to use for Tasks:

Task ___ of ___ -- _____

Subtask ___: _____

Timeframe: _____

Title of Person(s) Responsible: _____

Estimated Funds: Grant: \$_____ Match: \$_____ Total: \$_____

Subtask ___: _____

Timeframe: _____

Title of Person(s) Responsible: _____

Estimated Funds: Grant: \$_____ Match: \$_____ Total: \$_____

Task ___ Total: Grant: \$_____ Match: \$_____ Total: \$_____

Filled in Example below of Tasks format:

Task 6 of 6 -- Reporting

Subtask 6a: Will submit an Interim Report within 1 year of the execution of the grant agreement or at 50% completion of the project, whichever occurs first.

Timeframe: March 1, 2016– March 1, 2017

Person(s) Responsible: Outreach Coordinator

Estimated Funds: Grant: \$0 Match: \$150 Total: \$150.00

Subtask 6b: Will submit a Final Report 1 month prior to the end of the grant agreement or at 100% completion of the project, whichever occurs first.

Timeframe: March 1, 2016 – February 1, 2018

Person(s) Responsible: Outreach Coordinator

Estimated Funds: Grant: \$0 Match: \$300 Total: \$300.00

Task 6 - Total: Grant: \$0 Match: \$450 Total: \$450.00

4b) Anticipated measurable environmental outcomes (create a table depicting the information provided in 2a): using the sample template as a guide, create a table specific to your project using your best estimate of outcomes expected from your project. Use measurements and measurable outcomes applicable to your specific project.

(Sample) Table 1: Anticipated measurable environmental outcomes (modify to be reflective of your specific project)

Description	Estimated Annual quantity before project (lbs/yr)	Estimated annual solid waste quantity to be prevented/reduced (lbs/yr)	Estimated annual quantity at end of project (lbs/yr)	Estimated economic savings (total dollars)	Estimated greenhouse gas reduction	Other Estimation
Solid waste						
Recycling						
Organics (food waste & nonrecyclable paper)						
Other _____						
Other _____						

- 4c) Budget and Expenditures:** The Budget and Expenditures Report is a “financial” way of showing the work identified in the Workplan (tasks and subtasks) and tracking the expenditures for reporting purposes. Complete the ***Environmental Assistance Budget and Expenditures Report Form*** for each Task and subtask identified in your Project Workplan and a table summarizing the Budget by Tasks. The spreadsheet can be found on the MPCA Environmental Assistance Grants Program webpage at <http://www.pca.state.mn.us/ktqh28>. Be sure to indicate if your proposed project is requesting equipment as equipment costs are ineligible except as approved on a case-by-case basis.

For tracking and calculating ease in meeting future reporting requirements, the Microsoft Excel spreadsheet is to be used when creating your Budget and Expenditures worksheet. In identifying responsible staff for doing work, you may choose to use titles instead of the names of individuals as there may be staffing changes. All information provided will be public information.

Part 5 Supporting and signature documentation

Select the appropriate responses and provide comments as necessary to explain the selected responses.

If you are unable to include scanned or PDF signature copies of any of the listed items in Part 5 as part of your electronic application submittal, please provide comments under this section indicating when such documentation will be provided and if it will be either faxed or sent through the postal system. Please send all faxed (651-215-0246) or mailed documents to the attention of Mary Baker, MPCA, 520 Lafayette Road North – 2nd Floor, St. Paul, MN 55155. Only “signature” documents will be accepted as faxes or in PDF/scanned file format. When faxing, please notify Mary Baker, mary.baker@state.mn.us, that you have sent documentation.

- 5a) Letter(s) of support:** If you have more than three letters of support, preference is that, instead of attaching/including them all, you provide a listing of all letters that are available by request.
- 5b) Letter(s)/Resolution(s) of matching funds:** Matching funds (cash and/or in-kind) are considered identified and documented as secured if the applicant is providing all matching funds, or if the applicant submits written documentation (letters or resolutions) from those committed to provide the matching funds. Documentation of matching funds should be submitted as part of the application. You may submit an unsigned letter/resolution as a placeholder. If signed documentation of matching funds is not being submitted at the same time as the application, please indicate why and when such documentation will be provided. Not providing the necessary documentation or being able to submit it in a timely manner will have a negative impact on the evaluation of the application.
- 5c) Authorizing board resolution(s):** A resolution authorizing the applicant to enter into and sign the grant agreement is required from local units of government, nonprofits, trade associations, and any other organizations in which a board of directors make decisions. Such documentation should be submitted as part of the application. You may submit an unsigned resolution as a placeholder. If the signed authorizing resolution is not being submitted at the same time as the application, please indicate why and when such documentation will be provided. Not providing the necessary documentation or being able to submit it in a timely manner will have a negative impact on the evaluation of the application.

Please use the following format and specific language for your Authorizing Resolution:

Minnesota Pollution Control Agency
FY 2016-17 Grant Program
Authorization Resolution

WHEREAS, _____ (name of your organization) has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY16-17 Environmental Assistance Grant Program; and

WHEREAS, if MPCA funding is received, _____ (name of your organization) is committed to implementing the proposed project as described in the grant application; and

WHEREAS, MPCA requires that _____ (name of your organization) enter into a grant agreement with the MPCA that identifies the terms and conditions of the funding award;

BE IT RESOLVED THAT the _____ (name of governing body) hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs _____ (name of a position) to sign the grant agreement on its behalf.

(Print name of signing officer)

(Title)

(Signature of an officer with your governing body)

(Date your governing body agreed to this resolution)