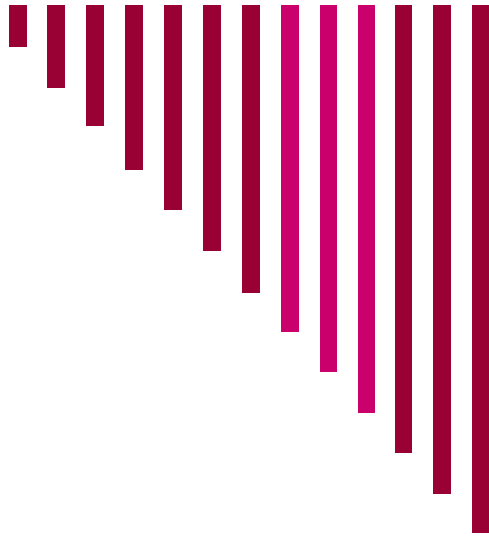


**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

**AGENDA**  
February 22, 2017 at 7:00 P.M.

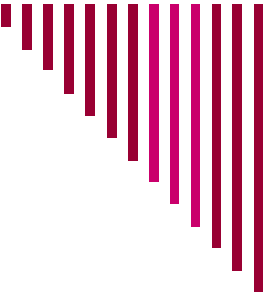
- A. CALL TO ORDER:
  
- B. ROLL CALL: LINDSTROM \_\_\_ HARRIS \_\_\_ BROWN THUNDER \_\_\_  
FISCHER \_\_\_ GUSTAFSON \_\_\_  
  
STAFF PRESENT: THONGVANH\_\_\_
  
- C. PRESENTATIONS:
  - 1. Northeast Youth & Family Services – Jerry Hromatka
  - 2. Citizenship Award – Melanie Leehy
  
- D. APPROVAL OF MINUTES:
  - 1. January 25, 2017 City Council Meeting Minutes
  
- E. PUBLIC HEARINGS:
  
- F. CONSENT AGENDA:
  - 1. General Disbursements through: 2/16/17 \$233,749.62  
Payroll through: 2/15/17 \$38,661.76
  - 2. Recreation Agreement with the City of Lauderdale
  - 3. SafeAssure Training Agreement
  - 4. City Hall Rooftop Unit Replacement
  - 5. Appointment of Georgiana May to the Community Engagement Commission
  - 6. Appointment of Martin McCleery to the Environment Commission
  - 7. Application for U of MN Good Neighbor Fund –Piano in the Park
  
- G: POLICY ITEMS:
  
- H. INFORMATION/ANNOUNCEMENTS:
  
- I. COMMUNITY FORUM:
  
- J. ADJOURNMENT:

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Presentation to the  
City of Falcon Heights  
February, 2017

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“Continuity gives us roots;  
change gives us branches,  
letting us stretch and grow and  
reach new heights.”

Pauline R Kezer





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# About NYFS

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

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



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# NYFS Programs

## Mental Health

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

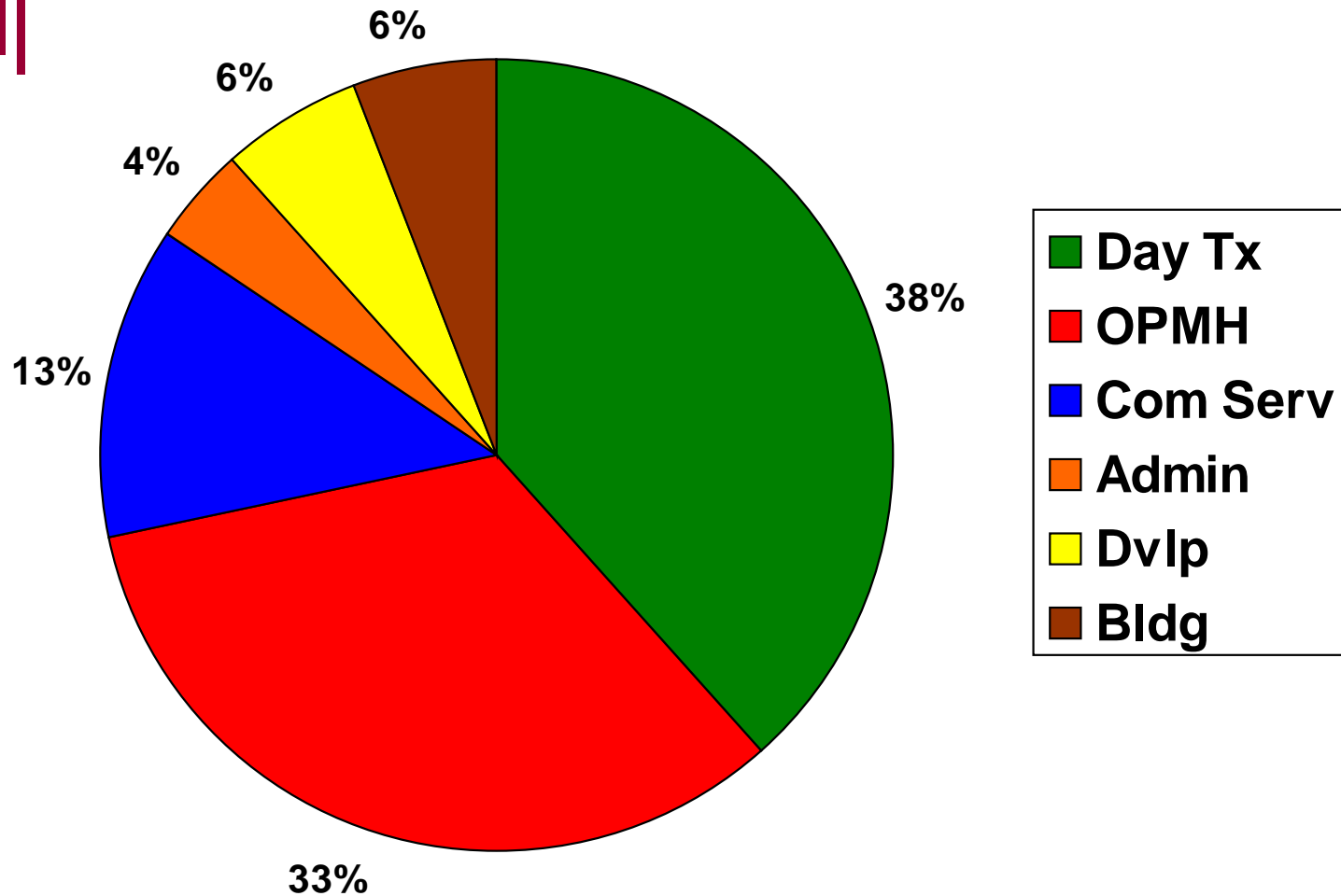
## Community Services

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

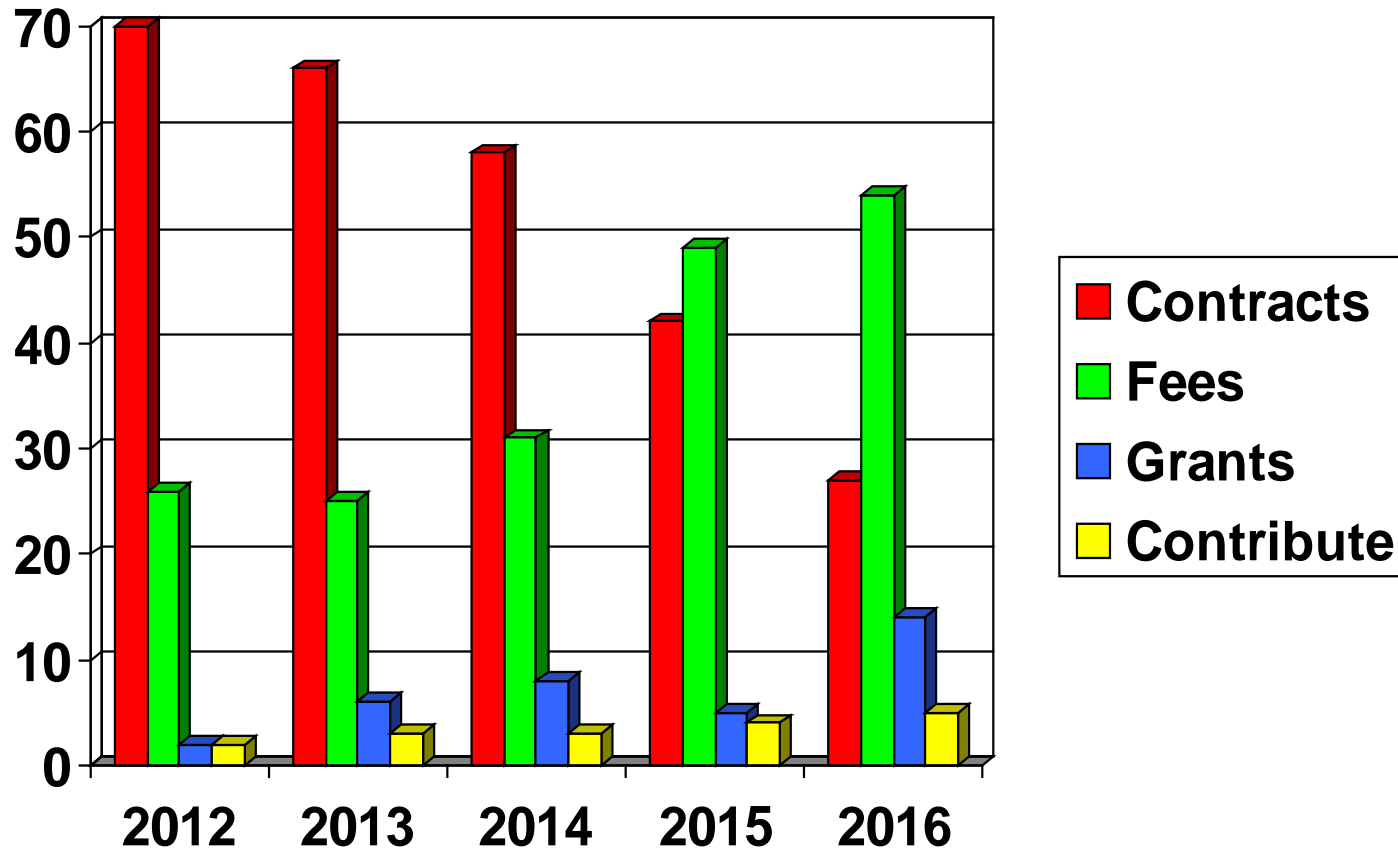
## Day Treatment

- therapy and academics
- NETS, REACH

# NYFS Budget: \$3,209,211



# NYFS Revenue Sources



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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



# 2015-2016 Service Summary

Contracted Services	#	2015	#	2016
Counseling	2	\$1,800	2	\$2,835
Diversion	1	\$375	2	\$328
Senior Chore (seniors/youth)	10/NA	\$1,400	5/NA	\$4,500
<b>Cost of Contracted</b>	<b>13</b>	<b>\$3,575</b>	<b>9</b>	<b>\$7,663</b>
<b>City Contract</b>		<b>\$8,892</b>		<b>\$8,927</b>
Non Contracted	8	\$1,228	12	\$3,707



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# Current Community Trends

- § Diversity
  - § Demographics
  - § Life experiences
  
- § Workforce
  - § Labor shortages
  - § Required skills
  
- § Community
  - § Social media
  - § Call to action



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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**

Mahtomedi, Mounds View, North St. Paul/Maplewood, Roseville Area, St. Anthony/New Brighton, 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 Development Council, White Bear Chamber

- **Faith Community**

- **Businesses**



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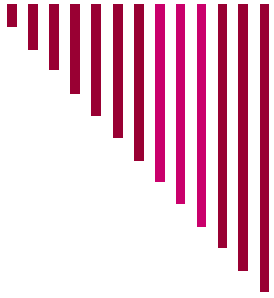
# Future Events

Leadership Lunch

May 3, 2017

Mayor's Challenge Golf Tournament

June 12, 2017



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“When the winds of change blow,  
some people build walls  
and others windmills”

Chinese Proverb

**Proposal to the Falcon Heights City Council:  
Falcon Heights Citizen of the Year Award**

- As a resident of Falcon Heights and active leader for several years I, Melanie Leehy, propose that the City Council approve and establish a Citizen of the Year Award.
- In my years of involvement in the City I have seen many dedicated and caring individuals who serve with generosity of time and energy. As a person who believes in creating a culture of honor I deem it encouraging to the City as a whole to acknowledge such persons.
- Some individuals serve in official volunteer capacity, and others have without obligation or established commitment done things that have had a positive impact upon the City, its residents and its guests.
- Nominations can be submitted by residents, business owners, or a business designee.
- The award would be given once every year, yet if no nomination is submitted a year may be skipped.
- The recipient would be honored during a City Council meeting, and receive a Certificate of Recognition. They would also be invited to attend any City volunteer appreciation activities in that given year.
- The recipient's name would be displayed in the City Hall lobby on a monument focused on this award.

-This proposal is being submitted by Melanie Leehy.

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

**MINUTES**

January 25, 2017 at 7:00 P.M.

- A. CALL TO ORDER: 7:00 pm
- B. ROLL CALL: LINDSTROM X HARRIS \_\_\_ BROWN THUNDER \_\_\_  
 FISCHER X GUSTAFSON X

STAFF PRESENT: THONGVANH X

C. PRESENTATIONS:

1. Falcon Heights Inclusion & Policing Task Force Update – Co-Chair Randy Gustafson and Melanie Leehy

Co-Chair Melanie Leehy provided a mid-term update on the Falcon Heights Task Force. Their charge is to articulate, affirm, and operationalize our values as a community to be inclusive and a welcoming environment for residents and guests of Falcon Heights, with an emphasis on policing, values, policies, and procedures. This information can also be accessed on the website. She believes among the members that there is a good balance of strengths and a variety of perspectives. At each of the meetings they have had there have been residents and observers. They are welcome to observe, and there will be times that the Task Force also invites guests to speak to the Task Force. They have reached a consensus on their workflow plan in order to meet their deadlines. They have added extra meetings to accomplish their goals. They acknowledge that there will need to be goals set to continue even after the Task Force. They have been tracking their progress, and they have been utilizing sources on a local and national level. They have been encouraged to have one on one conversations in the community. A big piece that they're currently working on is values. That is going to be a baseline for what the community, both the city and its guests, wants in policing. In regards to the community meetings, they want to do their best to reach out to the community and have good communication of when these meetings will take place. The format of the meetings will be facilitated small groups so that everyone has a chance to speak. The feedback that they collect will also include emails and phone calls to City Hall. They want to do the work to have a lasting change. Council Member Gustafson stated that he appreciates the different ways of thinking and of approaching problems.

Akil Foluke-

What's the deliverables on the Task Force?

Council Member Gustafson:

That is what the Task Force is trying to determine, what they can deliver and how they can do that as a community.

Melanie Leehy- Task Force Co-Chair:

The first task is to look at values and that will in turn help when looking at policing.

Akil Foluke-

Didn't the Task Force members chosen already have those values? Why is it taking so long to figure out the values?

Melanie Leehy- Task Force Co-Chair:

There have been three meetings. The first meeting was focused on orientation and open meeting laws. The last two meetings have been discussing the process, goals, and establishing the values. Everyone is going to have input into those values.

Akil Foluke-

If you talked about the policies, should values inform those?

Melanie Leehy- Task Force Co-Chair:

That first meeting covered open meeting laws, which are the guidelines that have to be adhered to as a government body. These are stipulations on the fact that all meetings are public, communications are public, and there are no meetings outside that.

Akil Foluke-

In the meantime, SAPD is still employed and there is a possibility it could happen again.

Melanie Leehy- Task Force Co-Chair:

The Task Force will make their recommendations based on what values they want to see in policing in the community, and they will recommend that to the City Council.

## D. APPROVAL OF MINUTES:

1. January 11, 2016 City Council Meeting Minutes

Approved

## E. PUBLIC HEARINGS:

## F. CONSENT AGENDA:

1. General Disbursements through: 1/18/17 \$82,288.48  
Payroll through: 1/15/17 \$19,169.46
2. Designated City Signors for City Funds, Investments and Transfers
3. Appointment of Stephen Sunderland to the Planning Commission
4. Appointment of Matthew Kotelnicki to the Planning Commission
5. Appointment of Colin Stemper to the Planning Commission

Council Member Fischer Moved, Approved 3-0

## G: POLICY ITEMS:

## H. INFORMATION/ANNOUNCEMENTS:

Council Member Fischer:

Last week the Tri-City Work Group met at St. Anthony City Hall. The Burnsville Police Department was present and demonstrated the body cameras, as well as information on data retention if the city moves forward with body cameras. Additionally, the Community Engagement Commission is looking for two new members for 2017. They will not be meeting in January, but look forward to a February meeting. Lastly, the Falcon Heights Elementary School will be having a fundraiser and family fun night on Friday, February 3 from 5:30-8:30pm. This is run by the PTA and will have games and pizza.

Council Member Gustafson:

The next meeting of the Falcon Heights Task Force will be next Tuesday at 7:15pm at City Hall. At that time, they will have an indication of when the series of community meetings will be taking place. Additionally, the League of Local Governments group is meeting on February 11 to meet with local legislatures, but he will not be able to attend due to a previous engagement. Lastly, the Curtiss Field skating rink was going well up until the warm spell this last week. It's uncertain if it will be back this season.

City Administrator Thongvanh:

He, as well as Kathy Quick and Mariah Levison, are looking at tentative dates for the 4-5 Falcon Heights Task Force listening sessions. They are tentatively scheduling one for Thursday, February 16, 2017. They want to confirm the date as soon as possible to begin informing the public. Each residence will also be receiving a post card with the meeting information.

Mayor Lindstrom:

No updates.

## I. COMMUNITY FORUM:

Akil Foluke-

The Task Force does not take action on the contract. Corrective action needs to be taken. He believes Chuck's idea was good in relation to going out for RFPs in July and letting the information gathered from the Task Force inform that decision.

Mayor Lindstrom:

That is something that could be taken into consideration.

Council Member Fischer:

July 15 is the date that we would notify St. Anthony if we end or renew the contract. The contract still goes through the end of the year.

Akil Foluke-

Will you be making a public announcement of whether or not you will continuing or ending the contract by July 15? Are you going to make a motion saying you will do that?

Mayor Lindstrom:

Yes, that would be a matter of public record. We will not be making a motion.

City Administrator Thongvanh:

The Council will be making a decision one way or another by July 15. The Task Force will be making a final recommendation by the first Council meeting in May.

Akil Foluke-

It would be great if that could be done as a press release.

Tom Baldwin- 1716 Albert St:

He's been critical of the Council's leadership. Not a single policy item in regards to the police has surfaced on a Council agenda. He questions the single action taken to make a Task Force. People's experiences will be swallowed up into vague statements and recommendations. It's not a majority issue. The action of the agreement and contract put into place with SAPD needs

to be corrected. SAPD is a rogue force. He thinks the Council only has two ways to gain back authority: annexation or put on the agenda at the next meeting the discussion of the opt out clause.

Council Member Fischer:

He feels that they have expressed concern throughout the last seven months. He also met with the DOJ and got the message to keep improving and to not necessarily wait for them. What they learn over the next few months he would like to implement into the contract right away and make negotiations. He is working for a better system of policing in not only the contract but in policies. He also wants to see more accountability in the contract.

Mayor Lindstrom:

He has a list of at least 15-20 things that he would like to see happen, but he wants those ideas to be vetted through the Task Force and their process to engage with the community. In regards to experiences shared with the Council, he has had many follow up conversations with people who have expressed concerning experiences specific to the St. Anthony Police Department.

Council Member Gustafson:

If we go with another police force that has the enforcement and clauses that we believe it should have, we need to establish what those are and how to articulate them. If we're going to issue an RFP, we need to know what we're going to put into that proposal. In regards to having a rogue force, the St. Anthony Police have discharge a firearm four times in recent history: one in 2016, 2007, 2004, and 1973. In 1973 it happened during a burglary in St. Anthony. In 2004 and 2007 it happened when assisting a SWAT team in Roseville. He hasn't been informed of any officers doing body cavity searches on Larpenteur as that is something that would need a warrant and need to be performed by someone in the medical field. Providing dates and times to these incidents would be helpful.

Tom Baldwin- 1716 Albert St:

He does not hold the Council or St. Anthony Police Department accountable for the event in July, but rather the officer. He holds the Council, SAPD, and St. Anthony Council accountable for the response to that event. It has shown neglect and lack of concern. Put a policy item on the agenda to discuss the contract every week and to have the conversation.

City Administrator Thongvanh:

The Task Force was formed based on a recommendation from a resident group. Any item on the agenda, in terms of policy, is an action item. The Council cannot put it on the agenda without voting on it. If it is tabled, then it will have to go on the next Council Meeting agenda.

Akil Foluke-

Address it as a policy. The Council tries to use statistics to discount people's experiences, but the statistics of stops has already been presented. The issue is bigger than Falcon Heights.

City Administrator Thongvanh:

The statistics that have been presented are not comparative data. There are 50,000 people that travel through Larpenteur and Snelling. No one has done a study on the make-up of the people that travel through that intersection. The data is insufficient.



Melanie Leehy- 1865 Fairview Ave:

She realizes that Chief Mangseth could not attend the Council Meeting for legal reasons, but she would still like to see a St. Anthony staff attend a meeting. The Department of Justice - COPS program has provided recommendations for many cities, and one city had a 40% decrease in shootings after implementing recommendations. What will it take to get the data that the COPS program is compiling? That way the Task Force can do right by the residents in efficiency and timeliness.

Tom Baldwin- 1716 Albert St:

His plea is to not make the mistake of counting on promises. Get things in writing for the contract.

Mayor Lindstrom:

He has ideas on how to make revisions, and the authority issue has been highlighted as a problem.

Akil Foluke-

He is not going to argue statistics. It is written in history.

Paula Mielke- 1868 Arona St:

Talking about whether the data is accurate does not matter, because we know that there is racial profiling happening. We need to be a change agent to stop the issue of driving when Black. Residents have mentioned to stop ticketing for petty offenses. When is the Task Force bringing in police experts? Also, do not put a lot of faith into the COPS program because it is one of the programs on Trump's list to cut. Saying the data is wrong is discrediting people.

Mayor Lindstrom:

He has an ongoing list of things he would like to see, and he would like people to continue bringing specific things to the Council that they would like to see implemented or changed.

Council Member Gustafson:

He believes the Task Force will have police experts at their meetings in February. The Task Force is not dependent on the COPS program. They are working to articulate what we want for Falcon Heights, and yes, it does not happen quickly. You cannot make world-wide change without it taking some time.

City Administrator Thongvanh:

We are concerned with people's experiences and what they have been stating. We want to make sure that it is an experience with the Saint Anthony Police and not generalizing police in general. We cannot solve the nation's problems, but we can solve Falcon Heights problems. The Council wants to make sure, if a specific incident happened in Falcon Heights, that they address that issue.

The Council is very responsive, and he follows up on many incidents to get more information and to make sure they are addressing issues that have come about in the Falcon Heights jurisdiction. An example was shared at a prior council meeting where a woman shared her friend's experience who was African American that was pulled over at gun point. There was an assumption that it was a St. Anthony police officer because the incident happened on Larpenteur Ave. It was later that this happened in the City of Roseville, by a Roseville police officer.

Council Member Fischer:

The use of racial makeup of Falcon Heights cannot accurately be compared to that of the stops made in Falcon Heights because the police aren't only policing Falcon Heights residents.

J. ADJOURNMENT: 8:18 pm

Dated this 25<sup>th</sup> day of January, 2017

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Peter Lindstrom, Mayor

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Sack Thongvanh, City Administrator



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 22, 2017
<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: 2/16/17 \$233,749.62 Payroll through: 2/15/17 \$38,661.76
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	· General Disbursements and Payroll
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 01513 JAN 26 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

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I-1003694230		LINEN CLEANING		41.27			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017			1099: N		
		LINEN CLEANING			101 4124-82011-000	LINEN CLEANING	41.27
		=== VENDOR TOTALS ===		41.27			
01-03123		CINTAS CORPORATION #470					
I-470122364		BLACK MAT SERVICE CHARGE		69.43			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017			1099: N		
		BLACK MAT SERVICE CHARGE			101 4131-70110-000	SUPPLIES	69.43
		=== VENDOR TOTALS ===		69.43			
01-05115		GOPHER STATE ONE CALL					
I-7000361		2017 FACILITY OPERATOR FEE		100.00			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017			1099: N		
		2017 FACILITY OPERATOR FEE			601 4601-88030-000	LOCATES	100.00
		=== VENDOR TOTALS ===		100.00			
01-05153		HOME DEPOT CRC/GEFC					
I-201701266120		TABLE SAW BLADE		39.84			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017			1099: N		
		TABLE SAW BLADE			101 4131-70110-000	SUPPLIES	39.84
		=== VENDOR TOTALS ===		39.84			
55		MEDICS TRAINING					
I-10049		EMT/EMR TRAINING		550.00			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017			1099: N		
		EMT/EMR TRAINING			101 4124-86020-000	TRAINING	550.00
		=== VENDOR TOTALS ===		550.00			
01-05670		METRO PRODUCTS INC					
I-123326		SUPPLIES: BATTERIES, DUCT TAP		164.76			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017			1099: N		
		SUPPLIES: BATTERIES, DUCT TAPE			101 4131-70110-000	SUPPLIES	164.76
I-123434		BLADES		43.60			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017			1099: N		
		BLADES			101 4131-70110-000	SUPPLIES	43.60
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I-201701266122		CONFERENCE REGISTRATION	345.00			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017		1099: N		
		CONFERENCE REGISTRATION		601 4601-86030-000	CONFERENCES & SCHOOLS	345.00
		=== VENDOR TOTALS ===	345.00			
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01-05748		MN BOARD OF FIREFIGHTER TRAINI				
I-201701266121		FIREFIGHTER LICENSE RENEWALS	300.00			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017		1099: N		
		FIREFIGHTER LICENSE RENEWALS		101 4124-86020-000	TRAINING	300.00
		=== VENDOR TOTALS ===	300.00			
=====						
01-05731		MN DEPARTMENT OF LABOR INDUSTR				
I-DECEMBER1230152016		4TH QTR PERMIT SURCHARGES	282.61			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017		1099: N		
		4TH QTR PERMIT SURCHARGES		101 20801-000	DUE TO OTHER GOVERNMENTS	282.61
		=== VENDOR TOTALS ===	282.61			
=====						
01-07263		NEXTEL COMMUNICATIONS, INC				
I-201701266123		CELL PHONE	120.47			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017		1099: N		
		CELL PHONE		101 20200-000	ACCOUNTS PAYABLE	57.56
		CELL PHONE		601 20200-000	ACCOUNTS PAYABLE	45.00
		CELL PHONE		602 20200-000	ACCOUNTS PAYABLE	17.91
		=== VENDOR TOTALS ===	120.47			
=====						
01-06185		RAMSEY COUNTY				
I-PUBW016065		DECEMBER BULK ROAD SALT	1,160.80			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017		1099: N		
		DECEMBER BULK ROAD SALT		101 20200-000	ACCOUNTS PAYABLE	1,160.80
I-PUBW016073		RECLAIMED BASE SIDEWALK	114.00			
1/26/2017	APBNK	DUE: 1/26/2017 DISC: 1/26/2017		1099: N		
		RECLAIMED BASE SIDEWALK		419 20200-000	ACCOUNTS PAYABLE	114.00
		=== VENDOR TOTALS ===	1,274.80			
		=== PACKET TOTALS ===	3,331.78			

PACKET: 01515 February 3rd payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

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01-05422	69		BENEFIT EXTRAS, INC				

I-71970	2/03/2017	APBNK	FLEX AMIN FEE JAN TO JUNE DUE: 2/03/2017 DISC: 2/03/2017 FLEX AMIN FEE JAN TO JUNE	480.00	1099: N 101 4112-89000-000	MISCELLANEOUS	480.00
=== VENDOR TOTALS ===				480.00			

01-05422 BP

I-201702036131	2/03/2017	APBNK	BP DUE: 2/03/2017 DISC: 2/03/2017 BP	659.31	1099: N 101 4132-74000-000	MOTOR FUEL & LUBRICANTS	659.31
=== VENDOR TOTALS ===				659.31			

01-03110 CENTURY LINK

I-201702036128	2/03/2017	APBNK	LANDLINES PARKS DUE: 2/03/2017 DISC: 2/03/2017 LANDLINES PARKS	61.70	1099: N 101 4141-85011-000	TELEPHONE - LANDLINE	61.70
=== VENDOR TOTALS ===				61.70			

01-03123 CINTAS CORPORATION #470

I-470125910	2/03/2017	APBNK	SHOP TOWELS/PAPER TOWELS/CLEA DUE: 2/03/2017 DISC: 2/03/2017 SHOP TOWELS/PAPER TOWELS/CLEAN	246.00	1099: N 101 4131-70110-000	SUPPLIES	246.00
=== VENDOR TOTALS ===				246.00			

01-03117 CITY OF LITTLE CANADA

I-19163	2/03/2017	APBNK	4TH QTR BLDG INSPECT MILEAGE DUE: 2/03/2017 DISC: 2/03/2017 4TH QTR BLDG INSPECT MILEAGE	302.96	1099: N 101 20200-000	ACCOUNTS PAYABLE	302.96
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I-19164	2/03/2017	APBNK	PURCH SWEEPER SHARED COSTS DUE: 2/03/2017 DISC: 2/03/2017 PURCH SWEEPER SHARED COSTS	62,101.50	1099: N 602 4602-92600-000	ELGIN SWEEPER FROM LITTL	62,101.50
=== VENDOR TOTALS ===				62,404.46			

PACKET: 01515 February 3rd payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-03580	75	CONTINENTAL RESEARCH CORPORATI				
I-444907-CRC-1		DEODERIZERS/ ;SUPPLIES	209.00			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		DEODERIZERS/ ;SUPPLIES		101 4132-70120-000	SUPPLIES	104.00
		DEODERIZERS/ ;SUPPLIES		101 4124-70100-000	SUPPLIES	105.00
=== VENDOR TOTALS ===			209.00			

01-03580		DEPARTMENT OF EMPLOYMENT & ECO				
I-201702036124		4TH QTR UNEMPLOYMENT THOMAS	63.25			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		4TH QTR UNEMPLOYMENT THOMAS		101 20200-000	ACCOUNTS PAYABLE	63.25
=== VENDOR TOTALS ===			63.25			

01-05264		JOEL SMITH HEATING & AIR CONDI				
I-31082		RUUD ROOFTOP UNIT	8,219.84			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		RUUD ROOFTOP UNIT		101 4131-87010-000	CITY HALL MAINTENANCE	8,219.84
=== VENDOR TOTALS ===			8,219.84			

01-05387		KEYSTONE AUTOMOTIVE				
I-M2166951		JOHN DEERE RUST PAINT	108.19			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		JOHN DEERE RUST PAINT		101 4132-87016-000	REPAIR JOHN DEERE	108.19
=== VENDOR TOTALS ===			108.19			

01-06115	32	MORETTO, PAUL				
I-201702036129		GEODESIGN SUMMIT CONF	939.93			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		GEODESIGN SUMMIT CONF		101 4117-86100-000	CONFERENCES/EDUCATION/AS	939.93
=== VENDOR TOTALS ===			939.93			

01-06115		TIMOTHY PITTMAN				
I-201702036126		MILEAGE REIME	34.24			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		MILEAGE REIME		101 4141-86101-000	MILEAGE	34.24
=== VENDOR TOTALS ===			34.24			



PACKET: 01515 February 3rd 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
01-0185	RAMSEY COUNTY					
I-201702036125		TRUTH IN TAXATION SHARED EXPS	315.19			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		TRUTH IN TAXATION SHARED EXPS		101 20200-000	ACCOUNTS PAYABLE	315.19
I-PUBW 16062		GOTTFRIED PIT MAINT EXPS	2,584.62			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		GOTTFRIED PIT MAINT EXPS		602 20200-000	ACCOUNTS PAYABLE	2,584.62
I-pubw 16058		NOV 7 DEC SNOWPLOWING SANDING	4,739.49			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		NOV 7 DEC SNOWPLOWING SANDING		101 20200-000	ACCOUNTS PAYABLE	4,739.49
=== VENDOR TOTALS ===			7,639.30			
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-201702036127		WATER AND SS	608.45			
2/03/2017	APBNK	DUE: 2/03/2017 DISC: 2/03/2017		1099: N		
		WATER		101 4141-85040-000	WATER	326.17
		SS		101 4141-85070-000	SEWER	193.92
		WATER		101 4131-85040-000	WATER	66.40
		SS		101 4131-85070-000	SEWER	21.96
=== VENDOR TOTALS ===			608.45			
=== PACKET TOTALS ===			81,673.67			

PACKET: 01517 FEB 10 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
=====								
01-0265		AMERICAN ENVIRONMENTAL LLC						
-----								
I-D692		JETTING/CLEANING 1/2 OF SANI	16,831.01					
2/10/2017	APBNK	DUE: 2/10/2017 DISC: 2/10/2017		1099: N				
		JETTING/CLEANING 1/2 OF SANIT		601 4601-87100-000	TELEVISIONS AND JETTING			16,831.01
=== VENDOR TOTALS ===			16,831.01					
=====								
01-00250		AMERIPRIDE SERVICES						
-----								
I-1003707129		LINEN CLEANING	41.27					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING			41.27
=== VENDOR TOTALS ===			41.27					
=====								
01-03025		COLIN CALLAHAN						
-----								
I-201702096132		CELL PHONE REIMB	20.00					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		CELL PHONE REIMB		601 4601-85015-000	CELL PHONE			20.00
=== VENDOR TOTALS ===			20.00					
=====								
01-03089		CASH						
-----								
I-201702096140		CERTIFIED MAIL/USB DRIVE/BACK	65.48					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		CCERTIFIED MAIL		101 4112-70500-000	POSTAGE			15.14
		MILEAGE REIMB		101 4113-86010-000	MILEAGE			9.66
		USB DRIVE		101 4112-70100-000	SUPPLIES			10.68
		BBACKGROUND CKS		101 4141-89000-000	MISCELLANEOUS			30.00
=== VENDOR TOTALS ===			65.48					
=====								
01-03110		CENTURY LINK						
-----								
I-201702106144		LIFT STATION	64.39					
2/10/2017	APBNK	DUE: 2/10/2017 DISC: 2/10/2017		1099: N				
		LIFT STATION		601 4601-85011-000	TELEPHONE - LANDLINE			64.39
=== VENDOR TOTALS ===			64.39					

PACKET: 01517 FEB 10 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

01-05123 CINTAS CORPORATION #470

I-470129436		CLEANERS, BLACK MAT SVC		69.43				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		CLEANERS, BLACK MAT SVC			101 4131-70110-000	SUPPLIES		69.43
=== VENDOR TOTALS ===				69.43				

01-07228 CITY OF ST ANTHONY

I-3505		FEB POLICE SVCS		56,049.16				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		FEB POLICE SVCS			101 4122-81000-000	POLICE SERVICES		56,049.16
=== VENDOR TOTALS ===				56,049.16				

01-03539 DAKOTA ELECTRIC ASSOCIATION

I-1780700051		FEB SOLAR		530.00				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		FEB SOLAR			101 4131-85025-000	SOLAR ELECTRIC		530.00
=== VENDOR TOTALS ===				530.00				

01-03527 DELEGARD TOOL COMPANY

I-154586		TABLE MINI PREP KIT/AIR HAMME		94.45				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		TABLE MINI PREP KIT/AIR HAMMER			101 4131-70110-000	SUPPLIES		94.45
=== VENDOR TOTALS ===				94.45				

01-03527 EMERGENCY APPARATUS MAINT

I-90410		752 FOAM LEAK REPAIR/CAB LIGH		1,392.76				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		752 FOAM LEAK REPAIR/CAB LIGHT			101 20200-000	ACCOUNTS PAYABLE		1,392.76
I-91077		753 DISCHARGE GUAGES REPAIRS		393.69				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		753 DISCHARGE GUAGES REPAIRS			101 20200-000	ACCOUNTS PAYABLE		393.69
=== VENDOR TOTALS ===				1,786.45				

PACKET: 01517 FEB 10 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

01-0167	ANTON FEHRENBACH							
I-201702096135		REIMB FIRE TNG INSTRUCTION BK		58.29				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		REIMB FIRE TNG INSTRUCTION BK			101 4124-86020-000	TRAINING		58.29
		=== VENDOR TOTALS ===		58.29				

01-05115	GOPHER STATE ONE CALL							
I-7010360		JAN LOCATES		25.65				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		JAN LOCATES			601 4601-88030-000	LOCATES		25.65
		=== VENDOR TOTALS ===		25.65				

01-05235	JAN-PRO CLEANING SYSTEMS							
I-63188		FEB CLEAING SVC		205.00				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		FEB CLEAING SVC			101 4131-87010-000	CITY HALL MAINTENANCE		205.00
		=== VENDOR TOTALS ===		205.00				

01-05399	JONES & BARTLETT LEARNING LLC							
I-3560606		FIRE TNG SVC INSTRUCTIOR		143.85				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		FIRE TNG SVC INSTRUCTIOR			101 4124-86020-000	TRAINING		143.85
I-3565907		TNG ONELINE ACCESS CODE		38.50				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		TNG ONELINE ACCESS CODE			101 4124-86020-000	TRAINING		38.50
		=== VENDOR TOTALS ===		182.35				

01-04570	JOSEPH, KATRINA E.							
I-0061		JAN PROSECUTIONS		2,500.00				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: Y			
		JAN PROSECUTIONS			101 4123-80200-000	LEGAL FEES		2,500.00
		=== VENDOR TOTALS ===		2,500.00				

PACKET: 01517 FEB 10 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-0644			LEAGUE OF MN HUMAN RIGHTS COMM				
I-201702096139	2/09/2017	APBNK	LEAGUE OF MN HUMAN RIGHTS COM DUE: 2/09/2017 DISC: 2/09/2017 LEAGUE OF MN HUMAN RIGHTS COMM	100.00	1099: N 101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	100.00
=== VENDOR TOTALS ===				100.00			

01-05440			LOFFLER COMPANIES, INC				
I-20141992	2/10/2017	APBNK	FEB COPIER CHARGES DUE: 2/10/2017 DISC: 2/10/2017 FEB COPIER CHARGES	222.08	1099: N 101 4112-87000-000	REPAIR OFFICE EQUIPMENT	222.08
=== VENDOR TOTALS ===				222.08			

01-05665			METROPOLITAN COUNCIL				
I-1063779	2/09/2017	APBNK	MAR SANITARY SEWER DUE: 2/09/2017 DISC: 2/09/2017 MAR SANITARY SEWER	42,449.17	1099: N 601 4601-85060-000	METRO SEWER CHARGES	42,449.17
=== VENDOR TOTALS ===				42,449.17			

01-05357			MINNESOTA POLLUTION CONTROL AG				
I-201702096138	2/09/2017	APBNK	WASTEWATER CERT - TRETSTVEN DUE: 2/09/2017 DISC: 2/09/2017 WASTEWATER CERT - TRETSTVEN	23.00	1099: N 601 4601-86030-000	CONFERENCES & SCHOOLS	23.00
=== VENDOR TOTALS ===				23.00			

01-05843			MN NCPERS LIFE INSURANCE				
I-201702096136	2/09/2017	APBNK	FEB PERA LIFE INSURANCE DUE: 2/09/2017 DISC: 2/09/2017 FEB PERA LIFE INSURANCE FEB PERA LIFE INSURANCE FEB PERA LIFE INSURANCE FEB PERA LIFE INSURANCE	80.00	1099: N 101 21709-000 201 21709-000 601 21709-000 602 21709-000	OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE OTHER PAYABLE	45.44 4.00 20.32 10.24
=== VENDOR TOTALS ===				80.00			

PACKET: 01517 FEB 10 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
01-263		NEXTEL COMMUNICATIONS, INC						
I-172868921-143		CELL PHONES	60.61					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		CELL PHONES		101 4124-85015-000	CELL PHONE			60.61
		=== VENDOR TOTALS ===	60.61					
01-06024		ON SITE SANITATION						
I-371448		COMM PARK PORTABLE TOILETS	75.00					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		COMM PARK PORTABLE TOILETS		601 4601-85080-000	PORTABLE TOILET PARKS			75.00
		=== VENDOR TOTALS ===	75.00					
01-06053		OREILLY AUTO PARTS						
I-201702096134		FLEX PIPE REPAIR	5.03					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		FLEX PIPE REPAIR		101 4132-87000-000	REPAIR EQUIPMENT			5.03
		=== VENDOR TOTALS ===	5.03					
01-06185		RAMSEY COUNTY						
I-EMCOM 005828		JAN RADIO FLEET SUOPPORT	81.12					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		JAN RADIO FLEET SUOPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT			81.12
I-RISK 1832		FEB DENTAL/ LIFE/DISABILITY I	969.48					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		FEB DENTAL/ LIFE/DISABILITY IN		101 4112-89000-000	MISCELLANEOUS			969.48
		=== VENDOR TOTALS ===	1,050.60					
01-06184		RAMSEY COUNTY - 911 DISPATCH						
I-EMCOM 005793		JAN 911 DISPATCH SVCS	2,609.24					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		JAN 911 DISPATCH SVCS		101 4122-81200-000	911 DISPATCH FEES			2,609.24
I-EMCOM 005808		JAN CAD SVCS	519.00					
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N				
		JAN CAD SVCS		101 4122-81200-000	911 DISPATCH FEES			519.00
		=== VENDOR TOTALS ===	3,128.24					

PACKET: 01517 FEB 10 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
=====								
01-0218	SAFE ASSURE CONSULTANTS							
I-1154		2017 OSHA TNG		1,308.82				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		2017 OSHA TNG			101 4131-86100-000	CONFERENCES/EDUCATION/AS		653.82
		2017 OSHA TNG			601 4601-86100-000	TRAINING		655.00
		=== VENDOR TOTALS ===		1,308.82				
=====								
01-05374	TENNIS SANITATION LLC							
I-1778980		JAN RECYCLING		5,769.00				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		JAN RECYCLING			206 4206-82030-000	RECYCLING CONTRACTS		5,769.00
I-1778981		JAN WASTE REMOVAL		66.50				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		JAN WASTE REMOVAL			101 4131-82010-000	WASTE REMOVAL		66.50
		=== VENDOR TOTALS ===		5,835.50				
=====								
01-06628	SACK THONGVANH							
I-201702106141		CELL PHONE JAN & FEB REIMT		120.00				
2/10/2017	APBNK	DUE: 2/10/2017 DISC: 2/10/2017			1099: N			
		CELL PHONE JAN & FEB REIMT			101 4131-85015-000	CELL PHONE		60.00
		CELL PHONE JAN & FEB REIMT			601 4601-85015-000	CELL PHONE		60.00
		=== VENDOR TOTALS ===		120.00				
=====								
01-07250	TRETSVEN, DAVE							
201702096133		JAN CELL PHONE REIMB		20.00				
09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		JAN CELL PHONE REIMB			101 4132-85015-000	CELL PHONE		20.00
		=== VENDOR TOTALS ===		20.00				
=====								
01-07068	VIKING INDUSTRIAL CENTER							
I-3099664		FIRST AID KITS/SUIPPLES		286.96				
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017			1099: N			
		FIRST AID KITS/SUIPPLES			101 4131-70110-000	SUPPLIES		145.00
		FIRST AID KITS/SUIPPLES			101 4132-70120-000	SUPPLIES		141.96
		=== VENDOR TOTALS ===		286.96				

PACKET: 01517 FEB 10 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

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-----ID-----
  DT DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
  DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-05870  XCEL ENERGY

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DT DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
I-201702096137		ELECT AND GAS	5,065.96			
2/09/2017	APBNK	DUE: 2/09/2017 DISC: 2/09/2017		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	53.36
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	11.75
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	40.79
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	45.63
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	46.94
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	43.69
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	27.10
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	19.08
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	56.96
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	11.75
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,194.07
		ELECT		101 4141-85020-000	ELECTRIC/GAS	241.64
		ELECT		101 4141-85030-000	NATURAL GAS	346.82
		ELECT		101 4141-85020-000	ELECTRIC/GAS	241.89
		ELECT		101 4131-85020-000	ELECTRIC	715.05
		ELECT		101 4131-85030-000	NATURAL GAS	969.44
=== VENDOR TOTALS ===			5,065.96			
=== PACKET TOTALS ===			138,353.90			



PACKET: 01520 FEB 16TH 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
01-0001	CAMPBELL KNOTSON							
I-201702166149		JANUARY LEGALS		101.50				
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: Y			
		JANUARY LEGALS			101 4114-80200-000	LEGAL FEES		101.50
		=== VENDOR TOTALS ===		101.50				
01-03110	CENTURY LINK							
I-201702166145		LAND LINE PARKS		61.54				
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N			
		LAND LINE			101 4141-85011-000	TELEPHONE - LANDLINE		61.54
		=== VENDOR TOTALS ===		61.54				
01-03123	CINTAS CORPORATION #470							
I-470132899		SHOP TOWELS/PAPER TOWELS/SOAP		145.08				
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N			
		SHOP TOWELS/PAPER TOWELS/SOAP			101 4131-70110-000	SUPPLIES		145.08
		=== VENDOR TOTALS ===		145.08				
01-05399	JONES & BARTLETT LEARNING LLC							
I-3570807		TRAINING LIBRARY		63.87				
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N			
		TRAINING LIBRARY			101 4124-86020-000	TRAINING		63.87
I-3570918		FIRE SVC INSTRUCTOR PREP TEST		38.25				
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N			
		FIRE SVC INSTRUCTOR PREP TEST			101 4124-86020-000	TRAINING		38.25
		=== VENDOR TOTALS ===		102.12				
01-05509	LEAGUE OF MN CITIES							
I-249647		LEADERSHIP CONF FOR OFFICIALS		225.00				
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N			
		LEADERSHIP CONF FOR OFFICIALS			101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/		225.00
		=== VENDOR TOTALS ===		225.00				

PACKET: 01520 FEB 16TH 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
=====							
01-0273	MN	PUBLIC EMPLOYEES INSURANCE					
I-5687730		MARCH HEALTH INSURANCE		9,133.44			
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N		
		MARCH HEALTH INSURANCE			101 4112-89000-000	MISCELLANEOUS	9,133.44
		=== VENDOR TOTALS ===		9,133.44			
=====							
01-06185	RAMSEY	COUNTY					
I-201702166146		RECORDER/REGISTRAR ITEMS		92.00			
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N		
		RECORDER/REGISTRAR ITEMS			101 4112-89000-000	MISCELLANEOUS	92.00
		=== VENDOR TOTALS ===		92.00			
=====							
01-06301	SAMS	CLUB MC/SYNCB					
I-201702166147		SAFE ASSURE EXPS & DOOR REPAI		367.72			
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N		
		SAFE ASSURE EXPS			101 4112-70100-000	SUPPLIES	199.07
		FIRE DOOR REPAIRS			101 4131-87010-000	CITY HALL MAINTENANCE	168.65
		=== VENDOR TOTALS ===		367.72			
=====							
01-06525	SUBURBAN	ACE HARDWARE					
I-201702166148		ICE MELT 3/8 DRIVE SOCKET SET		161.87			
2/16/2017	APBNK	DUE: 2/16/2017 DISC: 2/16/2017			1099: N		
		ICE MELT 3/8 DRIVE SOCKET SET			101 4131-70110-000	SUPPLIES	161.87
		=== VENDOR TOTALS ===		161.87			
		=== PACKET TOTALS ===		10,390.27			

EMP #	NAME	AMOUNT
0013	PETER C LINDSTROM	316.82
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	2,946.71
01-1017	TIMOTHY J SANDVIK	1,591.39
01-1019	KATHLEEN N THRASHER	1,216.64
01-1136	ROLAND O OLSON	2,138.03
01-1159	SARA E ASCHENBECK	254.37
01-2154	MAUREEN A ANDERSON	93.81
01-1018	PAUL A MORETTO	1,870.45
01-0086	RICHARD H HINRICHS	872.30
01-0095	MICHAEL J POESCHL	530.29
01-0105	ANTON M FEHRENBACH	341.96
01-0123	BRYAN R SULLIVAN	116.83
01-0124	MICHAEL D KRUSE	116.83
01-1030	TIMOTHY J PITTMAN	2,206.16
01-1033	DAVE TRETSEVEN	1,509.60
01-1143	COLIN B CALLAHAN	1,640.15

1-26-2017 9:09 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
 PAYROLL DATE: 1/26/2017

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0000	BROWN THUNDER, JOSEPH C	R	1/26/2017	277.05	085658
0	KURHAJETZ, CLEMENT	R	1/26/2017	105.05	085659
000	GAFFNEY, PATRICK	R	1/26/2017	122.48	085660
2244	SCHULTZ, MICHAEL G	R	1/26/2017	343.30	085661

1-26-2017 9:09 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
 PAYROLL DATE: 1/26/2017

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

REGULAR CHECKS:	4	847.88
DIRECT DEPOSIT REGULAR CHECKS:	19	18,593.49
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	23	19,441.37

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

\*\* END OF REPORT \*\*

EMP #	NAME	AMOUNT
01-1005	SACK THONGVANH	2,946.71
01-1017	TIMOTHY J SANDVIK	1,591.39
01-1019	KATHLEEN N THRASHER	1,216.64
01-1136	ROLAND O OLSON	2,138.03
01-1159	SARA E ASCHENBECK	118.65
01-1018	PAUL A MORETTO	1,870.45
01-0085	DANIEL S JOHNSON-POWERS	119.03
01-0086	RICHARD H HINRICHS	250.42
01-0087	MICHAEL A MCKAY	216.21
01-0095	MICHAEL J POESCHL	710.34
01-0105	ANTON M FEHRENBACH	490.95
01-0106	SCOTT A TESCH	168.34
01-0123	BRYAN R SULLIVAN	333.09
01-0124	MICHAEL D KRUSE	159.96
01-0132	ANDREW K TEMME	72.07
01-0135	MORGAN B MCCANN	99.64
01-0136	SCHLIZ S SAWYERS	119.81
01-0138	GRANT W HEITMAN	108.23
01-1030	TIMOTHY J PITTMAN	2,206.16
01-1033	DAVE TRETSEVEN	1,509.60
01-1143	COLIN B CALLAHAN	1,640.15

TOTAL PRINTED: 21 18,085.87

2-10-2017 9:21 AM PAYROLL CHECK REGISTER PAGE: 1  
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 2/10/2017

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
00	ANDERSON, KEVIN	R	2/10/2017	154.08	085686
0	GAFFNEY, PATRICK	R	2/10/2017	155.18	085687
0111	WICK, JEFFREY M	R	2/10/2017	150.25	085688
0126	SMITH, BENJAMIN J	R	2/10/2017	36.16	085689
0134	MCCREADY, IAN H	R	2/10/2017	134.90	085690
0137	WATTENHOFER, DANIEL J	R	2/10/2017	77.93	085691
2172	ARCAND, MICHAEL W	R	2/10/2017	174.20	085692
2243	KILBRIDE, JOHN P	R	2/10/2017	175.64	085693
2244	SCHULTZ, MICHAEL G	R	2/10/2017	76.18	085694

2-10-2017 9:21 AM PAYROLL CHECK REGISTER PAGE: 2  
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 2/10/2017

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

REGULAR CHECKS:	9	1,134.52
DIRECT DEPOSIT REGULAR CHECKS:	21	18,085.87
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	30	19,220.39

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

\*\* END OF REPORT \*\*



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 22, 2017
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	Recreation Agreement & Resolution
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Recreation Agreement with the City of Lauderdale
<b>Description</b>	<p>The City of Lauderdale does not offer recreation programs to their residents. In 2009, Lauderdale asked Falcon Heights Parks and Recreation to offer programs to their residents at a residential rate. In return, Lauderdale provides facility and park space for Falcon Heights Parks and Recreation programs.</p> <p>At the end of each year, Falcon Heights invoices Lauderdale the difference in resident rate and non-residential rate for each registrant that participate in a program that is provide at a Falcon Heights facility. The agreement is updated annually.</p>
<b>Budget Impact</b>	With more sites available for programming, registration revenue in the recreation budget increases.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>· Recreation Services Agreement</li> <li>· Resolution 17-06 Approving Agreement to Provide Recreation Programs for the City of Lauderdale</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council adopt the Recreation Agreement with the City of Lauderdale.

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**City of Falcon Heights  
City of Lauderdale**

**Recreation Agreement**

THIS AGREEMENT is effective March 1, 2017 through December 31, 2017, by and between the City of Lauderdale, 1891 Walnut Street ~ Lauderdale, MN 55113, and the City of Falcon Heights, 2077 W. Larpenteur Ave ~ Falcon Heights, Minnesota 55113. Falcon Heights agrees to provide recreation programs within the City of Lauderdale. Lauderdale agrees to provide facility space for the programs.

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

**1. Falcon Heights agrees to:**

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

**2. Lauderdale agrees to:**

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

**Liability**

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

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

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

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

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

**City of Falcon Heights**

**City of Lauderdale**

\_\_\_\_\_  
Mayor Peter Lindstrom

\_\_\_\_\_  
Mayor Mary Gaasch

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
City Administrator  
Sack Thongvanh

\_\_\_\_\_  
City Administrator  
Heather Butkowski

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

February 22, 2017

No. 17-06

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**RESOLUTION APPROVING AGREEMENT TO PROVIDE RECREATION  
PROGRAMS FOR THE CITY OF LAUDERDALE**

**WHEREAS**, the City of Falcon Heights provides recreation programs for our residents; and

**WHEREAS**, the City of Lauderdale would like to participate in the recreation programs provided by the City of Falcon Heights; and

**WHEREAS**, the City of Lauderdale agrees to reimburse the City of Falcon Heights according to the terms and conditions of the attached Recreation Agreement; and

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

1. Approve the Recreation Agreement with the City of Lauderdale.
2. Authorize the Mayor and City Administrator to execute all necessary documents.

---

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

<b>Meeting Date</b>	February 22, 2107
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	Agreement
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	SafeAssure Training Agreement
<b>Description</b>	This is an annual agreement between the City of Falcon Heights and SafeAssure to provide required training as regulated by OSHA.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	· SafeAssure Training Agreement
<b>Action(s) Requested</b>	Staff would recommend approval of the SafeAssure Training Agreement and authorize the City Administrator to execute the agreement.

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# Contract/Agreement

THIS AGREEMENT is made this first day of March, 2017 between The City of Falcon Heights, Falcon Heights, Minnesota, herein referred to as The City of Falcon Heights and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this contract/agreement, The City of Falcon Heights (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The City of Falcon Heights will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Falcon Heights, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Falcon Heights, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Falcon Heights, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

**In consideration** of this signed agreement/contract, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Falcon Heights, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Falcon Heights.

ANNUAL CONTRACT	\$1,308.82
MSDS ON-LINE	Included

**TOTAL ANNUAL \$1,308.82**

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

**TWELVE MONTH CONTRACT**

X *[Signature]* 2.08.17  
 The City of Falcon Heights Date

X *[Signature]* 2/6/17  
 The City of Falcon Heights Date

X *[Signature]* 020317  
 President-SafeAssure Date

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarifies written and training requirements.**

**The required standards that apply to The City of Falcon Heights are listed below:**

**A.W.A.I.R.**

**MN Statute 182.653**

*"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".*

**EMERGENCY ACTION PLAN**

**29 CFR 1910.35 THRU .38**

*"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".*

**CONTROL OF HAZARDOUS ENERGY**

**29 CFR 1910.147 &**

**MN Statute 5207.0600**

*"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".*

**HAZARD COMMUNICATIONS**

**29 CFR 1910.1200 &**

**MN Statute 5206.0100 thru 5206.1200**

*"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."*

**RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES**

**29 CFR 1904**

*"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."*

**CONFINED SPACE**

**29 CFR 1910.146**

*If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....*

**OCCUPATIONAL NOISE EXPOSURE**

**29 CFR 1910.95**

*The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, and shall ensure employee participation in such a program.*

**BLOODBORNE PATHOGENS**

**29 CFR 1910.1030**

*Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.*

**GENERAL DUTY CLAUSE**

**PL91-596**

*"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."*

**PERSONAL PROTECTIVE EQUIPMENT**

**1926.95 a)**

*"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.*

**OVERHEAD CRANES**

**1910.179(j)(3)**

*Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....*

**ERGONOMICS**

**29 CFR PART 1910.900 THRU 1910.944**

*"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."*

**MOBILE EARTHMOVING EQUIPMENT**

**MN RULES 5207.1000**

*Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.*

**POWERED INDUSTRIAL TRUCKS**

**29 CFR 1910.178**

*"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".*



In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the contract year. (Subparts represent multiple standards)

**1910 Subparts**

- Subpart D - Walking - Working Surfaces
- Subpart E - Means of Egress
- Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
- Subpart G - Occupational Health and Environmental Control
- Subpart H - Hazardous Materials
- Subpart I - Personal Protective Equipment
- Subpart J - General Environmental Controls
- Subpart K - Medical and First Aid
- Subpart L - Fire Protection
- Subpart M - Compressed Gas and Compressed Air Equipment
- Subpart N - Materials Handling and Storage
- Subpart O - Machinery and Machine Guarding
- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
- Subpart Q - Welding, Cutting, and Brazing.
- Subpart S - Electrical
- Subpart Z - Toxic and Hazardous Substances

**1926 Subparts**

- Subpart C - General Safety and Health Provisions
- Subpart D - Occupational Health and Environmental Controls
- Subpart E - Personal Protective and Life Saving Equipment
- Subpart F - Fire Protection and Prevention
- Subpart G - Signs, Signals, and Barricades
- Subpart H - Materials Handling, Storage, Use, and Disposal
- Subpart I - Tools - Hand and Power
- Subpart J - Welding and Cutting
- Subpart K - Electrical
- Subpart L - Scaffolds
- Subpart M - Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
- Subpart P - Excavations
- Subpart V - Power Transmission and Distribution
- Subpart W - Rollover Protective Structures; Overhead Protection
- Subpart X - Stairways and Ladders
- Subpart Z - Toxic and Hazardous Substances
- Applicable MN OSHA 5205 Rules
- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)



**All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.**

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Falcon Heights to obtain as required to comply with OSHA standards.

Our contract year will begin on the signing of this proposal/contract. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

**All documents and classroom training produced by SafeAssure Consultants for The City of Falcon Heights are for the sole and express use by The City of Falcon Heights and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.**

**It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to The City of Falcon Heights.**

**All written programs/services that are produced by SafeAssure Consultants, Inc. are GUARANTEED to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Falcon Heights should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.**

**ADDENDUM**  
**SAFETY PROGRAM RECOMMENDATIONS**  
**The City of Falcon Heights**

**Written Programs & Training**

**A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)**

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

**Employee Right to Know/Hazard Communication**

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating DAMARCO Solutions, LLC, MSDS and data base program

**Lock Out/Tag Out (Control of Hazardous Energy)**

- review/modify or write site specific program
- documented training of all personnel

**Emergency Action Plan**

- review/modify or write site specific program
- documented training of all personnel

**Bloodborne Pathogens**

- review/modify or write site specific program
- documented training of all personnel

**Cranes-Chains-Slings**

- review/modify or write site specific program
- documented training of all personnel (inspections)

**Hearing Conservation (Occupational Noise Exposure)**

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

**Personal Protective Equipment**

- review/modify or write site specific program
- documented training of all personnel

**Confined Space**

- review/modify or write site specific program
- documented training of all personal

**Mobile Earthmoving Equipment**

- review/modify or write site specific program
- documented training of all personal

**Trenching/Excavation**

- review/modify or write site specific program
- documented training of all personnel

**Chainsaw/Tree Trimming**

- review/modify or write site specific program
- documented training of all personnel

### **Ergonomics/Proper Lifting**

- review/modify or write site specific program
- documented training of all personnel
  - job hazards-recognition
  - control steps
  - reporting
  - management leadership requirements
  - employee participation requirements

### **Fleet Safety/Defensive Driving**

- review/modify or write site specific program
- documented training of all personnel

### **Contractors Safety Program**

- review/modify or write site specific program
- documented training of all personnel

### **Recordkeeping**

- review/modify or write site specific program
- documented training of all personnel

### **Respiratory Protection**

- review/modify or write site specific program
- documented training of all personnel

### **General Safety Requirements (other as required)**

- review/modify or write site specific program
- documented training of all personnel

## **The "SafeAssure Advantage"**

- On-Line training available for AWAIR, EAP, ERTK, ERGO/Lifting, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO-as required)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 22, 2017
<b>Agenda Item</b>	Consent F4
<b>Attachment</b>	Invoice
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	City Hall – Rooftop Unit Replacement					
<b>Description</b>	<p>There are four roof top units that maintain the temperature in the City Hall. Each of the units is designated for certain areas of the city hall.</p> <p>The unit that controls the heat in the lobby and front desk area has a temporary repair to get thru the winter season. This is one of the original units installed. It has surpassed its life expectancy. The last unit that was purchased by the City was \$10,866. We decided to continue the relationship with Joel Smith Heating &amp; AC Conditioning, Inc. due to their low bid from the 2015 rooftop unit replacement.</p> <table border="1" data-bbox="407 1045 1528 1125"> <thead> <tr> <th>Contractor</th> <th>Bid Amount</th> </tr> </thead> <tbody> <tr> <td>Joel Smith Heating &amp; Air Conditioning, Inc.</td> <td>\$8,219.84</td> </tr> </tbody> </table>		Contractor	Bid Amount	Joel Smith Heating & Air Conditioning, Inc.	\$8,219.84
Contractor	Bid Amount					
Joel Smith Heating & Air Conditioning, Inc.	\$8,219.84					
<b>Budget Impact</b>	This item was not budgeted for, but there are monies available for the replacement.					
<b>Attachment(s)</b>	· Invoice					
<b>Action(s) Requested</b>	Staff would recommend authorizing the purchase and payment to Joel Smith Heating & Air Conditioning, Inc. of the amount of \$8,219.84.					

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**Joel Smith Heating & Air Conditioning, Inc.**

13915 Lincoln Street  
Ste. E  
Ham Lake, MN 55304  
763-792-1066  
www.jsmithhvac.com

# Invoice

DATE	INVOICE #
1/18/2017	31082

<b>BILL TO</b>
City Of Falcon Heights City Hall 2077 W. Larpenteur Ave. Falcon Heights, MN 55113

<b>JOB SITE ADDRESS</b>
City of Falcon Heights City Hall Fire Dept RTU # 1

P.O. NO.	TERMS	PROJECT
	Due on receipt	

DESCRIPTION	QTY	AMOUNT
INSTALL RUUD 3 TON 3 PHASE ROOFTOP UNIT WITH ECONOMIZER AND CURB ADAPTER, ELECTRIC, RECONNECT GAS, RECYCLE OLD UNIT, ECONOMIZER QUALIFIES AS LOW LEAK.		8,065.00
PERMIT FEE		154.84
EQUIPMENT INFORMATION: RTU # 1 MODEL # : RKNN-A036CM12E RTU # 1 SERIAL # : F041600172 ECONOMIZER MODEL # : AXRD-01RECAM3 ECONOMIZER SERIAL # : P 32 16 00931 Sales Tax		0.00

Thank you for your business! A 1.5% service charge will be assessed monthly on all past due balances.

<b>Total</b>	\$8,219.84
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$8,219.84

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 22, 2107
<b>Agenda Item</b>	Consent F5
<b>Attachment</b>	Resolution & Application
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of Georgiana May to the Community Engagement Commission
<b>Description</b>	City Staff and Commission Chair has interviewed Georgiana May and Ms. May was forwarded to Mayor Lindstrom for final recommendation to the City Council.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>· Resolution 17-07 Appointment of Georgiana May to the Community Engagement Commission</li> <li>· Candidate's Application</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approval of attached resolution appointing Georgiana May to the Community Engagement Commission.

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**CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION**

DATE: Aug. 2, 2016

NAME: Georgiana May

ADDRESS: 1477 California Ave.

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? 25 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? \_\_\_\_\_

Community Engagement Commission

REASON YOU WISH TO SERVE ON ABOVE: \_\_\_\_\_

Falcon Heights has been a great place to raise our family, and we have wonderful neighbors. I want to help continue, and build on, that sense of community. I have expertise in agriculture and food and in transportation by biking and walking that I am happy to share with the city.

PRIOR PUBLIC (OR RELATED) SERVICE: \_\_\_\_\_

I teach at the UM and in that capacity, interact with and serve educational objectives of a broad public. Outreach and volunteer activities have taken me into the schools and other venues.

OTHER RELEVANT BACKGROUND (OR COMMENTS): \_\_\_\_\_

I would enjoy a variety of community engagement opportunities such as simply walking the neighborhoods and talking to people about their needs or ideas, helping with bike safety programs in schools, helping older people obtain quality food from our wonderful farmer's markets.

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**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

February 22, 2017

No. 17-07

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**RESOLUTION APPOINTING GEORGIANA MAY TO THE COMMUNITY ENGAGEMENT  
COMMISSION**

WHEREAS, the City Council consolidated the Human Rights Commission with the Neighborhood Commission to establish the Community Engagement Commission in 2015;

WHEREAS, The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city’s public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city’s communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs.

The commission shall review complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.

WHEREAS, City Staff, Commission Chair and the Mayor has interviewed Georgiana May and recommends appointment to the Falcon Heights Community Engagement Commission.

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

1. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: \_\_\_\_\_

Peter Lindstrom  
Mayor

LINDSTROM \_\_\_\_\_ In Favor  
BROWN THUNDER \_\_\_\_\_  
HARRIS \_\_\_\_\_ Against  
GUSTAFSON \_\_\_\_\_  
FISCHER \_\_\_\_\_

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 22, 2107
<b>Agenda Item</b>	Consent F6
<b>Attachment</b>	Resolution & Application
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of Martin McCleery to the Environment Commission
<b>Description</b>	City Staff and Commission Chair has interviewed Martin McCleery and Mr. McCleery was forwarded to Mayor Lindstrom for final recommendation to the City Council.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>· Resolution 17-08 Appointment of Martin McCleery to the Planning Commission</li> <li>· Candidate's Applications</li> </ul>
<b>Action(s) Requested</b>	Staff would recommend approval of attached resolutions appointing Martin McCleery to the Environment Commission.

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Commission Application – Martin McCleery

Date: 11-28-16

Name: Martin McCleery

Street Address: 1918 Autumn St.

City, State, Zip Code: Falcon Heights MN 55113

In Which Capacity Would You Like to Serve?: Environment Commission

What is the Reason You Would Like to Serve?: Environmental Professionals with 50+ years of experience which may be helpful to the City List Prior (Previous) Public Service: US Forest Service, Minnesota Department of Health, Minnesota Pollution Control Agency, US Army Corps of Engineers, Army Materials Command, US Environmental Protection Agency Other Relevant Background (Other Comments): Water Resources Engineer and Planner, Professional Forester, Professional Registered Engineer-Retired

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**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

February 22, 2017

No. 17-08

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**RESOLUTION APPOINTING MARTIN MCCLEERY TO THE FALCON HEIGHTS PLANNING  
COMMISSION**

WHEREAS, the City Council established a Planning Commission per Minnesota Statute 462.354 subd. 1 to:

1. Guide future development of land, services, and facilities; and
2. Ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and
3. Promote the public health, safety, and general welfare of the community; and

WHEREAS, the duties are to be carried out by:

1. Establishing community objectives and policy.
2. Making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.
3. Reviewing and making recommendations on all matters relating to or affecting the physical development of the City; and

WHEREAS, City Staff, Commission Chair and the Mayor has interviewed Martin McCleery and recommends appointment to the Falcon Heights Planning Commission.

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

1. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: \_\_\_\_\_

Peter Lindstrom  
Mayor

LINDSTROM        \_\_\_\_\_    In Favor  
BROWN THUNDER  
HARRIS            \_\_\_\_\_    Against  
GUSTAFSON  
FISCHER

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	February 22, 2017
<b>Agenda Item</b>	Consent F7
<b>Attachment</b>	Grant Application to Good Neighbor Fund
<b>Submitted By</b>	Tim Sandvik – Deputy Clerk Recreation Supervisor

<b>Description</b>	Good Neighbor Fund - Grant Application “Piano in the Park”
<b>Background</b>	<p>The City of Falcon Heights regularly explores grant funding opportunities to enhance Parks and Recreation throughout the city. As an ongoing effort to connect visitors with the parks, staff feels there is an opportunity to do so by a “Piano in the Park” for public use at Community Park. The grant application will be to the Good Neighbor Fund.</p> <p>The Good Neighbor Fund was established in 2008 by the University of Minnesota. Funds are available from the annual proceeds of an endowment established at the time of the development of TCF Bank Stadium.</p> <p>Groups eligible to apply must be member organizations of the University of Minnesota Stadium Advisory Group.</p> <p>If grant funding is secured, Falcon Heights will work with Keys 4/4 Kids and their Pianos on Parade program. Through this program, Falcon Heights would matched with a donated piano, complete a design (paint) and promotional process, and then host the piano at Community Park for public use during the spring/summer of 2018.</p>
<b>Budget Impact</b>	The total grant award is \$2,500 with the city providing ‘In-Kind Match Hours’ through staff time. Matching In-Kind Hours is not a requirement, but is recommended to show the City has sincere interest in the grant application.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>· Grant Application</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the Good Neighbor Fund Grant Application, accept the grant if awarded and authorize the Mayor and City Administrator to sign all related documents.

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UNIVERSITY OF MINNESOTA

Driven to Discover<sup>SM</sup>

Office of Government and Community Relations

**U of M Good Neighbor Fund  
Application Form, Year 2017**

Directions for applicants:

- Read the Request for Applications dated January 2017, and make sure you are aware of and meet grant requirements. The Request for Applications, this Application Form, and other information are available on the web at <http://www.community.umn.edu/gnf>
- Complete the Application Form. Please do not use a colored font for emphasis. Colored fonts are difficult to read when printed.
- Make sure the application is signed by someone authorized to enter into agreements on behalf of the eligible applicant organization. (See the Request for Applications for list of eligible applicant organizations.)
- Attach any letters of commitment from parties other than the applicant organization who will be responsible for implementation or funding of activities included in the proposal. If selected for funding, the applicant organization will be the grantee, and will have ultimate responsibility for carrying out the grant, including securing necessary materials or funding to complete these activities.
- Limit your proposal to **no more than six pages**, plus any necessary attachments. (You may create and add documents in your own format for any parts of your application, as long as your application is responsive to the questions on this form.) Submit your proposal by **4:00 p.m. Friday, February 17, 2017** via email to: [gnfund@umn.edu](mailto:gnfund@umn.edu). Electronic documents should be submitted as PDFs.
- Applications and any attachments may be made available to the public by the University of Minnesota.

<b>1. Name of your project:</b>	Piano in the Park – Community Park, Falcon Heights, MN
<b>2. Amount of funds you are requesting:</b>	\$2,500

**3. Name(s) of applicant organization(s):**

City of Falcon Heights, MN  
Sack Thongvanh – City Administrator  
Tim Sandvik – Recreation Supervisor

**4a. Name(s) of any partner or cooperating organization(s):**

**Keys 4/4 Kids**

**4b. Role(s) of any partner or cooperating organization in completing this project:**

Partner/Organization	Role
Keys 4/4 Kids	This nonprofit operates a program where they receive donated pianos and rejuvenates them for use in public spaces. The funding being applied for goes directly to the costs of this process. The City of Falcon Heights will administer the process, but will work closely with Keys 4/4 Kids to implement a piano available to parks visitors.

**4c. For each partner or cooperating organization: has the partner or cooperating organization committed to this role? Yes X No**

If yes, please submit documentation from someone authorized to speak on behalf of the person or organization indicating their role and that they are committed to participating in this way.

See attached Letter of Commitment from Keys 4/4 Kids

**5. Are there approvals or permits that have to be obtained in order to move forward on the project? Yes X No**

If yes, what are the approvals or permits needed and from whom?

On February 22<sup>nd</sup>, 2017, barring unforeseen circumstances, Falcon Heights City Council will approve a Request for Council Action to approve the grant application.

Furthermore, if we are awarded funds, the council will accept funds by Resolution.

**5a. Have you received the necessary approvals or permits? Yes      No X**

If yes, please submit documentation of the permit or approval. If no, how much time is required to secure the approval?

On February 22<sup>nd</sup>, 2017, Falcon Heights City Council is scheduled to approve the grant application by resolution. Barring unforeseen circumstances, a signed copy of the resolution will be available on February 23<sup>rd</sup>, 2017.

**5b. If you have applied for a permit or approval and a response is pending, please indicate from whom and when you expect final determination.**

On February 22<sup>nd</sup>, 2017, Falcon Heights City Council is scheduled to approve the grant application by resolution. Barring unforeseen circumstances, a signed copy of the resolution will be available on February 23<sup>rd</sup>, 2017.



**6. Describe the activities for which you are seeking funding, and indicate who will be responsible for their implementation.**

We are applying for funding to participate in a program hosted by Keys 4/4 Kids, specifically “Pianos on Parade” (POP) that provides refurbished pianos to be used in public spaces. The proposed site is Community Park (2050 Roselawn Ave, Falcon Heights) that sees thousands of annual visitors who use the park in a variety ways. This includes residents and general parks visitors, including many with direct ties to the University of Minnesota. The funding would provide a piano for public use in the park.

The City of Falcon Heights would administer the process, while following Keys 4/4 Kids established program. This includes selecting a refurbished piano appropriate for our park, connecting with an artist to design the piano (the pianos are painted in a design concept provided by the city), marketing efforts to create awareness of the project within the community, and ultimately installation of a piano. Again, the city would be responsible for all considerations, as well as upkeep, storage, and any ongoing concerns while we host the piano. Finally, as a part of the program, Keys 4/4 Kids will take the piano back after it has seen its use in the park. The recycled piano is then placed back in their program either to be refurbished or recycled (using what parts remain useful).

**7. Date by which you expect all activities to be completed: Spring of 2018.**

The timeframe established by Keys 4/4 Kids and Pianos on Parade is approximately 14 weeks. With the Good Neighbor Fund announcing grant recipients in early July of 2017, we would not be able to host a piano until the fall of 2017 at the earliest. We have suggested the following spring as an implementation date so we can get the best use of the piano during the spring/summer of 2018.

**8. Does your organization have any pre-2016 outstanding Good Neighbor Fund or Good Neighbor Fund/Vikings Partnership Fund grants? No**

\*All grants pre-2016 have been finalized.

\*\*In 2016, we were awarded for our application titled “Enhancing Alternative Transportation Infrastructure in Falcon Heights”. This grant is currently in the final reimbursement phase.

**9. Projected Budget:** Please indicate the total cost of each activity, the sources and amounts of any funds for each activity that are necessary beyond what is being requested in this grant, and the status of the commitment of those funds. **Projected budget must be based on solid estimates from potential or actual vendors.**

A line item for administrative costs necessary to implement the project is acceptable. When requesting reimbursement of grant funds, grantees will be expected to provide source documentation to substantiate reasonable costs. If the implementing organization’s staff are carrying out a portion of the project with pay to be reimbursed through the grant, the reimbursement request should include the number of hours. The rate of pay to be reimbursed through grant funds is expected to align with the

employee’s regular rate of pay. If consultant services are used, similar source documentation is required, with copies of invoices.

<b>Name or Description of Activity #1</b>	<b>Materials</b>	<b>Vendor</b>	<b>Cost</b>	<b>Other Approvals And status</b>	<b>Sources of Funds</b>	<b>Status of Commitment for funds</b>
Piano, including design, delivery and implementation	Piano, art materials, delivery/pickup service	Keys 4/4 Kids	\$2,500	Approval by Council Resolution available 2/23/17	2017 GNF	Pending GNF results
<b>Activity #2</b>	<b>Materials</b>	<b>Vendor</b>	<b>Cost</b>	<b>Other Approvals</b>	<b>Sources of Funds</b>	<b>Status of Commitment for funds</b>
Ongoing upkeep, maintenance, security of piano	Labor	City of Falcon Heights	NA	Pending Council Resolution	City of Falcon Heights	Pending Council Resolution

(If more activities, please continue as necessary on separate sheet.)

**10. How will the activities in your proposal carry out the purpose of the Good Neighbor Fund, which is “To promote the beauty, stability, vitality, and security of the communities adjacent to the University of Minnesota’s Twin Cities campus.”**

The City of Falcon Heights, home to the University of Minnesota’s St. Paul Campus, sees a variety of visitors throughout the year. Both residents of the city and visitors alike are affected by the uses of TCF Bank Stadium including increased traffic and noise pollution.

Making a piano available for public use in one of our parks promotes beauty and vitality by providing a non-traditional outlet of art in our parks. The piano will be painted in a way that promotes the beauty of the parks, in addition to the opportunity to create music. These efforts help promote vitality of these public spaces through a method typically not available in public spaces.

**11. How will you demonstrate and document successful results?**

While city staff will not be able to document every use of the piano, we will promote its implementation and use through our traditional communication efforts. This includes promoting online (city emails, website, social media), printed newsletter, and through public meetings/special events. Following the period of use, we will connect with residents to understand the level of use and determine its success.

**12. Please indicate how or if the activities in your proposal will accomplish any of the following:**

Most effectively carry out the purposes of the Fund;

- This would provide an amenity not typically available in public spaces; thus, promoting beauty and a greater sense of community to a heavily used park.

Enhance community economic and social vitality;

- By promoting an opportunity to use and enjoy a piano in the park, social vitality would increase as it would encourage increased use of the park itself by many generations. This includes regular visitors of the park, but will also encourage those interested in this program who may not normally use the public space.

Leverage the contribution of other resources;

- The funding will allow the City of Falcon Heights to work directly with Keys 4/4 Kids to complete their established program. This well-established program provides the advantage of working with a nonprofit who is familiar with all aspects including: choosing a piano, design, promoting the program, and implementation. Additionally, the City is willing to take on the responsibilities of maintaining and securing the piano as appropriate.

Impact and involve people from the neighborhood communities in the eligible areas;

- As this piano will be available for public use, it will be available to all visitors of Community Park. This includes the residents of Falcon Heights and those coming from immediately adjacent areas including the University of Minnesota – St Paul Campus, Lauderdale, Roseville, and St. Paul.

Have a broad and long lasting impact;

- This effort to promote music in the parks increases the vitality of local residents through increased participation in the parks. This program promotes the use of parks in a non-traditional manner with the hopes of long-lasting, increased use of public parks in general.

Are for “projects”, instead of ongoing operations;

- Ongoing operations include many efforts the city currently explores to maintain high levels of parks usage; however, the desire to place a piano in the park for public use is not something the city would be able to take on within current budget limitations.

Do not duplicate current efforts;

- While the city does promote a variety of uses within the park, there is no current effort focused on public access to a piano within the city.

**13. Date of the last independent financial audit or independent financial review of the applicant organization, and location where audit or review reports may be reviewed:**

The last Audit was conducted in March of 2016 by BerganKDV. The 2015 Comprehensive Annual Financial Report (CAFR), Compliance Report, and Communication letter from that audit can be found at [www.falconheights.org](http://www.falconheights.org) under "City Government". Full reports can also be attained by contacting the city directly.

**14. List of attachments, if any:**

Letter of Commitment from Keys 4/4 Kids  
City Map showing desired location of Piano in the Park  
Pianos on Parade – Sponsorship Packet (provided by Keys 4/4 Kids)

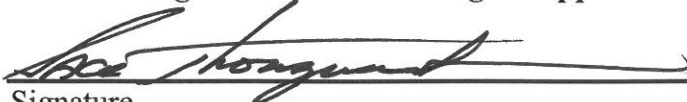
**15. Provide name, affiliation, and contact information for the project manager responsible for implementing the grant-funded activities.**

**Name and affiliation:** Tim Sandvik – Deputy Clerk/Recreation Supervisor  
**Email:** [tim.sandvik@falconheights.org](mailto:tim.sandvik@falconheights.org)

**16. Provide name and contact information for the person in the applicant organization responsible for the grant.**

**Name:** Tim Sandvik **Email:** [tim.sandvik@falconheights.org](mailto:tim.sandvik@falconheights.org)

17. (To be completed by someone authorized to sign on behalf of eligible applicant organization.) **I certify that the applicant organization is duly organized and incorporated, is in good standing, and has systems in place to ensure financial accountability. I understand that, if our application is funded, our organization will be responsible for timely implementation of this proposal, the completion of all required reports, compliance with all applicable laws and regulations, and that the uses of these funds will be subject to audit or monitoring. I also certify that I am authorized to sign on behalf of the eligible applicant organization.**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Organization Mailing Address



Dear Whom it May Concern,

Keys 4/4 Kids (K44K) is excited to collaborate with the City of Falcon Heights. We believe the Pianos on Parade (POP) program provides youth and the local community with a unique music and arts opportunity.

POP invites students to participate in a multidisciplinary, hands-on, team-building activity that transforms an acoustic piano into a work of art. Upon completion, the piano arrives at a public location in Falcon Heights where members of the public are invited to play and enjoy this interactive art installation.

POP showcases the artistic skills of our youth and helps drive economic growth and public engagement in our local community. The program develops student social skills and increases students overall self-esteem and confidence.

A commemorative plaque will recognize and thank the University of Minnesota and the Good Neighbor Fund for their generous support.


Please visit our website, [www.keys44kids.org](http://www.keys44kids.org), or contact me by phone, 651.343.4703, or email [newell@keys44kids.org](mailto:newell@keys44kids.org) if you have any questions. If you would like to visit K44K facilities in St. Paul, we would be happy to provide a tour.

A handwritten signature in black ink, consisting of several fluid, overlapping strokes.

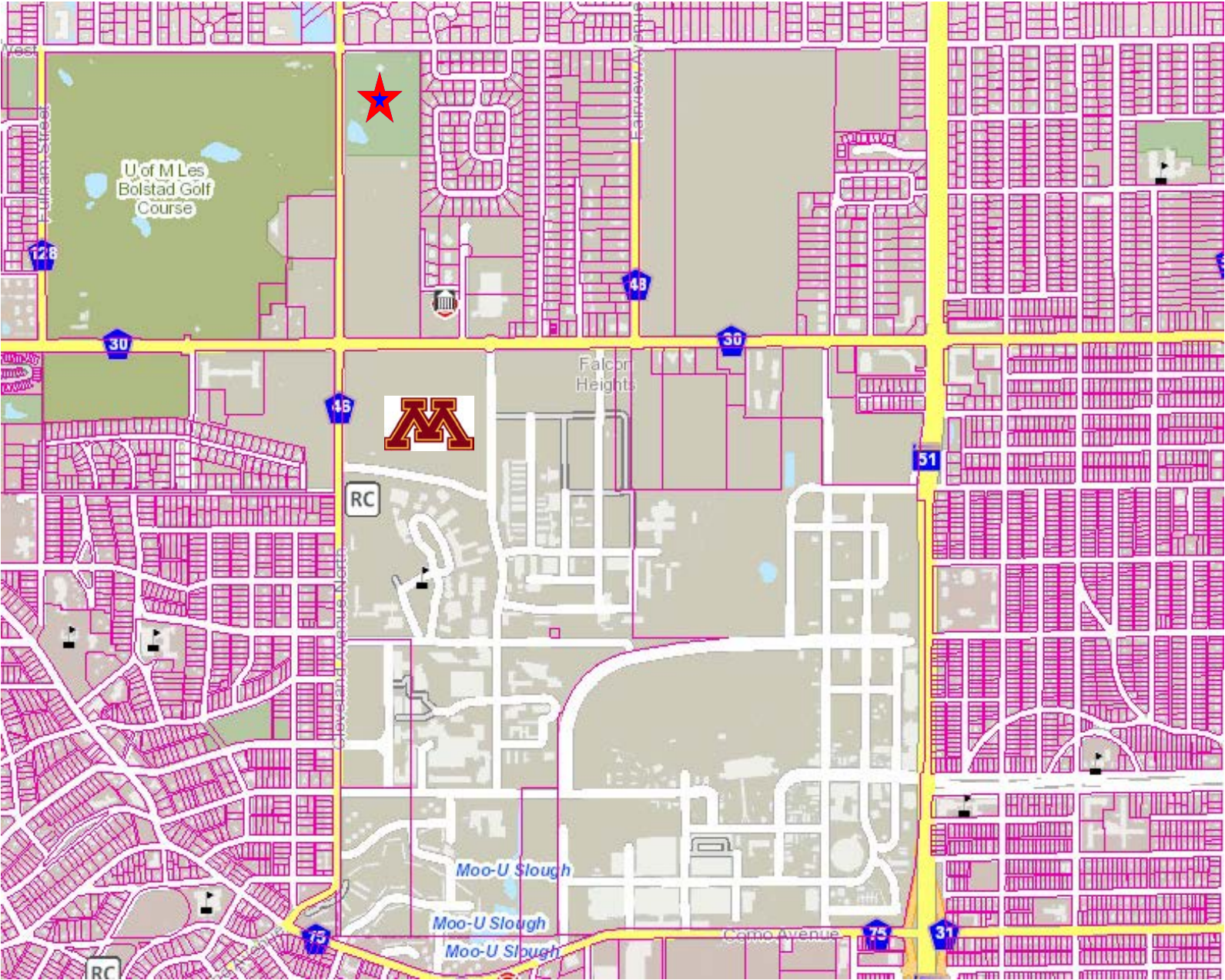
Sincerely,  
Newell Hill  
Fundraising/Program Director



# City of Falcon Heights - Proposed location for "Piano in the Park"

 Proposed location for Piano in the Park.  
Community Park,  
2050 Roselawn  
Ave, Falcon  
Heights

 University of  
Minnesota -  
St. Paul Campus







# *Pianos on Parade*

## Sponsorship Packet



## ORGANIZATIONAL OVERVIEW

Incorporated in 2004, Keys 4/4 Kids is a 501(c)(3) charitable organization that accepts donated pianos from the community, refurbishes them, and sells them at discounted rates to give the public access to music and the arts. Profits from piano sales support programs that inspire hope, promote the love of music, provide educational opportunities, and empower creative expression. One of those programs is Pianos on Parade.



## WHAT IS PIANOS ON PARADE?

Pianos on Parade is a Keys 4/4 Kids' program that places artistically transformed pianos in public places for residents to play and enjoy. Pianos are painted by students in classrooms or by professional artists in their studios before becoming colorful, interactive art installations. Whether on a street corner, in a favorite park, or inside the atrium of a local mall, Pianos on Parade spurs residents and visitors to spontaneously engage with art, music, and one another.



## HOW IT WORKS

Small and large businesses, municipalities, schools, other nonprofits, and individuals can “sponsor” a Pianos on Parade piano. Sponsorship helps support the cost of art supplies, piano tuning/prepping, moving expenses, and other costs. Once ready, sponsors proudly display their pianos in the location of their choosing, either outdoors or indoors. If the piano is placed outdoors, a custom cover is provided to protect from rain and the elements.





## BUSINESS SPONSORS

Pianos on Parade provides the ultimate avenue to maximize philanthropic initiatives through a single sponsorship. Pianos on Parade is a unique branding and marketing platform that engages the public and delivers your message in a fun and interactive medium. Pianos on Parade activates and energizes space, inspires social media content sharing, and demonstrates your commitment to supporting the arts in your local community.



## MUNICIPAL SPONSORS

In 2008, the John S. and James L. Knight Foundation along with Gallup conducted a 3-year study called the SOUL OF THE COMMUNITY. The study found 3 perceived attributes - SOCIAL OFFERINGS, OPENNESS, and BEAUTY - have consistently emerged as leading drivers of empowered and thriving communities. Pianos on Parade provides your community with interactive art installations that satisfy all 3 of these characteristics, bringing cultural, social, and economic value to your city. The arts awaken public spaces, reflect and reveal our society, and add meaning and uniqueness to our communities. These attributes drive engagement and will help make your community a better place to live.



## SCHOOL SPONSORS

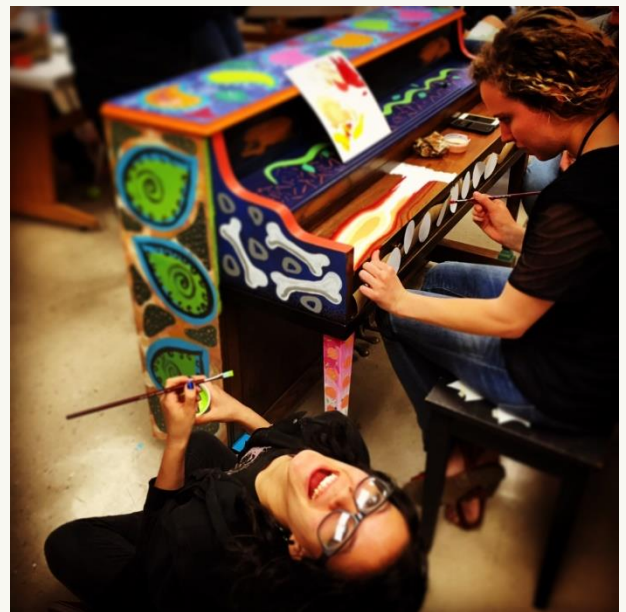
Pianos on Parade uses an acoustic piano as a learning catalyst in the classroom to engage kids in a fun and interactive project. Pianos on Parade creates a hands-on, interdisciplinary learning activity that encourages teamwork, makes learning fun, and builds self-esteem. Curriculum is provided to teachers, and includes music and art lesson plans, STEM components, as well as historical and cultural aspects related to the piano. Pianos are painted as part of the project, and then placed in public locations. Students feel a sense of pride and accomplishment that can be shared with their family, friends, and community.

# TWO AVENUES OF PIANOS ON PARADE (POP) : 1) STUDENT POP, 2) ARTIST POP

Pianos can be artistically transformed by local students or by a professional artist. STUDENT POP supports the arts in local schools, while ARTIST POP gives the sponsor more control over color and design.

## *STUDENT POP*

**STUDENT POP** invites students to participate in a multi-disciplinary, hands-on, team-building activity that builds self-esteem and cooperation skills. Pianos on Parade provides supplies and curriculum resources, and uses the arts to engage kids in the learning process. STUDENT POP is tax-deductible and starts at \$1,500 per piano.



## *ARTIST POP*



**ARTIST POP** pairs sponsors with a professional artist, then you and the artist work together to develop a colorful creation representing you and your brand. The artist can use certain colors and/or design elements that create an interactive marketing medium for public engagement. ARTIST POP starts at \$2,500 per piano.

# STUDENT POP TIMELINE

If you don't already have one in mind, Keys 4/4 Kids will work with you to create a short list of student groups/schools to consider. Through a combination of Facebook promotions, tapping past POP participants, our email list, and growing network of advocates, we guarantee we will find you a creative student group to design your POP piano.

A commemorative plaque featuring your name and/or logo will be installed on the piano.



INSTRUMENT SELECTION  
Weeks 1-2



CURRICULUM, DESIGN, & PAINTING  
Weeks 7-17

DELIVERY & INSTALLATION  
Week 19 & Beyond

Weeks 3-6  
STUDENT GROUP SELECTION

Week 18  
PLAQUE



Visit Keys 4/4 Kids warehouses (or let us send you pictures) to make a selection based on your piano style preference and project needs.

We want to give the selected student group/school ample time to proceed through the curriculum, learn about the piano, and consider all creative possibilities. The students will paint their design at an agreed upon staging area. All painting supplies and curriculum materials are provided.

Keys 4/4 Kids will deliver and install your painted piano at your desired location or we will store your painted piano at no additional charge for later delivery. All transportation costs are included.

# ARTIST POP TIMELINE

If you don't already have one in mind, Keys 4/4 Kids will work with you to create a short list of artists to consider. Through a combination of Facebook promotions, tapping past POP artists, our email list, and growing network of advocates, we guarantee we will find you an artist you'll enjoy working with.

The artist will paint the design at one of Keys 4/4 Kids' warehouses, or at another agreed upon staging area. The cost of the artist's painting supplies is included.

Keys 4/4 Kids will deliver and install your painted piano at your desired location or we will store your painted piano at no additional charge for later delivery. All transportation costs are included.

INSTRUMENT SELECTION  
Weeks 1-2



ARRIVING AT A DESIGN  
Weeks 7-10



PLAQUE  
Week 13



Weeks 3-6  
ARTIST SELECTION

Weeks 11-12  
PAINTING

Week 14 & Beyond  
DELIVERY & INSTALLATION



Visit Keys 4/4 Kids warehouses (or let us send you pictures) to make a selection based on your piano style preference and project needs.

We want to give sponsors and artists ample time to kick around ideas and consider all the creative possibilities.

A commemorative plaque featuring your name and/or logo will be installed on the piano.

# SPONSORSHIP DELIVERABLES

- Artistically transformed piano
- All transportation needs
- Custom tarp cover
- Plaque

## PROGRAM DURATION

Pianos on Parade can occur at any time during the year, for any duration of time. If you will be displaying your piano indoors, your piano can be on display year-round. For pianos placed outdoors, we recommend finding an overhang of some kind to protect from sunlight and weather elements whenever possible. Although we provide a protective cover for outdoor pianos, we have found that 30-45 days is generally the “life-expectancy” of these pianos. Sponsors may keep the piano(s) for as long as they wish. When you are ready for Keys 4/4 Kids to remove the piano, we can do so at no additional charge. Some sponsors wish to keep only the front boards of the pianos, as they can be displayed easily, and even hung on a wall. Whenever possible, Keys 4/4 Kids tries to recycle piano material into upcycled piano parts. products.

# UNLOCK POP FOR YOU COMMUNITY

## STUDENT POP Tax-deductible as a charitable contribution

\$1,500	One (1) Student piano—Upright Piano Style
\$2,500	One (1) Student piano—Grand Piano Style
\$6,750	10% off—Five (5) STUDENT POP—Upright piano Style *
\$11,250	10% off—Five (5) STUDENT POP—Grand Piano Style *
\$12,750	15% off—Ten (10) STUDENT POP—Upright piano Style *
\$21,250	15% off—Ten (10) STUDENT POP—Grand Piano Style *
\$12,750	35% off—Twenty-Five (25) STUDENT POP—Upright piano Style *
\$21,250	35% off—Twenty-Five (25) STUDENT POP—Grand Piano Style *

## ARTIST POP Marketing/advertising business expense

\$2,500	One (1) ARTIST POP—Upright Piano Style
\$3,500	One (1) ARTIST POP—Grand Piano Style
\$11,250	10% off—Five (5) ARTIST POP—Upright piano Style *
\$15,750	10% off—Five (5) ARTIST POP—Grand Piano Style *
\$21,250	15% off—Ten (10) ARTIST POP—Upright piano Style *
\$29,750	15% off—Ten (10) ARTIST POP—Grand Piano Style *
\$40,625	35% off—Twenty-Five (25) ARTIST POP—Upright piano Style *
\$56,875	35% off—Twenty-Five (25) ARTIST POP—Grand Piano Style *

# PLEASE PRINT

Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## SPONSORSHIP DETAILS

### Setting:

- OUTDOOR** - A custom tarp is provided to protect against inclement weather at no additional charge. We also recommend installing the piano under an awning, or some other structurally protected area, to prevent direct sunlight, rain, and other weather elements from directly damaging the piano. 30-45 days is the expected lifespan of an outdoor piano installation, depending on the season and climate.
- INDOOR** - The artwork and instrument will remain intact and in good working order for years to come.
- UNSURE** - Let's discuss it!

**STUDENT POP**                       **ARTIST POP**

Number of pianos interested in Sponsoring: \_\_\_\_\_

Piano Style (**circle on**):    Spinet Upright    Console Upright    Studio Upright    Full Size Upright    Grand—Additional \$1,000

POP Installation Address: \_\_\_\_\_

Preferred date of installation: \_\_\_\_\_

### Other Notes:

E-mail form to  
[newell@keys44kids.org](mailto:newell@keys44kids.org)

Or mail to  
Keys 4/4 Kids, 125 E Main Street,  
Belle Plaine MN 56011

Newell Hill, Founder & Program Director  
651-343-4703  
[newell@keys44kids.org](mailto:newell@keys44kids.org)



# SUCCESS STORIES

*"This has truly been a great experience! Not only the painting of a piano, which is a fun and challenging visual art practice, but having the piano available for any student to play on in the classroom and now for a week or two in the hallway has been so much fun. We have a lot of talent in the building and students are teaching each other. What an incredible way to blend and support student skill development in both the visual and performing arts!! We look forward to continuing to work with your organization in the future and very much support the mission of K44K and Pianos on Parade."*

*-Keri, St. Paul 10th Grade Media Arts Teacher*



*"I love POP because it is such a fun partnership concept for our neighborhood bookstore. The piano creates wonderful customer engagement, energy, and serves as a tie-in to our weekly book reading activities."*

*-Holly Weinkauf, Red Balloon Shop Owner*







## MINNEAPOLIS DOWNTOWN COUNCIL

The MDC inspired Minneapolis residents to get outdoors and experience their extraordinary downtown in-the-making: 25 pianos were painted by local artists to evoke a Downtown Minneapolis theme, including iconic buildings, neighborhoods, sports stadiums, art designs, bridges, and must-see destinations...

## MINNESOTA STATE FAIR

At the fair, Minnesotans prefer everything on a stick, even their pianos...



## KANSAS CITY MUSIC TEACHERS ASSOCIATION

The KCMTA celebrated 100 years of musical excellence and music-making in Kansas City: a record-breaking 60+ pianos were painted at Union Station and installed throughout the KC metro area...





## MINNEAPOLIS DOWNTOWN COUNCIL



Podrebarac, beloved illustrator and creator of "Cowtown," designed the **100th Anniversary Grand Piano** commemorating KCMTA's centennial anniversary. Today, the piano continues to be showcased at Kansas City Union Station...

## NELL HILL'S

Dubbed by Forbes magazine as "one of the hottest little retailers" in America, Mary Carol Garrity injected the loveliness & homely energy characteristic of the Nell Hill's brand housed at Briarcliff, MO. The last thing Mary wanted was "a Nordstroms kind of piano."



## MALL OF AMERICA



At a mind-boggling 4.2 million square feet, Mall of America is the nations largest retail and entertainment complex. It is home to 520 world-class shops, an indoor amusement park, walk-through aquarium, and Spongebob Squarepants.



## MERRIAM FARMERS' MARKET



**SWING, BATTER, BATTER, BATTER:** The City of Merriam immortalized The Royals' world series victory over the New York Mets with this Champions Piano. On one side you can play the piano; the other side is a batting cage. To the victor go the spoils...

## RED BALLOON BOOKSTORE

Regularly scheduled events such as Weekly Storytimes have connected children, teens, and adults in the Twin Cities area with great books and great authors for 30 years. The Red Balloon added a unique twist to Storytime by integrating this marvelously imaginative piano...



## GRACE ENGLISH LUTHERAN CHURCH & SCHOOL

Music teacher JohnMichael Jurica desired to enhance the existing arts curricula at his school. Through Pianos On Parade, his students learned about how pianos work, the physics of sound, woodworking, and visual design...

