

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

AGENDA
February 13, 2019 at 7:00 P.M.

- A. CALL TO ORDER:

- B. ROLL CALL: LINDSTROM___ LEEHY___ HARRIS___
 MIAZGA ___ GUSTAFSON___

STAFF PRESENT: THONGVANH___

- C. PRESENTATION
 - 1. Inclusion Events
 - a. “Cultivating a Caring Community”
 - b. “Survey and Service on the Spot”

- D. APPROVAL OF MINUTES:
 - 1. January 2, 2019 City Council Workshop Meeting Minutes
 - 2. January 23, 2019 City Council Meeting Minutes

- E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
 - 1. General Disbursements through: 2/06/19 \$72,588.85
Payroll through: 1/31/19 \$18,688.74
 - 2. SafeAssure Service Agreement for OSHA Training
 - 3. Amendment to the 2019 City Fee Schedule for Boring Fee
 - 4. [Appointment of Nalisha Nandkumar to the Position of Assistant to the City Administrator](#)

- G: POLICY ITEMS:

- H. INFORMATION/ANNOUNCEMENTS:

- I. COMMUNITY FORUM:

- J. ADJOURNMENT:

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CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

AGENDA
January 2, 2019 6:30 PM

A. CALL TO ORDER:

B. ROLL CALL: LINDSTROM X LEEHY X HARRIS X
 MIAZGA X GUSTAFSON X

STAFF PRESENT: THONGVANH X LOR X

C. PRESENTATIONS:

D. POLICY ITEMS:

1. Service Agreement - CTV

Dana Healy, Executive Director of NSCC/NSAC (aka CTV) presented the Service Agreement. Ms. Maureen Anderson is currently the Production Coordinator for CTV. The most significant change is who will be the employer of Ms. Maureen Anderson, because in the past her son will fill in for her. Another CTV employee will fill in her position and will make sure they are up to speed.

The changes in the Service Agreement is the cost for web stream, smartphones, and tablets. Which, can help reduce the price for the city for the number of playbacks on TV. City Council advised staff to advertise CTV apps more often and review the agreement.

2. Workshop Agenda Process

Council Members would like to know the process of presenting new items or ideas to the City Administrator and Mayor and how to create a status list or dashboard for the public to understand the status of each item. City Administrator Thongvanh clarified that the process is to talk to him and Mayor Lindstrom; however, it can also be communicate to other Council Members. If more than one likes the ideas, the City Administrator will put it in the next City Council agenda.

City Administrator advised Council Members to formulate five to six ideas or priorities and email the Administrator to be included in discussions for the 2019 Council Retreat.

3. Proposed 2019 City Fee Schedule

City Administrator and Council Members reviewed the City Fee Schedule. Council Members requested some changes and asked staff to revise it and research on other cities on their fee schedule.

E. INFORMATION/ANNOUNCEMENTS

F. ADJOURNMENT: 9:30 PM

Peter Lindstrom, Mayor

Dated this 2nd day of January, 2019

Sack Thongvanh, City Administrator

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

AGENDA
January 23, 2019 7:00 PM

A. CALL TO ORDER:

B. ROLL CALL: LINDSTROM __X__ LEEHY __X__ HARRIS __X__
 MIAZGA __X__ GUSTAFSON __X__

STAFF PRESENT: THONGVANH __X__

C. PRESENTATION

D. APPROVAL OF MINUTES:

1. January 9, 2018 City Council Meeting Minutes

Approved 5-0

E. PUBLIC HEARINGS:

F. CONSENT AGENDA:

1. General Disbursements through: 1/16/19 \$189,659.39
 Payroll through: 1/15/19 \$17,448.28
2. Approval of City License(s)
3. Appointment of Joel Gerich to the Planning Commission
4. Appointment of Mike Bradbury to the Park and Recreation Commission

Council Member Harris

I want to thank everybody who has volunteered in the past for city commissions. I also want to thank the current and new volunteers.

Mike Bradbury (1479 Idaho Ave)

In the last two years, I have been coordinating and organizing a free play soccer session at Curtiss Field during the summer time. The program is for kids who live within the neighborhood and the apartment complexes. They are super great kids with a lot of energy and skills. I want to bring my background and passion to the Parks Commission.

Mayor Lindstrom appreciates Mr. Bradbury's time and dedication to teach kids how to play soccer. It is working very well, and he hopes to see it again. Council Member Miazga would like to thank Mr. Bradbury for including everyone in the play and has been hearing a lot of good feedback from residents and children.

Council Member Leehy, who is the council liaison for the Park Commission is excited to have Mr. Bradbury join the commission. I always appreciate when residents take initiative steps to get involved with the city. I look forward to working with you.

Mayor Lindstrom

I want thank Joel Gerich for joining the Planning Commission. He works for a medical company and will be a great asset to the commission.

Council Member Leehy Moved, Approved 5-0

G: POLICY ITEMS:

H. INFORMATION/ANNOUNCEMENTS:

Council Member Miazga

- City Administrator Thongvanh and I will meet on Friday to go over the Community Survey.

Council Member Leehy

- Last week, I received a call from a resident who lives among the Larpenteur apartments. The resident is ecstatic and excited about the Hendrickson building which is a senior living complex. The resident has a couple of things to say:
 1. This is something she really desires and has always wanted to see it there.
 2. She attended many meetings that led up to the purchasing and City Council approval. She felt heard at each meeting.

I want everyone to know that you have a voice in the city, especially the renters.

Council Member Harris

- I was not able to attend the first 2019 Planning Commission meeting, but I will be there for the next one.

Council Member Gustafson

- The Community Engagement Commission will be meeting next Monday, January 28, at 7 PM, City Hall. Initially, we were supposed to meet on January 21, but it was Martin Luther King Jr. Day. We will set up 2019 goals, reflect on 2018, and see what worked, what did not work, and how we can do better for 2019. We will also work on the first city event Spring Together, find a date, and time for it.

Mayor Lindstrom

- The Environment Commission met last week on January 14. We identified our priorities for 2019 and everyone will hear more about those items at our retreat on Saturday, March 16.
- A week ago, I had an open house with our county commissioner Trista MatasCastillo. We had great conversations with everyone. We listened to many voices from the apartment complex, and as Council Member Leehy stated we want to make sure renters have a voice in the city.

- Last night, I was on a panel at the U of M College of Food, Agriculture, and Natural Resources. A group of students organized the event and had an interest in public policy in those sectors. I was on the panel with Minneapolis Council Member Steve Fletcher and Colleen Landkamer from Blue Earth County to talk about local government.

City Administrator Thongvanh

- The Council Retreat is on Saturday, March 16, 8:30 AM - 12:30 PM at City Hall. During the Retreat, we will recap 2018 from various departments and set priorities for 2019.
- Last week, Mayor Lindstrom and I met representatives from Sourcewell Technology, formally known as TIES and were informed that they will be moving out of Falcon Heights. They signed a lease for a location in St. Paul by the Como Avenue. On the same day, we also met with the developer who is planning to renovate the building and make it into an office space. It will be a for-profit entity, which means they will pay property taxes.
- I am in the final stage of hiring a replacement for Tim Sandvik's position. We have great candidates and interviews. The final interviews will be next week.
- The Curtiss Field hockey rink is finally open for the winter season. Please stay warm while skating.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:22 P.M.

Peter Lindstrom, Mayor

Dated this 23rd day of January, 2019

Sack Thongvanh, City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 13, 2019
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 2/06/19 \$72,588.85 Payroll through: 1/32/19 \$18,688.74
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	· General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 01911 FEG 6 PAYABLES 2018

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
01-06186		RAMSEY COUNTY SHERRIFF;S OFFIC				
I-201902067037		2018 SUPPLMTL POLICNG ST FAIR	19,040.00			
2/06/2019	APBNK	DUE: 2/06/2019 DISC: 2/06/2019		1099: N		
		2018 SUPPLMTL POLICNG ST FAIR		101 4122-81000-000	POLICE SERVICES	19,040.00
		=== VENDOR TOTALS ===	19,040.00			
		=== PACKET TOTALS ===	19,040.00			

PACKET: 01908 PAYABLEA 2018 FEB DS5
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
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=====						
01-00222		ALLEGRA PRINT & IMAGING				
I-156075		3 HOLE PUNCHED DIVIDERS CAFR	12.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		3 HOLE PUNCHED DIVIDERS CAFR		101 20200-000	ACCOUNTS PAYABLE	12.00
		=== VENDOR TOTALS ===	12.00			
=====						
01-00293		APERCU GROUP INC				
I-20180033		CULTIVATING A CARING COMM EVE	3,000.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		CULTIVATING A CARING COMM EVEN		210 20200-000	ACCOUNTS PAYABLE	3,000.00
		=== VENDOR TOTALS ===	3,000.00			
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01-05072		BRANCH AND BOUGH TREE SERVICE				
I-4725		FORESTRY CONSULTANT/PLANTINGS	6,224.53			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		FORESTY CONSULTANT		101 20200-000	ACCOUNTS PAYABLE	2,024.53
		STUMP GRINDING		419 20200-000	ACCOUNTS PAYABLE	275.00
		TREE PLANTINGS 12 TREES		419 20200-000	ACCOUNTS PAYABLE	3,925.00
		=== VENDOR TOTALS ===	6,224.53			
=====						
01-03117		CITY OF LITTLE CANADA				
I-201902057036		JUL-DEC PERMITS/MILEAGE	28,243.59			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		JUL-DEC PERMITS/MILEAGE		101 20200-000	ACCOUNTS PAYABLE	28,243.59
		=== VENDOR TOTALS ===	28,243.59			
=====						
01-03122		CITY OF ST PAUL				
I-IN000352566		ST LIGHT MAINTENANCE AREA	366.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		ST LIGHT MAINTENANCE AREA		209 20200-000	ACCOUNTS PAYABLE	366.00
I-IN000352567		ST LGIHT MATERIALS FOR REPAIR	20.30			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		ST LGIHT MATERIALS FOR REPAIR		209 20200-000	ACCOUNTS PAYABLE	20.30
		=== VENDOR TOTALS ===	386.30			

PACKET: 01908 PAYABLEA 2018 FEB DS5
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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01-04027		EMERGENCY APPARATUS MAINT				
I-104103		752 3 BATTERIES AND REPAIR	1,030.97			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		752 3 BATTERIES AND REPAIR		101 20200-000	ACCOUNTS PAYABLE	1,030.97
		=== VENDOR TOTALS ===	1,030.97			
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01-04084		FIRE EQUIPMENT SPECIALTIES				
I-10219		5 FIRE HOSES	823.12			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		5 FIRE HOSES		101 20200-000	ACCOUNTS PAYABLE	823.12
		=== VENDOR TOTALS ===	823.12			
=====						
01-05582		MENARDS				
I-201902057033		LOCK/RED OAK/ KNOB	49.40			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		LOCK/RED OAK/ KNOB		101 20200-000	ACCOUNTS PAYABLE	49.40
		=== VENDOR TOTALS ===	49.40			
=====						
01-06185		RAMSEY COUNTY				
I-PUBW -017588		ROAD SALT NOV/DEC 2018	1,822.41			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		ROAD SALT NOV/DEC 2018		101 20200-000	ACCOUNTS PAYABLE	1,822.41
		=== VENDOR TOTALS ===	1,822.41			
=====						
01-06525		SUBURBAN ACE HARDWARE				
I-201902057035		RUG DOCTOR RENTAL/CLEANERS	226.21			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		RUG DOCTOR RENTAL/CLEANERS		101 20200-000	ACCOUNTS PAYABLE	226.21
		=== VENDOR TOTALS ===	226.21			
=====						
01-07898		WSB				
I-R-011252-000-11		COM PLAN DEC 1 TO DEC 31	71.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		COM PLAN DEC 1 TO DEC 31		208 20200-000	ACCOUNTS PAYABLE	71.00
		=== VENDOR TOTALS ===	71.00			
		=== PACKET TOTALS ===	41,889.53			

PACKET: 01907 PAYABLES FEB 5
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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01-			AMERICAN PLANNING ASSOCIATION				
I-201902057029	2/05/2019	APBNK	APA MEMBERSHIP JUSTIN DUE: 2/05/2019 DISC: 2/05/2019 APA MEMBERSHIP JUSTIN	113.00	1099: N 101 4117-86110-000	MEMBERSHIPS	113.00
=== VENDOR TOTALS ===				113.00			

01-00250			AMERIPRIDE SERVICES				
I-1004368115	2/05/2019	APBNK	TOWEL COLLECTION, LAUNDRY SER DUE: 2/05/2019 DISC: 2/05/2019 TOWEL COLLECTION, LAUNDRY SERV	53.15	1099: N 101 4124-82011-000	LINEN CLEANING	53.15
I-1004381033	2/05/2019	APBNK	TOWEL COLLECTION, LAUNDRY SER DUE: 2/05/2019 DISC: 2/05/2019 TOWEL COLLECTION, LAUNDRY SERV	53.15	1099: N 101 4124-82011-000	LINEN CLEANING	53.15
=== VENDOR TOTALS ===				106.30			

01-00161			ANCHOR PAPER COMPANY				
I-10576713-00	2/05/2019	APBNK	PAPER TOWELS, BATH TISSUE ROL DUE: 2/05/2019 DISC: 2/05/2019 PAPER TOWELS, BATH TISSUE ROLL	166.00	1099: N 101 4131-70110-000	SUPPLIES	166.00
=== VENDOR TOTALS ===				166.00			

01-05726			BOUND TREE MEDICAL				
I-83088835	2/05/2019	APBNK	MEDICAL SUPPLIES DUE: 2/05/2019 DISC: 2/05/2019 MEDICAL SUPPLIES	146.78	1099: N 101 4124-70100-000	SUPPLIES	146.78
=== VENDOR TOTALS ===				146.78			

01-05422			BP				
I-201902057024	2/05/2019	APBNK	TRUCKS, FIRE DEPART FUEL DUE: 2/05/2019 DISC: 2/05/2019 TRUCKS FUEL FIRE DEPARTMENT FUEL STREET WEEPING FUEL	697.64	1099: N 101 4132-74000-000 101 4124-74000-000 602 4602-74000-000	MOTOR FUEL & LUBRICANTS MOTOR FUEL & LUBRICANTS FUEL & LUBRICANTS	176.10 219.76 301.78
=== VENDOR TOTALS ===				697.64			

PACKET: 01907 PAYABLES FEB 5
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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BOOK DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-		CENTURY LINK				
I-201902057028		CELL PHONES	62.16			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		CELL PHONES		101 4141-85011-000	TELEPHONE - LANDLINE	62.16
		=== VENDOR TOTALS ===	62.16			
01-03108		CERTIFIED LABORATORIES				
I-3402643		SAFETY VESTS, EARPLUGS	183.25			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		SAFETY VESTS, EARPLUGS		101 4132-70120-000	SUPPLIES	183.25
		=== VENDOR TOTALS ===	183.25			
01-03120		CITY OF WHITE BEAR				
I-11890		2019 GIS FEES RAMSEY COUNTY	535.82			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		2019 GIS FEES RAMSEY COUNTY		101 4117-80500-000	GIS SUPPORT	535.82
		=== VENDOR TOTALS ===	535.82			
01-03527		DELEGARD TOOL COMPANY				
I-105806		GREASE GUN	46.98			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		GREASE GUN		101 4132-70120-000	SUPPLIES	46.98
		=== VENDOR TOTALS ===	46.98			
01-05079		FIRE SAFETY USA, INC				
I-119185		CLIPS FOR PRESSURE BOTTLES	150.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		CLIPS FOR PRESSURE BOTTLES		101 4124-70100-000	SUPPLIES	150.00
I-119188		RESCUE WEB	95.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		RESCUE WEB		101 4124-70100-000	SUPPLIES	95.00
		=== VENDOR TOTALS ===	245.00			

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DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0003		HOME DEPOT CRC/GECF				
I-201902057025		OAK BOARD, PINE PLYWOOD ETC	336.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		OAK BOARD, PINE PLYWOOD ETC		101 4131-70110-000	SUPPLIES	336.00
		=== VENDOR TOTALS ===	336.00			
01-05235		JAN-PRO CLEANING SYSTEMS				
I-82121		FEB REGULAR JANITORIAL SERVIC	205.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		FEB REGULAR JANITORIAL SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	205.00
		=== VENDOR TOTALS ===	205.00			
01-05418		JUSTIN MARKON				
I-201902057031		CELL PHONE, MILEAGE REIMB	32.18			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	12.18
		CELL PHONE REIMB		101 4131-85015-000	CELL PHONE	20.00
		=== VENDOR TOTALS ===	32.18			
01-05555		MEDICS TRAINING				
I-10319		EMT/EMR TRAINING	550.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		EMT/EMR TRAINING		101 4124-86020-000	TRAINING	550.00
		=== VENDOR TOTALS ===	550.00			
01		METRO PRODUCTS INC				
I-104833		NUTS, SCREWS	90.20			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		NUTS, SCREWS		101 4131-70110-000	SUPPLIES	90.20
		=== VENDOR TOTALS ===	90.20			
01-05585		METROPOLITAN AREA MANAGEMENT A				
I-49		MEMBERSHIP DUES	25.00			
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N		
		MEMBERSHIP DUES		101 4112-86100-000	CONFERENCES/EDUCATION/AS	25.00
		=== VENDOR TOTALS ===	25.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01- 3		MN NCPERS LIFE INSURANCE					
I-201902057030		FEB LIFE INSURANCE	48.00				
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N			
		FEB LIFE INSURANCE		101 21709-000	OTHER PAYABLE		24.64
		FEB LIFE INSURANCE		204 21709-000	OTHER PAYABLE		1.60
		FEB LIFE INSURANCE		601 21709-000	OTHER PAYABLE		15.52
		FEB LIFE INSURANCE		602 21709-000	OTHER PAYABLE		6.24
		=== VENDOR TOTALS ===	48.00				
01-04875		MOBILE MINI, INC.					
I-9005579144		JAN HOUSE WARMING RENTAL	350.00				
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N			
		JAN HOUSE WARMING RENTAL		101 4141-87130-000	MINI WARMING HOUSE		350.00
I-9005738972		FEB WARMING HOUSE RENTAL	350.00				
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N			
		FEB WARMING HOUSE RENTAL		101 4141-87130-000	MINI WARMING HOUSE		350.00
		=== VENDOR TOTALS ===	700.00				
01-07263		NEXTEL COMMUNICATIONS, INC					
I-172868921-167		FIRE FIGHTING CELL PHONE JAN	17.28				
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N			
		FIRE FIGHTING CELL PHONE JAN		101 4124-85015-000	CELL PHONE		17.28
I-610189225-187		DEC 15- JAN 14 PHONE	124.30				
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N			
		DEC 15- JAN 14 PHONE		101 4131-85015-000	CELL PHONE		124.30
		=== VENDOR TOTALS ===	141.58				
01-05676		OFFICE DEPOT					
I-256746993001		PAPER SUPPLIES	432.66				
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N			
		PAPER SUPPLIES		101 4131-70110-000	SUPPLIES		432.66
		=== VENDOR TOTALS ===	432.66				

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----			DISTRIBUTION
01-		ON SITE SANITATION						
I-713984		HAND SANITIZERS, STARD RESTRO	75.00					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		HAND SANITIZERS, STARD RESTRO		601 4601-85080-000	PORTABLE TOILET PARKS			75.00
I-713985		HAND SANITIZERS, COMPLIANT RE	160.00					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		HAND SANITIZERS, COMPLIANT RES		601 4601-85080-000	PORTABLE TOILET PARKS			160.00
		=== VENDOR TOTALS ===	235.00					
01-05534		RAMSEY COUNTY FIRE CHIEFS ASSO						
I-201902057026		2019 MEMBERSHIP DUES	150.00					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		2019 MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS			150.00
		=== VENDOR TOTALS ===	150.00					
01-05374		TENNIS SANITATION LLC						
I-2301274		JAN RECYCLING	6,249.75					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		JAN RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS			6,249.75
I-2301275		COMMON RAMSEY CEC CHR	66.50					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		COMMON RAMSEY CEC CHR		101 4131-87010-000	CITY HALL MAINTENANCE			66.50
		=== VENDOR TOTALS ===	6,316.25					
01-05737		VERIZON WIRELESS						
I-22933150		CELL PHONE	49.75					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		CELL PHONE		101 4131-85015-000	CELL PHONE			49.75
		=== VENDOR TOTALS ===	49.75					
01-05870		XCEL ENERGY						
I-201902057027		AUTO PRO LIGHTT, ST LIGHT	29.95					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		AUTO PROTECTIVE LIGHT		101 4141-85020-000	ELECTRIC/GAS			15.14
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER			14.81
I-201902057032		STREET LIGHTING ELECT	14.82					
2/05/2019	APBNK	DUE: 2/05/2019 DISC: 2/05/2019		1099: N				
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER			14.82
		=== VENDOR TOTALS ===	44.77					
		=== PACKET TOTALS ===	11,659.32					

MP #	NAME	AMOUNT
1-0013	PETER C LINDSTROM	304.93
1-0016	PAMELA M HARRIS	277.05
1-0022	RANDALL C GUSTAFSON	262.05
1-0023	MELANIE M LEEHY	262.05
1-0024	MARK J MIAZGA	262.05
1-1005	SACK THONGVANH	3,279.26
1-1020	AMANDA P LOR	1,365.53
1-1136	ROLAND O OLSON	2,577.17
1-1021	JUSTIN M MARKON	1,512.55
1-0086	RICHARD H HINRICHS	909.45
1-0095	MICHAEL J POESCHL	808.58
1-0097	PATRICK GAFFNEY	128.61
1-0105	ANTON M FEHRENBACH	357.92
1-0123	BRYAN R SULLIVAN	92.24
1-0124	MICHAEL D KRUSE	126.40
1-1030	TIMOTHY J PITTMAN	2,091.29
1-1033	DAVE TRETSEVEN	1,678.83
1-1143	COLIN B CALLAHAN	1,669.24

TOTAL PRINTED: 18 17,965.20

1-28-2019 9:06 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
PAYROLL DATE: 1/28/2019

EM	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0034	KURHAJETZ, CLEMENT	R	1/28/2019	105.05	088270
2243	KILBRIDE, JOHN P	R	1/28/2019	206.62	088271
2250	DOLAN, BENJAMIN J	R	1/28/2019	226.05	088272
2251	GRAY, MCGWIRE T	R	1/28/2019	185.82	088273

1-28-2019 9:06 AM PAYROLL CHECK REGISTER
PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
PAYROLL DATE: 1/28/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:	4	723.54
DIRECT DEPOSIT REGULAR CHECKS:	18	17,965.20
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	22	18,688.74

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 13, 2019
Agenda Item	Consent F2
Attachment	Service Agreement
Submitted By	Sack Thongvanh, City Administrator

Item	SafeAssure Service Agreement for OSHA Training
Description	<p>Each year City Staff are required to attend Occupational Safety and Health Administration (OSHA) Training each year. The included, but are not limited to A.W.A.I.R., Confine Spaces, Bloodborne Pathogens, Right to Know, and Lock Out/Tag Out.</p> <p>To minimize City cost, we participate in the program with multiples other jurisdictions.</p>
Budget Impact	The expense has been included in to the 2019 Budget.
Attachment(s)	<ul style="list-style-type: none"> · SafeAssure Service Agreement
Action(s) Requested	Staff recommend authorizing the City Administrator to execute all necessary documents.

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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 clarify 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 Service Agreement 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 Service Agreement year will begin on the signing of this Service Agreement. 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 Service Agreement 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 MSDS Online database

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" 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

Service Agreement

THIS AGREEMENT is made this first day of March 2019 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 Service 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.

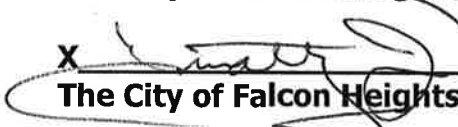
In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Falcon Heights, the aforementioned features and services. These features and services include but are not limited to OSHA compliance 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 SERVICE AGREEMENT	\$1,388.40
MSDS ON-LINE	Included

TOTAL ANNUAL \$1,388.40

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.

X _____
The City of Falcon Heights Date

X  2/4/2019
The City of Falcon Heights Date

X  _____
President-SafeAssure 020119
Date



SafeAssure Consultants Inc.

770 Highway 71 NE
 PO Box 281
 Willmar, MN 56201

Invoice

Date	Invoice #
2/1/2019	1530

Bill To
Falcon Heights Bart Fischer, Administrator 2077 W Larpenteur Falcon Heights MN 55113

Ship To
Falcon Heights 2077 W Larpenteur Falcon Heights MN 55113

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due by Feb 28		2/1/2019			

Quantity	Item Code	Description	Price Each	Amount
1	Consulting	Safety Training	1,388.40	1,388.40

Thank you!! Work Safely!	Total	\$1,388.40
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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 13, 2019
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Justin Markon, Community Development Coordinator

Item	Amendment to the 2019 City Fee Schedule for Boring Fee (Right-of-Way Permit)
Description	<p>The City's Right-of-Way permit does not currently include a separate fee for boring underground. Although this fee is typically charged the same as trenching, it is not approved as such in the Fee Schedule.</p> <p>Staff recommend the following fee for boring in the City's Right-of-Way: \$150 hole fee plus \$40 per 100 lineal feet or portion thereof</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> Resolution 2019-09 Amending the 2019 City Fee Schedule to Include a fee for Boring in the City's Right-of-Way
Action(s) Requested	Staff recommend approving the attached resolution amending the 2019 City Fee Schedule to include Boring in the Right-of-Way Fee.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 13, 2019

No. 19-09

**A RESOLUTION AMENDING THE 2019 CITY FEE SCHEDULE TO INCLUDE A FEE FOR
BORING IN THE CITY'S RIGHT-A-WAY**

WHEREAS, City Staff reviews the fee schedule to make sure that the fee reflects staff cost and that the fee is competitive;

WHEREAS, City Staff recommend adopting a fee for boring in the City's right-of-way,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota approves the fee of \$40.00 per 100 lineal feet of boring in the City's right-of-way.

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
LEEHY
MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	February 13, 2019
Agenda Item	Consent F4
Attachment	Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	Appointment of Nalisha Nandkumar to the Position of Assistant to the City Administrator
Description	<p>Nalisha Nandkumar has accepted the position of Assistant to the City Administrator after the resignation of Tim Sandvik. Tim Sandvik accepted the Assistant Administrator position with the City of Vadnais Heights. Nalisha is currently pursuing her Master in Public Administration at Saint Cloud State and anticipates to complete the degree this Spring.</p> <p>Nalisha worked for the City of Sartell, Saint Cloud State, and most recent, Sterns County as an Administrative Intern.</p>
Budget Impact	This position has been budgeted for in 2019.
Attachment(s)	<ul style="list-style-type: none"> · Offer Letter · Cover letter and Resume · Resolution 19-10 Appointment of Nalisha Nandkumar to the Position of Assistant to the City Administrator
Action(s) Requested	Staff recommends approval of attached resolution appointing Nalisha Nandkumar to the position of Assistant to the City Administrator.

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To Whom It May Concern:

My name is Nalisha Nandkumar. I am grateful for the opportunity to apply for the position of Assistant to the City Administrator at the city of Falcon Heights. I am a current Graduate Student studying Public Administration at St. Cloud State. I am pursuing this degree with an emphasis in local government city/county management. Throughout this experience I have taken leadership, budgeting, human resource management, emergency management and various other courses that in the end have prepared me to take on the role of being a City Administrator. My estimated degree completion will be May, 2019.

My current work experience as being an Administrative Intern for Stearns County has added to my ability to meet the needs of this position. I currently work with the County and Assistant County Administrator on budgeting statistics, policy writing and labor negotiations. I also hold a current role of being a Graduate Assistant at the President's office at St. Cloud State where I also write and research policy for the school. My past experience as being a temporary administrative assistant at Sartell City Hall has taught me to use Banyon Software to perform utility billing for citizens, Payroll for employees and Accounts Payable. I have also created City Council packets, updated minutes onto the city's website and issued building permits as needed.

I have past leadership experience at retail locations such as Cub Foods and Target. At Cub Foods I was a Customer Service Manager for 4 years in which I was in charge of overseeing front end operations during my shift. I had leadership experience at Target when I worked with my mentor on overseeing department demands. My current position at St. Cloud State allows me to take on the leadership role and to work with stakeholders. I put together presentations based on my research and gather data from stakeholders in order to put together policies.

Based on my background and experience, I am certain that I can meet and exceed all expectations. After reviewing my resume, I hope you will agree that I am the type of skilled, resourceful and versatile candidate you are looking for. I look forward to elaborating on how my diverse skills and abilities will benefit this city. Please contact me at 612-210-1730 or via email at nalisha_n@hotmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Best regards,

Nalisha Nandkumar

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Nalisha Nandkumar

OBJECTIVE: Seeking a challenging position to apply my skills and experience for the success of an organization.

EDUCATION:

ST. CLOUD STATE UNIVERSITY, St Cloud MN:

Bachelor of Arts Degree in Communication Studies

- Ø Studied Communications studies with an emphasis in Relational Studies. Learned about the communication styles and interaction amongst close intimate relationships and non-intimate relationships.
- Ø Completed several conflict management courses to learn about problem solving within organizations

ST. CLOUD STATE UNIVERSITY, St Cloud MN:

Master of Public Administration

- Ø Emphasis in City and County Management. Expected completion is May 2019.
-

EMPLOYMENT:

- Ø **Administrative Intern, Stearns County, St. Cloud, MN** **August, 2018- Current**
 - Work closely with County and Assistant Administrator to complete projects and tasks that will improve community relations. Projects include budgeting statistics and updating policy.
 - Work with other department leaders to learn about department functions and projects.
 - Ø **Graduate Assistant, St. Cloud State University, St. Cloud, MN** **August, 2017 – Current**
 - Assist Special Advisor in researching, proposing and drafting new and revised University policies and procedures. Complete special projects assigned by Special Advisor and President.
 - Conduct policy work and training as an administrator of the SCSU policy development management system.
 - Ø **Temp Administrative Assistant, Sartell City Hall, Sartell, MN** **May, 2018- September, 2019**
 - Accounts Payable/Receivable, Payroll and Utility billing using Banyon software.
 - Issue building permits, Attests Mayor's signature with city seal, create City Council agenda packets and update city website with minute meeting and other content as needed.
 - Ø **Executive Intern, Target, St. Cloud/Shoreview, MN** **June, 2016 – August, 2017**
 - Shadow a mentor. Drive sales and execute sales plans. HR management including payroll, hiring, coaching and managing talent.
 - Ø **Customer Service Manager, Cub Foods, Fridley, MN** **August, 2012 – June, 2016**
 - Lead a team and provide great customer service to customers.
 - Solve transaction problems and provide solutions as needed.
-

Skills & Abilities:

- Ø Minor in Spanish. Completed 10 years of Spanish study.
- Ø Software proficiency with Microsoft Office. Can Type 90 WPM. Able to learn new programs quickly and efficiently. Knowledge using Kronos Software.
- Ø Customer Service: Provide customers with fast and well-developed solutions to difficulties that may arise. Clear communication and listening skills so messages received and delivered between myself and receiver are effective.
- Ø Interpersonal Communication: Able to work proficiently with groups. Offers ideas and negotiates to solve differences.
- Ø Strong Work Ethic: Completes projects and follow through with assigned tasks. Works ahead and making sure only high-quality work is submitted. Sense of responsibility and acknowledgement of work load.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 13, 2019

No. 19-10

**RESOLUTION APPOINTING NALISHA NANDKUMAR TO THE POSITION OF ASSISTANT
TO THE CITY ADMINISTRATOR FOR THE CITY OF FALCON HEIGHTS**

WHEREAS, on September 7th, 2018, Tim Sandvik submitted his letter of resignation with a last day in the office of September 28th, 2018 and a final date of employment on October 7th 2018;

WHEREAS, thereafter the position was posted and candidates were interviewed by the City Administrator and Staff;

WHEREAS, the position was offered and accepted by Nalisha Nandkumar on February 7th, 2019;

WHEREAS, Nalisha Nandkumar has a start date of March 4th, 2019.

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

1. Appoint Nalisha Nandkumar to the position of Assistant to the City Administrator, and
 2. Authorize compensation of \$21.63 per hour (\$45,000/year).
-

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
LEEHY
MIAZGA

Attested by: _____

Sack Thongvanh
City Administrator