

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

**AGENDA**  
**June 13, 2007**

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL:           GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ HARRIS \_\_\_\_  
                              LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                              MILLER \_\_\_\_ KREUSER \_\_\_\_
- C. PRESENTATIONS:
  - 1. Hughes and Costello – prosecution, law changes update
- D. APPROVAL OF MINUTES: May 23, 2007 **TAB 1**
- E. PUBLIC HEARINGS:
  - 1. MS4 Permit **TAB 2**
  - 2. Revised Assessment Manual Public Hearing and Adoption **TAB 3**
- F. CONSENT AGENDA:
  - 1. General Disbursements through 6/6/07: \$104,688.08  
   Payroll through 5/30/07: \$15,993.04 **TAB 4**
  - 2. 2007 Licenses **TAB 5**
  - 3. Resolution to change polling place location **TAB 6**
- G. POLICY AGENDA:
  - 1. Changes to the Employment Contract for the City Administrator **TAB 7**
- H. COMMUNITY FORUM:
- I. INFORMATION/ANNOUNCEMENTS:
- J. ADJOURNMENT:

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

## **Regular Meeting of the Falcon Heights City Council Minutes of May 23, 2007**

**Members present:** Mayor Gehrz, Council members Harris, Lindstrom, Kuettel, and Talbot, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser, Finance Director Olson, Parks and Public Works Director Pittman, and Intern Yard.

Mayor Gehrz called the meeting to order at 7:00 p.m.

### **Presentation:**

Finance Director Olson addressed the council by stating it had been a good 2006. He explained the conversion to the new software had been implemented, with help from Intern Yard. Yard was introduced to the council.

Matthew Mayer, of Kern, DeWenter, Viere LTD presented the 2006 Comprehensive Annual Financial Report to the council. He explained the opinion given by the firm was independent, meaning clean, and was the best they could offer. He stated the City would again be receiving the GFOA Award for the 17<sup>th</sup> year running, and based on what he'd seen to date, would venture that the City would see one for 2007. Next, he explained the findings to the council by giving a summary outline of several of the City's funds. Mayer said the general fund saw \$1.42m in revenue, \$1.64m in expenditures, with transfers at \$210,000. He added the fund balance declined \$8,000. On the audit findings, he said there was a lack of segregation among staff duties, however one that would not be feasible to fix. He noted that audit firms are exploring ways to shadow certain processes, one of which may be to come out on surprise visits. Mayor Gehrz asked if this would increase audit costs. Mayer replied it likely would.

Mayor Gehrz presented Finance Director Olson with the 16th consecutive GFOA award.

### **Minutes:**

The minutes of the May 9, 2007 regular meeting were approved as corrected by Mayor Gehrz.

### **Consent Agenda:**

Council member Kuettel moved approval of the following four items on the consent agenda. The motion passed unanimously.

1. General Disbursements through 5/17/07: \$396,902.77  
Payroll through 5/15/07: \$13,841.45
2. 2007 Licenses
3. 2007 Forester Contract
4. CERT Grant Application Authorization

### **Policy Agenda:**

Mayor Gehrz asked the council's permission to move up the Cleveland median item. The council agreed and it became policy item one.

#### **1. Cleveland Median Project**

Administrator Miller began the item by explaining the median situation, stating there is \$18,000 in the budget for 2007 to renovate the median. Miller added the trees along the median are healthy and aesthetically pleasing, and will be retained, however the shrubs and grasses along the median pose a safety and maintenance problem for the small staff. Instead, Miller said stamped

concrete along that median would eliminate weeds, but would also keep the tree-lined median in tact. Lastly, Miller indicated that Parks and Public Works Director Pittman has performed work like this in the past, and would be able to conduct the renovation, saving costs.

Parks and Public Works Director Pittman stated that he enjoyed the challenge, and since he has done work like this before, it would not be too difficult. He also stated that it would save the City money. He commended his staff as well for their willingness to take on new things.

Mayor Gehrz asked how the work would affect that road being closed, as she was concerned about the staff's safety. Pittman replied it would be closed four to six hours per day, but open during rush hours. Miller added it would be publicized in the flyer and the City would give advance notice if it could.

Mayor Gehrz and Council member Lindstrom said they appreciated Tim's willingness to take on responsibilities. Pittman replied he had an ambitious staff who was excited to learn new tasks.

Council member Talbot moved to approve the Cleveland Median Project. The motion passed unanimously.

## **2. Environment Commission Purpose Statement**

Administrator Miller began the item by stating the Commission had met and took the Council's previous recommendations into consideration for the new purpose statement.

Council member Lindstrom read the topics of focus for the Commission: energy use and air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and education. After a brief discussion on rain barrels, he added that selling the containers through the City might be an initiative in the future.

Council member Lindstrom moved to approve the Environment Commission Purpose Statement. The motion passed unanimously.

## **Community Forum:**

Tim and Geri Thomas, 1729 Snelling, addressed the council regarding keeping bees at their residential property. The Thomas's reported the City's zoning enforcement officer directed them to remove the bees, but they appealed to the council to reconsider the zoning for bees. Tim Thomas pointed out the University has hives behind 1666 Coffman, and said that if a permit were necessary they would get one. In addition, he said if the council still decides the bees have to go, if they would allow them until the end of the year, when his son is home from serving in Iraq.

Mayor Gehrz thanked the Thomas's for coming, and said that the City has no jurisdiction over the U. She added there's a process involved in changing the zoning code, and the council would not be able to take action immediately. Administrator Miller added the Planning Commission would hear their case, vote, and then it would be sent back to the council for final approval.

## **Information/Announcements:**

Mayor Gehrz said the Central Pediatric Clinic would be moving into 1550 Larpenteur. They plan to open in August. Next, she stated the City would likely be looking at a polling place change for precinct two in this year's and future elections. The school cited space limitations, and after a letter to the school principal, the council heard back it was still unavailable. Lastly, she announced the '08 goal-setting workshop would be June 20 at 6:00. The public is welcome.

Administrator Miller said the final street signs are up. New chamber cameras would be installed before the next meeting, and the June 6 workshop would be a joint meeting with Lauderdale to discuss a BC/BS grant and Fulham Avenue.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Stacey Kreuser  
Assistant City Administrator/Deputy Clerk

**ITEM:**                   **MS4 Permit Public Hearing**

**SUBMITTED BY:**   **Tim Pittman, Parks and Public Works Director**

**EXPLANATION:**

According to state statute, cities are required to publicize and hold a public hearing on the municipal storm water prevention plan. Municipal permits are granted under the Municipal Separate Storm Sewer System or MS4 program. Falcon Heights falls under the obligations of the program, and the hearing and presentation fulfills these requirements.

No formal action is needed.

**ITEM: Revised Assessment Manual Public Hearing and Adoption**

**SUBMITTED BY: Justin Miller, City Administrator; Roland Olson, Finance Director  
Deb Bloom, City Engineer; Tim Pittman, Public Works Director**

**EXPLANATION:**

One of the city council's goals for this year is to revise the city's assessment manual. The current manual is at least ten years old and changing factors have made it a good idea to review it for the city's current needs. Drafts of the proposed changes have been presented to the city council at two separate workshops and staff is recommending that the attached draft be discussed during a public hearing. Major changes between the proposed manual and the current practice include:

- Assessments will be based on a percentage of the total project cost instead of a flat dollar amount as is current practice. The current rate of \$26.50 per linear foot has not changed over the years and, as a result, the overall percentage benefiting property owners have had to pay has decreased as project costs have increased. The breakdown for mill and overlays, roadway reconstructions, and sanitary sewer projects are proposed as follows:
  - Residential properties – 40% of the per foot cost
  - Commercial properties – 60% of the per foot cost
  - Tax Exempt properties – 100% of the per foot cost

Mill and overlay projects have not been assessed in the past, but the proposed policy calls for assessing benefiting property owners for this type of project in the future. Mill and overlay projects can extend the life of a street for up to 15 years at about 1/3 of the price of a total reconstruction.

- Corner lots will be assessed if a project is completed on the long side of the lot instead of the short side as is current policy.
- Storm sewer projects will be assessed as an area charge at the same rate as other projects (40%/60%/100%) based on the area of the parcel.
- New sidewalk installation will be assessed in the following manner:
  - Residential properties - 25% of the per foot cost
  - Commercial properties – 40% of the per foot cost
  - Tax-Exempt properties – 100% of the per foot cost

The current practice calls for sidewalks to be funded entirely by benefiting property owners, but having the city contribute towards new sidewalks (in existing neighborhoods) might help encourage more pedestrian activity.

- The ten year maximum allowed for deferral of special assessments has been removed to allow for the city council to review each request at the time it is submitted to take all factors into consideration.
- If an improvement is completed that also benefits property owners on a private street, a traffic study will be conducted to determine the appropriate assessment amount for those on the private street.

- Alley improvements will continue to be assessed at 90% to benefiting property owners. However, if an alley serves both residential and commercial uses, a traffic study will be performed to determine the appropriate assessment levels.

Other major areas of the manual that remain the same include the suggested length of time for assessments, setting the interest rates, and petition processes.

**REQUESTED ACTION:**

Staff recommends that the city council hold a public hearing and then approve the revised assessment manual as presented.

City of Falcon Heights

Assessment Manual



The purpose of this assessment manual is to set forth a guide to be utilized by the City of Falcon Heights when preparing assessment rolls, so as to assure uniform and consistent treatment of the affected properties. It is the general policy of the City of Falcon Heights to assess all affected properties according to this policy without regard to funding source.

Minnesota state law, chapter 429.010 and 429.111 provides that a municipality shall have the power to make public improvements such as sanitary sewers, storm sewers, water source and distribution facilities, street improvements including grading, curb and gutter, surfacing, sidewalks, street lighting, landscaping, and recreational facilities, etc. The various procedures that the municipality must follow including reports, notices and public hearings are well defined within the law.

The statute further provides that the cost of any improvement may be assessed upon property benefited by the improvement based upon the benefits received whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from other funding sources. The law is not specific on how these benefits are to be measured or how the costs are to be apportioned, but rather makes it incumbent upon the municipality to determine with assistance of the city engineer, city attorney, appraisers or other qualified personnel, a fair and equitable method of cost sharing among the properties involved. It is the intent of this policy that the maximum value of an assessment be based on the highest and best use of property.

Throughout this manual, the total cost of an improvement shall include the construction cost plus all associated overhead costs. The total cost of the associated overhead for a public improvement project would typically include city administration, engineering, fiscal, legal, capital interest, and contingencies. The actual overhead costs incurred will be tracked and charged to the project.

The initiation of public improvement projects may happen in two different methods. The first method is by a petition of the affected property owners. The petition must be signed by the owners of not less than 35 percent of the frontage of the real property abutting the proposed improvements. The second method is to initiate the proceedings by city council direction, in which case no petition is needed. An outline of the public improvement process is provided in the appendix.

Any reference to land zoning in this manual shall mean the most current approved city zoning map available at the time. It should be emphasized that the special assessment methods and policies summarized herein cannot be considered as all-inclusive and that unusual circumstances may at times justify special consideration. If the city should determine that the application of these policies results in an assessment amount greater than the increase in market value to any property, the city may limit the assessment to the increase in market value regardless of policy. Also, any fixed cost data and rates will be adjusted periodically so as to reflect current costs.

## **I. Definitions**

### **A. Assessment Units**

The following definitions refer to the assessment units to be used when determining various assessment rates as described in the remaining sections of this manual.

#### **1. Lot Unit**

A lot unit is defined as a platted single family residential lot which, in accordance with Falcon Heights zoning and subdivision regulations, cannot be further subdivided.

#### **2. Gross Area**

The total area, in acres or square feet, of a lot or parcel of land including any easements. The gross area of a lot or parcel of land does not include any of the abutting right-of-way.

#### **3. Front Footage**

assessments

##### **a. Single Frontage Lots**

In platted areas, the front footage for purposes of front footage

shall be determined at the building setback line as described in the Falcon Heights zoning ordinance, and shall be measured parallel to the property line abutting the improvement.

##### **b. Corner Lots**

In the case of a street improvement project which abuts both sides of a corner lot, the lot shall be treated as an interior lot and the front footage shall be the long side of the lot. There will not be an additional assessment against corner lots for the side lot dimension. When the street improvement is only along the long side of the lot, the long side of the lot will be used for determination of assessable front footage. Projects along only the short side of the lot will not be assessed. If the property being assessed is a non-single family residential or tax-exempt parcel, both sides will be assessed.

For all other improvements such as sanitary sewer or water, the front footage shall be the footage established for the long side of the lot when both sides of the lot are being affected by the improvement. Where the proposed improvement project is only along the long side of a corner lot, the long side front footage shall be used for assessment purposes.

#### **4. Residential Equivalent Assessment Rate**

The residential equivalent assessment rate shall be based on a portion of the cost of the street construction for a typical residential street section. This residential equivalent assessment rate shall be determined by the city council and based upon comparable project data available to the city.

B. General

1. Petition

Petition shall mean a written document presented to the city council for purposes of initiating a public improvement project. All signatures shall be accompanied by the address of each signator, the date of the signature and a printing of each signator's name. Only one signature per property is allowed. An example of the usual form of petition is included in the appendix.

2. Total Project Cost

Total project cost shall mean the final construction cost plus all associated overhead costs. Overhead costs shall include but not be limited to city administration, engineering, legal, fiscal, interest during construction, and land acquisition.

3. Assessment Period

The length of payment period on various types of improvement projects shall be as follows:

Sanitary sewer	10-15 years
Storm sewer	5-10 years
Street reconstruction	10-15 years
Street mill and overlay	5-7 years

In the case where several of the improvements listed above are included in the same project, the assessment period may be 10-15 years. In no event shall an assessment period exceed 15 years.

4. Assessment Interest Rate

The interest rate charged on assessments shall be set by the city council. Typically, the rate is set at about 2% over the general obligation bond rate used to fund the project. If no bond is issued for the improvement, the rate will be set at 2% over the projected general obligation rate as determined in consultation with the city's financial advisors.

5. Municipal State Aid (MSA) Streets

Municipal state aid streets are routes designated by the city council and approved by the commissioner of transportation for inclusion in the city's state aid system. All routes included begin and end on another municipal state aid road, county state aid road, or trunk highway and are eligible for the use of MSA construction funds.

6. Municipal State Aid Construction Funds

Municipal state aid construction funds are monies apportioned to the city from the state to be used for the construction of routes designated on the municipal state

aid system. All construction funded with these monies must be done in accordance with the MnDOT office of state aid design criteria.

7. **Pending Assessment**  
An assessment is pending against a particular property if the city has determined that the property is benefited by a public improvement project which has been ordered or constructed, but for which an assessment has not yet been levied against the property.
8. **Federal and State Highways**  
These streets are classified as expressways, freeways, and major arterials constructed and maintained by the Minnesota Department of Transportation. They carry large volumes of traffic at peak loading times. In Falcon Heights, Snelling Avenue is in this category. Assessments levied by the City of Falcon Heights will be based upon a residential equivalent assessment rate.
9. **County State Aid Highways (CSAH)/County Road**  
These streets are classified as major and minor arterials and collectors constructed and maintained by the Ramsey County public works department. These streets typically carry high volumes of traffic at peak loading times. In Falcon Heights the streets in this category include Larpenteur Avenue, Hamline Avenue (north of Larpenteur), Fairview Avenue, Cleveland Avenue and Fulham Street (north of Larpenteur). Assessments levied by the City of Falcon Heights will be based upon a residential equivalent assessment rate.
10. Deleted and incorporated into #5
11. **Collector Streets**  
Collector streets are those streets generally considered to collect traffic from specific areas of the city and convey it to arterial routes.
12. **Residential Streets**  
This is the minimum street design acceptable as a public street within new subdivisions or developments. They carry relatively small volumes of local neighborhood traffic. The typical urban residential street is 30 feet wide with concrete curb and gutter and a 7-ton design. If the street is to be designated as a municipal state aid street, it must meet applicable MnDOT standards.
13. **Alley**  
These are narrow paved surfaced driving areas constructed within city rights-of-way. They provide a means of ingress and egress to the rear of property. They are typically constructed to in accordance with current MnDOT standards.
14. **Appurtenances**

- A. Pathways  
Pathways (also known as sidewalks or trails) are pedestrian and bicycle facilities running along the sides of streets.
- B. Street Lighting  
Street lights are provided to create a safer environment by reducing the amount of dark areas in a neighborhood. They can also be installed to create a more aesthetically pleasing, consistent theme in a neighborhood. Costs for installing non-standard streetlights shall be 100% assessed to benefiting property owners.
- C. Boulevard Trees  
Boulevard trees are planted along roadways to provide shade and create an aesthetically pleasing appearance. The city is responsible for pruning and removing trees located in the rights-of-way, while individual property owners are responsible for trees located on private property.
- D. Seeding/sodding  
Boulevard restoration by seeding/sodding is included in the construction costs as part of street improvement projects.

## **II. Assessment policy by project type**

- A. Sealcoating  
Sealcoating involves applying a thin coat of oil on the street and then laying gravel on top. Current city practice calls for this project to be performed every seven years. This type of project is considered routine maintenance and is funded without assessing benefiting property owners.
- B. Mill and Overlay  
Mill and overlay projects involve grinding the top few inches of roadway off and replacing it with a layer of asphalt. This type of repair can typically extend the life of the roadway by 15 years. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:
  - 1. Residential properties – 40% of the per foot cost multiplied by the total front footage
  - 2. Commercial properties – 60% of the per foot cost multiplied by the total front footage
  - 3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage
- C. Roadway Reconstruction  
Reconstruction projects are typically more comprehensive and performed every 30 years. This type of project involves totally removing the existing roadway, replacing the base

materials, and oftentimes performing utility work (water, sewer, etc.) at the same time. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage

D. Alleys

For the most part, alleys in the City of Falcon Heights serve a private residential purpose. As such, maintenance and repair of the alleys are the responsibility of the property owners. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 90% of the per foot cost multiplied by the total front footage

For alleys which also serve non-residential purposes, a traffic study will be performed to determine the amount of traffic created by the non-residential users and the assessment amounts will be altered to reflect estimated usage. It is the intent of this policy to set the assessment amount as fairly as possible, using best engineering practices, for all benefiting property owners.

E. Sanitary Sewers

Periodically sanitary sewer systems need to be replaced or have major repairs conducted. Usually these repairs are coordinated to occur at the same time as road reconstruction projects to eliminate redundant road repairs. Sanitary sewer project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 40% of the per foot cost multiplied by the total front footage
2. Commercial properties – 60% of the per foot cost multiplied by the total front footage
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage

The City of Falcon Heights (or its contractors) will only conduct work in the public right-of-way. At the discretion of the city, work on private property may be performed but only after receiving a written request from the property owner and the entire cost of the private repair will be assessed to the benefiting property owner.

If a project is being completed on a public street, property owners on private streets receive a benefit of the improvement without having front footage on the public street. A traffic study may be performed to determine the amount of traffic created by the private

street users and the assessment amounts will be altered to reflect estimated usage. It is the intent of this policy to set the assessment amount as fairly as possible, using best engineering practices, for all benefiting property owners.

F. Storm Sewers

1. Definitions

A. Storm Sewer Trunk Facilities

Ponds

A basin or wetland constructed or naturally located within a permanent easement for the purpose of containing storm runoff. May be either a retention (permanent) pond, detention (temporary) pond, or a combination of both.

Pipe Network

A network of pipes ranging in size generally from 30 inches through 60 inches. The trunk pipe networks are designed to collect storm run-off from an area generally larger than 10 acres.

Channels

An open ditch conveyance network constructed within permanent easements for the purposes of transporting storm run-off.

B. Storm Sewer Lateral Facilities

A network of pipes ranging in size generally from 12 inches to 27 inches designed to collect storm run-off from a specified small area to a trunk facility. The lateral facilities also include street overland flow and inlet structures such as catch basins, manholes and flared end sections.

2. Determining Storm Sewer Assessment Rates

A. Storm Sewer Trunk Rates

Design and estimate of the total improvement cost of the ultimate trunk system needed to provide complete service to each property in the Service District considered.

B. Determine the base assessment rate by dividing the ultimate system cost previously described by the sum total of the following to determine the cost per square foot of the project:

- Gross area of Single Family residential properties.

- Gross area of multi-unit residential properties
- Gross area of commercial properties
- Gross area of tax-exempt properties

C. The assessment rate would be set as follows.

- Residential properties- 40% of the per square foot cost multiplied by the area of the parcel
- Multi-Unit residential and commercial properties- 60% of the per square foot cost multiplied by the area of the parcel
- Tax exempt properties- 100% of the per square foot cost multiplied by the area of the parcel

G. Sidewalks, trails and pathways

Off-street facilities provide a safe walking alternative for pedestrians. As such, the City of Falcon Heights recognizes the importance of these facilities and will construct them when possible. Project costs will be calculated on a per-foot basis and assessments will be applied based on the property's front footage in the following manner:

1. Residential properties – 25% of the per foot cost multiplied by the total front footage
2. Commercial properties – 40% of the per foot cost multiplied by the total front footage
3. Tax-Exempt properties – 100% of the per foot cost multiplied by the total front footage



## VI. HARDSHIP DEFERRAL OF ASSESSMENTS

### A. Eligibility for Deferral

1. The City Council may approve deferral of payments for homestead property as authorized by Minnesota Statutes 435.193 if the owner:
  - a) is at least 65 years old or on permanent total disability retirement, and
  - b) has annual gross income from all sources less than 50% of the latest median income as determined by the U.S. Department of Housing and Urban Development, and
  - c) is a person for whom it would be a hardship to make the payments.
2. The City Council may determine the length of the deferral and may terminate the deferral if the owner dies and the spouse is not eligible, if the property is sold, if the property is no longer classified as a homestead property, or the City Council determines there is no longer hardship to require immediate or partial payment.
3. The City may determine the amount of interest on the deferred assessment, whether it will be simple interest or compound interest, and the time that interest payments are to be made.

*Appendix Index*

1. Typical Minnesota Statute 429 Improvement Project Process
2. Typical Petition Forms
3. Sample Resolutions
4. Deferral Forms

DRAFT

## TYPICAL MINNESOTA STATUTE 429

### IMPROVEMENT PROJECT PROCESS

1. Project Initiation
  - a. Petition of more than 35 percent of affected property owners.
  - b. City Council action.
2. Resolution ordering preparation of report on improvement and declaring adequacy of petition if appropriate.

Note: This resolution should be published in the official newspaper after adoption. Unless there is a challenge to the determination of adequacy within 30 days, the determination cannot be challenged in the future.

3. Engineer's Report
  - a. Feasibility of proposed improvement.
  - b. Whether improvements should be made as proposed or with other improvements.
  - c. Cost of improvement as recommended.
  - d. Need for improvements.
4. Resolution receiving the feasibility report and calling for hearing on the improvement.

Note: If 100% of affected property owners petition for the improvement, they may also waive their rights to this public hearing.
5. Notice of Public Hearing
  - a. Time and place of hearing
  - b. General nature of improvement
  - c. Estimated cost of improvement/assessment
  - d. Proposed area to be assessed.
  - e. Notice must be published twice (one week apart) in the official newspaper; three days must elapse between the last publication date and the hearing.
  - f. Notice must be mailed to owner of each parcel within the area to be assessed not less than ten days prior to the hearing.
6. Resolution ordering the improvement and preparation of plans and specifications.

Note: This action may be taken any time within 6 months after the public hearing. Beyond that a new public hearing must be held. If the project was initiated by petition of the owners of less than 35 percent of the frontage, this resolution must be adopted by at least a 4/5 vote.
7. Resolution approving the plans and specifications and ordering the advertisement for bids.

Note: If the estimated construction cost is under \$100,000 at least ten days must elapse

between the first advertisement and the bid opening. Over \$100,000 at least three weeks (21 days) must elapse.

8. Resolution accepting the bids and directing the Mayor and City Administrator to enter into a contract with the lowest responsible bidder must be done within one year of resolution ordering improvement.
9. Contractor/City paperwork prior to commencing construction.
  - a. Issue Notice of Award and Contract
  - b. Contractor resubmits signed notice of award, contract, performance bond and insurance documents.
  - c. Pre-Construction Meeting
    - Discuss scheduling of construction
    - Staking
    - Conflicts with utilities
  - d. Issue Notice to Proceed
  - e. Contractor resubmits signed Notice to Proceed
  - f. Construction begins
10. During construction phase, partial pay estimates and change orders are presented to the City Council for action.
11. Resolution determining cost to be assessed and ordering the preparation of proposed assessment roll.
12. City staff and City Engineer prepare and file assessment roll.
13. Notice of hearing on proposed assessment.

Note: Notice must be published one or more times in the official newspaper at least two weeks prior to the meeting. Notice must contain the following items:

  - a. Date, time and place of hearing.
  - b. General nature of the improvements.
  - c. Area proposed to be assessed.
  - d. Total amount of the proposed assessment.
  - e. That the proposed assessment roll is on file with the Clerk.
  - f. That written and oral objections will be considered.
  - g. That no appeal of the amount of any assessment may be made unless a written objection signed by property owners is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.
  - h. That an appeal to district court may be made by serving notice upon the Mayor or Clerk within 30 days of the adoption of the assessment roll and filing such notice with the district court within 10 days after service upon the Mayor and Clerk.
  - i. Whether the City has adopted any deferment ordinance or resolution and its basic substance.

j. Substance of Minnesota Statute 435.193 through 435.195.

Notice must be mailed to each parcel owner described on the Assessment roll not less than two weeks prior to the hearing.

14. In addition to the items listed above, the mailed notice must include the following:

- a. Amount to be assessed against the particular parcel.
- b. That the assessment amount may be prepaid and to whom.
- c. Whether partial prepayment has been authorized by ordinance.
- d. Time within which prepayment may be made without interest.
- e. Rate of interest to be accrued if assessment is not prepaid.

14. Public hearing and resolution adopting assessment roll.

15. Appeals to District Court.

Note: In order to appeal to district court, the property owner must serve notice upon the Mayor or City Clerk within 30 days of adoption of the assessment roll. They can only do this after having filed a written signed objection prior to the assessment hearing or having presented same to the presiding officer at the hearing. The notice of appeal must be filed with the Clerk of the district court within ten (10) days after service on the City.

PETITION FOR LOCAL IMPROVEMENT

City of Falcon Heights, Minnesota \_\_\_\_\_, 20\_\_\_\_

To the City Council of Falcon Heights, Minnesota:

We, the undersigned, owners of not less than 35 percent in frontage of the real property abutting on \_\_\_\_\_ Street, between the \_\_\_\_\_ line of \_\_\_\_\_ Street and the \_\_\_\_\_ line of \_\_\_\_\_ Street hereby petition that such street is improved by \_\_\_\_\_ pursuant to Minnesota Statutes, Chapter 429.

Only one signature is allowed per household.

DATE	SIGNATURE OF OWNER	PRINT NAME OF OWNER
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

\_\_\_\_\_  
City Clerk

**CITY OF FALCON HEIGHTS**  
**RESOLUTION NO. 2008-01**  
September 28, 2008

**RESOLUTION ORDERING PREPARATION OF FEASIBILITY REPORTS  
FOR XYZ STREET RECONSTRUCTION PROJECT**

WHEREAS, the Council has reviewed the street construction needs of XYZ Avenue in the City and has tentatively selected the segment of XYZ between Snelling and Hamline Avenues for reconstruction in 2006; and

WHEREAS, it is proposed to improve this section of City of Falcon Heights street system as described above by completing the following work: sidewalk construction, bituminous paving, concrete curb and gutter, storm sewer, and necessary appurtenances, and to assess the benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Section 429.011 to 429.111:

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

1. The segment of XYZ Avenue between Snelling Avenue and Hamline Avenue is hereby approved for consideration of reconstruction.
2. The proposed improvements are referred to the City Engineer for study and she is instructed to report to the Council with all convenient speed, advising the Council in a preliminary way as to whether they should best be made as proposed or in connection with some other improvements, and the estimated cost of the improvements as recommended.

Whereupon said resolution was declared duly passed and adopted.

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**CITY OF FALCON HEIGHTS**  
**RESOLUTION NO. 07-02**  
**March 8, 2007**

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**RESOLUTION RECEIVING FEASIBILITY REPORT ON XYZ AVENUE  
RECONSTRUCTION PROJECT AND ORDERING PUBLIC HEARINGS**

**BE IT RESOLVED by the Council of the City of Falcon Heights as follows:**

1. By resolution adopted January 25, 2006, the Council directed the City Engineer to prepare preliminary reports as to the feasibility of the proposed improvements:  
  
XYZ Avenue (between Snelling and Hamline Avenues)
  2. The City Engineer was also directed to include in the report the estimated cost of the proposed improvements. The preliminary report and cost estimates have been submitted and considered by the Council and are hereby approved and directed to be placed on file in the office of the City Administrator. The improvements proposed to be made in the general manner set forth in the report are designated as XYZ Drive Reconstruction.
  3. The Council shall meet at the City Hall, 2077 West Larpenteur Avenue, in said City, on April 26, 2006 at 7:00 p.m. for the purpose of holding a public hearing on the proposed improvements under and pursuant to the provisions of Minnesota Statutes, Chapter 429, and the Administrator is hereby authorized and directed to cause notice of the time, place, and purpose of that meeting to be published twice in the official newspaper, *Roseville Review*, which publications shall be a week apart, and the second publication shall be not less than three days before the date of the hearing.
  4. The general nature, estimated cost and area proposed to be assessed for XYZ Avenue and Snelling Drive Reconstruction are determined to be as stated in the foregoing notice, as fully as though the same were separately set forth and resolved herein.
-



NOTICE OF HEARING ON ASSESSMENTS  
FOR XYZ AVENUE  
CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the Council of the City of Falcon Heights, Minnesota, will meet in the Council Chambers of the City Hall, 2077 Larpenteur Avenue, in said City on Wednesday, February 28, 2007 at 7:00 o'clock p.m. to hear, consider, and pass upon any and all written or oral objections which may be offered with respect to the proposed special assessments for sanitary sewer service repairs completed as a part of the XYZ Reconstruction Project. The Council may adopt the proposed assessment at the hearing.

The proposed assessment roll is now on file and open to public inspection by all persons interested in the office of the City Administrator. The entire amount assessed against each parcel of land will be payable, unless prepaid, in ten (10) equal consecutive annual installments, the first of such installments to be payable with general taxes levied in 2007, collectible with such taxes during the year of 2008. The first installment will be payable with interest at the rate of 6.25 percent per annum on the entire assessment from the date of the resolution levying the same to December 31, 2007, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the Treasurer within thirty (30) days from the date of adoption of the assessment roll.

The general nature of the XYZ Avenue Reconstruction Project now being assessed is for the reconstruction of private sanitary sewer services and necessary appurtenances.

The total cost of the improvement to be assessed is \$12,290.20

THE FOLLOWING PROPERTY IDENTIFICATION NUMBERS ARE PROPOSED TO BE ASSESSED:

000111000222	1397 XYZ
000222000333	1403 XYZ
000333000444	1405 XYZ
000444000555	1415 XYZ
000555000666	1443 XYZ

Oral or written objections by any property owner will be considered at the hearing.

An owner may appeal an assessment to district court pursuant to Minnesota Statute, 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten (10) days after service upon the Mayor and Administrator. No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the affected property owners is filed with the City Administrator prior to the assessment hearing or presented to the presiding officer

at the hearing.

Pursuant to Minnesota Statute Section 435.193 to 435.195, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest becomes due. Any assessed property owner meeting the requirements of that law and the resolution adopted under it may, within 30 days of the confirmation of the assessment, or upon reaching the age to become eligible for the deferment, apply to the City Administrator on the prescribed form for such deferment of payment of this special assessment on his property.

Dated: January 24, 2007

BY ORDER OF THE CITY COUNCIL

City Administrator

DRAFT

**CITY OF FALCON HEIGHTS  
RESOLUTION NO. 07-03**

**RESOLUTION ORDERING THE RECONSTRUCTION OF  
XYZ AVENUE**

WHEREAS, the City Council of Falcon Heights received the Feasibility report on December 14, 2005 and ordered a public hearing for the reconstruction of XYZ Avenue between Snelling Avenue and Hamline Avenue, and;

WHEREAS, ten days mailed notice and two weeks published notice was given;

NOW THEREFORE BE IT RESOLVED by the Council of the City of Roseville, Minnesota, that in accordance with the provisions of Minnesota Statutes, Chapter 429, as amended, the Council held a public hearing on January 25, 2006, to consider the proposed reconstruction of XYZ Avenue, consisting of the installation of bituminous paving, concrete curb and gutter, sanitary sewer service repair, drainage facilities, and necessary appurtenances on all that property abutting:

PID	Address
000111000222	1910 XYZ Avenue
000222000333	1444 XYZ Avenue
000444000555	1912 XYZ Avenue
000555000666	1913 XYZ Avenue

as described in the Notice of Hearings at a cost presently estimated at \$1,131,996.54 and substantially in accordance with the preliminary report as to the feasibility thereof which is now on file in the office of the City Manager; at which all persons desiring to be heard were given an opportunity to be heard thereon, and having considered the views of all interested persons, the Council does hereby determine and order that said improvement shall be constructed and financed and that all streets be constructed substantially as recommended in the feasibility report. The City Engineer for the project is directed to prepare and submit to the Council the final plans and specifications for the improvement.

**CITY OF FALCON HEIGHTS  
RESOLUTION 07-04**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS  
FOR XYZ AVENUE RECONSTRUCTION**

WHEREAS, pursuant to resolution passed by the City Council, the City Engineer has prepared plans and specifications for the reconstruction of XYZ Avenue between Snelling Avenue and Hamline Avenue, and has presented such plans and specifications to the Council for approval:

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

1. Such plans and specifications, copies of which are attached hereto, and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the *Roseville Review*, the official newspaper, and in the *Construction Bulletin*, an advertisement for bids upon the making of such approved plans and specifications. The advertisement for bids for XYZ Avenue Reconstruction shall be published as required by law, shall specify the work to be done, shall call the bids on the basis of cash payment for such work, shall state the date and time that the bids will be received by the City Administrator and City Engineer at which time they will be publicly opened in the City Hall by the City Engineer and subsequently be considered by the Council; and that no bids will be considered unless sealed and filed with the Administrator and accompanied by a cash deposit, certified check or bid bond payable to the City of Falcon Heights for ten percent of the amount of such bid.

**CITY OF FALCON HEIGHTS**  
**RESOLUTION No: 2007-05**  
**April 12, 2006**

**AWARDING BIDS FOR XYZ AVE RECONSTRUCTION**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Administrator of said City, said bids were received on Wednesday, March 22, 2006, at 3:00 p.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

BIDDER	AMOUNT
Contractor A	\$837,872.05
Contractor B	\$856,341.41
Contractor C	\$862,949.65
Contractor D	\$992,212.92
Contractor E	\$1,055,872.81

WHEREAS, it appears that Contractor A is the lowest responsible bidder at the tabulated price of \$837,872.05 and

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

1. The Mayor and Administrator are hereby authorized and directed to enter into a contract with Contractor A, for \$837,872.05 in the name of the City of Falcon Heights for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

**CITY OF FALCON HEIGHTS  
RESOLUTION NO. 2007-06**

**RESOLUTION DECLARING COST TO BE ASSESSED  
RECEIVING PROPOSED SPECIAL  
ASSESSMENT ROLL AND PROVIDING FOR HEARINGS  
FOR THE HAMLINE/ HOYT RECONSTRUCTION PROJECT**

WHEREAS, contracts have been let and costs have been determined for the XYZ Avenue Reconstruction project on all that property adjacent to the road for the reconstruction of the street by the installation of bituminous paving, concrete curb and gutter, storm sewer, landscaping, utility repair, and necessary appurtenances; and

WHEREAS, the forgoing is in the area described in the legal notice relating to the original hearing on the improvements and the resolutions relating thereto, and the City will pay \$572,639.80 as its share of the cost. The cost to be specifically assessed is hereby declared to be \$16,819.82; and

BE IT RESOLVED by the Council of the City of Falcon Heights, that the proposed 2006 assessment roll for the XYZ Avenue reconstruction project now on file and open to public inspection in the office of the City Administrator is approved, and the Administrator is directed to publish and mail notices stating that the Council will meet to consider the proposed assessments on November 8, 2006, at the City Hall, 2077 Larpenteur Avenue W, in the City of Falcon Heights at 7:00 o'clock p.m.

The notices shall state the date, time, and place of the meeting, the general nature of said improvement, the area proposed to be assessed, the total amount of the proposed assessment, that the proposed assessment roll is on file with the Administrator, that written or oral objections thereto by any property owner will be considered, and shall contain such other provisions as may be required by law. The first installment will be payable with interest at the rate of 6.25 percent per annum on the entire assessment from the date of the resolution levying the same to December 31, 2006, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments, except that no interest will be charged if the entire assessment as to any parcel is paid at the office of the Treasurer within 30 days from the adoption of the assessment roll.

It shall be published in the official newspaper of the City at least once, and shall be mailed to the owner of each parcel described in the assessment roll, not less than two weeks prior to the date of said meeting. For the purpose of such mailed notice, owners of said parcels shall be those shown as such on the records of the County Treasurer. Every property owner whose name does not appear on such records (other than owners of property which is tax exempt or is taxed on a gross earning basis) shall be deemed to have waived such mailed notice unless he had requested in writing that the County Treasurer include his name on the records for this purpose.

**APPLICATION FOR DEFERMENT OF SPECIAL ASSESSMENTS**

To the City Council of the City of Falcon Heights, Ramsey County, Minnesota.

\_\_\_\_\_ (Applicant) being first duly sworn  
deposes and states:

1. That Applicant is the owner of the following described real estate located in the City of Falcon Heights, Ramsey County, Minnesota:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2. Pursuant to Minn. Stat. S435.193, et. seq. and Falcon Heights Council Resolution 2008-10, Applicant requests deferral of the payment of special assessment for the \_\_\_\_\_ improvement.

3. In support of this request, Applicant represents as follows:

- a. Applicant is over 65 years of age;
- b. Applicant is permanently and totally disabled as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

c. Applicant's annual gross income plus tax-exempt income is \$ \_\_\_\_\_.

4. Applicant declares that the foregoing information is true and correct and agreed to immediately inform the Falcon Heights City Administrator should any of the foregoing information change, and agrees that if the deferral is granted, Applicant will immediately upon termination of the deferral pay to the City the deferred assessment with interest.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

**CITY OF FALCON HEIGHTS  
RESOLUTION NO. 2007-06**

**A RESOLUTION OF THE CITY OF FALCON HEIGHTS  
APPROVING DEFERRED ASSESSMENTS**

WHEREAS, the Applicant has presented to the City Council an application for deferral special assessments pursuant to law; and

WHEREAS, the Applicant is over age 65, totally and permanently disabled and meets the other requirements for deferral of special assessments;

NOW, THERFORE, BE IT RESOLVED, by the City Council of the City of Falcon Heights, Minnesota as follows:

1. \_\_\_\_\_ (the Applicant) is hereby granted deferral of payment of special for the \_\_\_\_\_ Improvement on parcel number \_\_\_\_\_ on the following conditions:

2. That the conditions described in the application for deferral continue to exist.

3. This deferral shall terminate after a period of \_\_\_\_\_ years.

4. This deferral shall terminate upon:

- a. Applicants death, provided that the spouse is otherwise not eligible for the benefits hereunder;
- b. The sale, transfer or subdivision of the property or any part thereof;
- c. If the property should, for any reason, lose its homestead status;
- d. If for any reason the City Council determines that there would be no hardship to require immediate or partial payment.

2. Those sums otherwise due and payable for the special assessments shall accrue interest at the rate of \_\_\_\_\_%, which interest shall be paid with property taxes during the deferral period.

Done at a \_\_\_\_\_ meeting of the City Council of the City of Falcon Heights this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



DRAFT

**ITEM:**                   **Disbursements and payroll**

**SUBMITTED BY:**   **Roland Olson, Finance Director**

**REVIEWED BY:**   **Justin Miller, City Administrator**

**EXPLANATION:**

1. General Disbursements through 6/6/07: \$104,688.08
2. Payroll through 5/30/07: \$15,993.04

**ATTACHMENTS:**

General disbursements, credit card statement, and payroll

**ACTION REQUESTED:**

Approval

PACKET: 00102 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

# Council Report

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00142	ACTION IMPRINTS					
I-30366		REC STAFF T-SHIRTS W/LOGO	436.40			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		REC STAFF T-SHIRTS W/LOGO		201 4201-70100-000	SUPPLIES	436.40
		=== VENDOR TOTALS ===	436.40			
=====						
01-00223	ALL THINGS EMBROIDERED					
I-12		CLOTHING WITH CITY LOGO	26.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		CLOTHING WITH CITY LOGO		101 4112-70100-000	SUPPLIES	26.00
		=== VENDOR TOTALS ===	26.00			
=====						
01-00222	ALLEGRA PRINT & IMAGING					
I-200706060527		CAFR REPORT COVERS	93.98			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		CAFR REPORT COVERS		101 4113-70100-000	SUPPLIES	93.98
		=== VENDOR TOTALS ===	93.98			
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-083619I		FILE JACKET, BINDER/WALL CLIP	55.12			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		FILE JACKET, BINDER/WALL CLIPS		101 4112-70100-000	SUPPLIES	55.12
		=== VENDOR TOTALS ===	55.12			
=====						
01-00274	AMERICAN TEST CENTER INC					
I-2071816		757 - ANNUAL TEST/INSPECTION	591.08			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		757 - ANNUAL TEST/INSPECTION		101 4124-87029-000	REPAIR OTHER EQUIPMENT	591.08
		=== VENDOR TOTALS ===	591.08			
=====						
01-00250	AMERIPRIDE LINEN&APPAREL					
I-M232838		LINEN CLEANING 5/22/07	31.88			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		LINEN CLEANING 5/22/07		101 4124-82011-000	LINEN CLEANING	31.88
I-M246032		LINEN CLEANING 6/5/07	31.88			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		LINEN CLEANING 6/5/07		101 4124-82011-000	LINEN CLEANING	31.88
		=== VENDOR TOTALS ===	63.76			

PACKET: 00102 Regular 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
=====						
01-00269	ANAHEIM HILTON					
I-200706060522		GFOA CONFERENCE HOTEL EXP	496.88			
6/06/2007	APBNK	MANUAL CK# 071645 5/30/2007				
		GFOA CONFERENCE HOTEL EXP		101 4113-86100-000	CONFERENCES/EDUCATION/AS	496.88
		=== VENDOR TOTALS ===	496.88			
=====						
01-00199	ASSOCIATION RECYCLING MANAGERS					
I-200706060517		RECYCLING WORKSHOP- DEB	25.00			
6/06/2007	APBNK	MANUAL CK# 071629 5/25/2007				
		RECYCLING WORKSHOP- DEB		206 4206-86100-000	CONFERENCES/EDUCATION/AS	25.00
		=== VENDOR TOTALS ===	25.00			
=====						
01-00135	AUDIOVISUAL					
I-26666700		CAMERAS/CABLE-COUNCIL CHAMBER	2,662.19			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		CAMERAS/CABLE-COUNCIL CHAMBERS		101 4131-87010-000	CITY HALL MAINTENANCE	2,662.19
		=== VENDOR TOTALS ===	2,662.19			
=====						
01-00892	BEARCOM					
I-3660248		REPAIR RADIOS	58.71			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		REPAIR RADIOS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	58.71
		=== VENDOR TOTALS ===	58.71			
=====						
01-00971	JUSTIN BODE					
I-200706060541		REFUND: SOCCER FIELD RESERVAT	85.20			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		REFUND-SOCCER FEILD RESERVATIO		201 34340-000	NON-RESIDENT FEE	85.20
		=== VENDOR TOTALS ===	85.20			
=====						
01-01049	BUREAU CRIMINAL APPREHEN.					
I-200706060525		5 BACKGROUND CHECKS	75.00			
6/06/2007	APBNK	MANUAL CK# 071648 6/05/2007				
		5 BACKGROUND CHECKS		201 4201-89000-000	MISCELLANEOUS	75.00
		=== VENDOR TOTALS ===	75.00			

PACKET: 00102 Regular 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
=====						
01-03089	CASH					
I-200706060521		MISC EXPENSES	166.31			
6/06/2007	APBNK	MANUAL CK# 071644 5/30/2007				
		COACHES TRAINING EXP		201 4201-89000-000	MISCELLANEOUS	5.94
		MAY 07 WORKSHOP EXPS		101 4111-70100-000	SUPPLIES	40.75
		HOSE FOR COMM GARDEN		203 4203-71500-000	SUPPLIES	31.93
		CAFR COMBS & STORAGE BOXES		101 4113-70100-000	SUPPLIES	51.83
		2 CENT STAMPS		101 4112-70500-000	POSTAGE	2.00
		OSHA MULTI CITY TNG EXPS		101 4131-89000-000	MISCELLANEOUS	18.66
		CERTIFIED MAIL & 2 CENT STAMPS		101 4112-70500-000	POSTAGE	15.20
		=== VENDOR TOTALS ===	166.31			
=====						
01-05469	CHUCK LONG					
I-200706060538		REIMB:PLANNING COMM TNG	55.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		REIMB:PLANNING COMM TNG		101 4117-86100-000	CONFERENCES/EDUCATION/AS	55.00
		=== VENDOR TOTALS ===	55.00			
=====						
01-03123	CINTAS CORPORATION #470					
I-470667647		RUG SVC 5/22/07	56.93			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		RUG SVC 5/22/07		101 4131-87010-000	CITY HALL MAINTENANCE	56.93
		=== VENDOR TOTALS ===	56.93			
=====						
01-06290	CITY OF ROSEVILLE					
I-5954		JUNE/07 TECH SUPPORT	920.42			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE/07 TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	920.42
I-5972		FEB15-APR15 TELE & VOICEMAIL	822.19			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		FEB15-APR15 TELE & VOICEMAIL		101 4116-85010-000	TELEPHONE	822.19
		=== VENDOR TOTALS ===	1,742.61			
=====						
01-03121	CITY OF ST PAUL					
I-99371		APR/07 FUEL	511.39			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		APR/07 FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	511.39
		=== VENDOR TOTALS ===	511.39			



PACKET: 00102 Regular 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
=====						
01-05090		DEEP ROCK WATER COMPANY				
I-6119380		H20 & COOLER RENTAL	54.45			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		H20 & COOLER RENTAL		101 4131-85040-000	WATER	27.23
		H20 & COOLER RENTAL		101 4124-89000-000	MISCELLANEOUS	27.22
		=== VENDOR TOTALS ===	54.45			
=====						
01-03300		DISCOUNT STEEL, INC				
I-1401380		STREET SIGN POLES	7.26			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		STREET SIGN POLES		101 4132-70120-000	SUPPLIES	7.26
		=== VENDOR TOTALS ===	7.26			
=====						
01-04027		EMERGENCY APPARATUS MAINT				
I-30396		753 PUMP TEST & SVC	594.16			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		753 PUMP TEST & SVC		101 4124-87029-000	REPAIR OTHER EQUIPMENT	594.16
I-30398		752 PUMPT TEST & SVC OF PUMP	619.14			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		752 PUMPT TEST & SVC OF PUMP		101 4124-87029-000	REPAIR OTHER EQUIPMENT	619.14
		=== VENDOR TOTALS ===	1,213.30			
=====						
01-05044		GALLES CORPORATION				
I-111822		4 FOAM SQUEEGEES W HANDLES	178.75			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		4 FOAM SQUEEGEES W HANDLES		101 4124-70100-000	SUPPLIES	178.75
		=== VENDOR TOTALS ===	178.75			
=====						
01-05121		GFOA				
I-52001		2007 CITY MEMBERSHIP	160.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		2007 CITY MEMBERSHIP		101 4113-86100-000	CONFERENCES/EDUCATION/AS	160.00
		=== VENDOR TOTALS ===	160.00			

PACKET: 00102 Regular 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
=====						
01-05119	GFOA					
I-200706060516		CAFR APPLICATION FEE	350.00			
6/06/2007	APBNK	MANUAL CK# 071628 5/22/2007				
		CAFR APPLICATION FEE		101 4113-89000-000	MISCELLANEOUS	350.00
		=== VENDOR TOTALS ===	350.00			
=====						
01-05248	HENN TECH COLLEGE					
I-129948		FIRE TRAILER FORCED ENTRY REN	650.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		FIRE TRAILER FORCED ENTRY RENT		101 4124-86020-000	TRAINING	650.00
		=== VENDOR TOTALS ===	650.00			
=====						
01-05025	MATT HIEBER					
I-200706060524		REC SPORTS REFUND	40.00			
6/06/2007	APBNK	MANUAL CK# 071647 6/05/2007				
		REC SPORTS REFUND		201 34340-000	NON-RESIDENT FEE	40.00
		=== VENDOR TOTALS ===	40.00			
=====						
01-05153	HOME DEPOT CRC/GECP					
I-200706060519		COMM GARDEN PROJ: STAKES&LINE	23.43			
6/06/2007	APBNK	MANUAL CK# 071630 5/25/2007				
		COMM GARDEN PROJ: STAKES&LINE		203 4203-71500-000	SUPPLIES	23.43
		=== VENDOR TOTALS ===	23.43			
=====						
01-05180	HSBC BUSINESS SOLUTIONS					
I-4042018689		PATCHING	106.49			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		PATCHING		101 4132-75000-000	BITUMINOUS PATCHING	106.49
		=== VENDOR TOTALS ===	106.49			
=====						
01-05200	ICMA RETIREMENT TRUST 457					
I-200706060515		ICMA MAY 07	1,364.00			
6/06/2007	APBNK	MANUAL CK# 071627 5/21/2007				
		ICMA MAY 07		101 21709-000	OTHER PR WH PAYABLE	1,162.50
		ICMA MAY 07		204 21709-000	OTHER PR WH PAYABLE	15.00
		ICMA MAY 07		601 21709-000	OTHER PR WH PAYABLE	98.00
		ICMA MAY 07		602 21709-000	OTHER PR WH PAYABLE	88.50

PACKET: 00102 Regular 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
=====						
01-05200	ICMA RETIREMENT TRUST 457	( ** CONTINUED ** )				
-----						
I-200706060543		JUNE/07 ICMA	1,364.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE/07 ICMA		101 21709-000	OTHER PR WH PAYABLE	1,162.50
		JUNE/07 ICMA		204 21709-000	OTHER PR WH PAYABLE	15.00
		JUNE/07 ICMA		601 21709-000	OTHER PR WH PAYABLE	98.00
		JUNE/07 ICMA		602 21709-000	OTHER PR WH PAYABLE	88.50
		=== VENDOR TOTALS ===	2,728.00			
=====						
01-05052	JOHNSON-POWERS,DAN					
-----						
I-200706060534		MILAGE REIMB HAZMAT TNG	46.56			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		MILAGE REIMB HAZMAT TNG		101 4124-86010-000	MILEAGE	46.56
		=== VENDOR TOTALS ===	46.56			
=====						
01-05370	KERN, DEWENTER, VIERE LTD					
-----						
I-70594		BALANCE ANNUAL AUDIT FEE	4,200.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		BALANCE ANNUAL AUDIT FEE		101 4113-80310-000	AUDIT	4,200.00
		=== VENDOR TOTALS ===	4,200.00			
=====						
01-05409	STACEY KREUSER					
-----						
I-200706060540		CITY IMAGES MEETNG EXPS REIMB	20.19			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		CITY IMAGES MEETNG EXPS REIMB		101 4112-86100-000	CONFERENCES/EDUCATION/AS	10.00
		MILEAGE REIMB		101 4112-86010-000	MILEAGE	10.19
		=== VENDOR TOTALS ===	20.19			
=====						
01-05466	LANDS'END BUSINESS OUTFIT					
-----						
I-5584752		CLOTHING WITH CITY LOGO	64.11			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		CLOTHING WITH CITY LOGO		101 4112-70100-000	SUPPLIES	64.11
		=== VENDOR TOTALS ===	64.11			



PACKET: 00102 Regular 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
=====						
01-05569	LINDERS GARDEN CENTER					
I-899017		PLANTS FOR LARPENTEUR/SNELLIN	63.13			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		PLANTS FOR LARPENTEUR/SNELLING		101 4132-87010-000	BOULEVARD MAINTENANCE	63.13
		=== VENDOR TOTALS ===	63.13			
=====						
01-05440	LOFFLER COMPANIES, INC					
I-192393		QUARTERLY MAINT 5/22-8/22	386.16			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		QUARTERLY MAINT 5/22-8/22		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	386.16
		=== VENDOR TOTALS ===	386.16			
=====						
01-05646	M-R SIGN COMPANY INC					
I-146406		STOP SIGNS	1,934.04			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		STOP SIGNS		412 4412-92050-000	STOP SIGNS	1,934.04
		=== VENDOR TOTALS ===	1,934.04			
=====						
01-05470	MATERIALS MANAGEMENT DIVISION					
I-200706060545		COOPERATIVE PURCHASE MEMBERSH	500.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		COOPERATIVE PURCHASE MEMBERSHP		101 4131-87010-000	CITY HALL MAINTENANCE	500.00
		=== VENDOR TOTALS ===	500.00			
=====						
01-05665	METROPOLITAN COUNCIL					
I-200706060544		JUNE/07 S.S.	31,588.02			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE/07 S.S.		601 4601-85060-000	METRO SEWER CHARGES	31,588.02
		=== VENDOR TOTALS ===	31,588.02			
=====						
01-05735	MN CITY/COUNTY MANAGEMENT					
I-200706060530		2007 MCMA MEMBERSHIP DUES	80.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		2007 MCMA MEMBERSHIP DUES		101 4112-86100-000	CONFERENCES/EDUCATION/AS	80.00
		=== VENDOR TOTALS ===	80.00			

PACKET: 00102 Regular 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
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-200706060520		JUNE 07 INS DEB	16.00			
6/06/2007	APBNK	MANUAL CK# 071631 5/29/2007				
		JUNE 07 INS DEB		101 21709-000	OTHER PR WH PAYABLE	15.20
		JUNE 07 INS DEB		206 21709-000	OTHER PR WH PAYABLE	0.80
		=== VENDOR TOTALS ===	16.00			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-027		CELL PHONE FIRE - MAY/07	112.75			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		CELL PHONE FIRE - MAY/07		101 4124-85015-000	CELL PHONE	112.75
I-047		CELL PHONE - MAY/07	240.11			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		CELL PHONE - MAY/07		101 4121-85015-000	CELL PHONE	69.63
		CELL PHONE MAY/07		101 4131-85015-000	CELL PHONE	11.98
		CELL PHONE MAY/07		101 4141-85015-000	CELL PHONE	31.22
		CELL PHONE MAY/07		101 4132-85015-000	CELL PHONE	7.21
		CELL PHONE MAY/07		601 4601-85015-000	CELL PHONE	60.03
		CELL PHONE MAY/07		602 4602-85015-000	CELL PHONES	60.04
		=== VENDOR TOTALS ===	352.86			
=====						
01-03212	NORTH SUBURBAN ACCESS CO.					
I-07-741		REIMB;MAUREEN CABLE WORK APR	132.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		REIMB;MAUREEN CABLE WORK APR		101 4116-85060-000	WEB SITE	132.00
I-07-742		REIMB;MAUREEN CABLE WORK MAR	96.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		REIMB;MAUREEN CABLE WORK MAR		101 4116-85060-000	WEB SITE	96.00
		=== VENDOR TOTALS ===	228.00			
=====						
01-06054	ORCHARD TRUST COMPANY					
I-200706060531		JUNE/07 MN DEF COMP	240.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE/07 MN DEF COMP		101 21709-000	OTHER PR WH PAYABLE	235.00
		JUNE/07 MN DEF COMP		201 21709-000	OTHER PR WH PAYABLE	5.00
		=== VENDOR TOTALS ===	240.00			

PACKET: 00102 Regular 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
=====						
01-06053	OREILLY AUTO PARTS					
I-1799-111259		UNDERCOATING	51.23			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		UNDERCOATING		101 4131-87010-000	CITY HALL MAINTENANCE	51.23
		=== VENDOR TOTALS ===	51.23			
=====						
01-06115	TIMOTHY PITTMAN					
I-200706060537		RIEMB; MILEAGE	118.82			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		RIEMB; MILEAGE		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	118.82
		=== VENDOR TOTALS ===	118.82			
=====						
01-06945	QWEST					
I-200706060542		JUNE LANDLINE TELEPHONE	111.51			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	111.51
		=== VENDOR TOTALS ===	111.51			
=====						
01-06185	RAMSEY COUNTY					
I-463		RADIO SUBSCRIBER FEE APR/07	85.60			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		RADIO SUBSCRIBER FEE APR/07		101 4124-86800-000	RADIO MESH/FLEET SUPPORT	85.60
		=== VENDOR TOTALS ===	85.60			
=====						
01-06122	SCHOOL-TECH INC					
I-304401		SOCCER NETS	136.85			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		SOCCER NETS		101 4141-87120-000	REPAIRS & MAINTENANCE	136.85
		=== VENDOR TOTALS ===	136.85			
=====						
01-06535	SPEEDWAY SUPERAMERICA					
I-121842		FUEL FOR HAULING BLACK DIRT	101.41			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		FUEL FOR HAULING BLACK DIRT		203 4203-89000-000	MISCELLANEOUS	101.41
		=== VENDOR TOTALS ===	101.41			

PACKET: 00102 Regular 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
=====						
01-07228	CITY OF ST ANTHONY					
I-1785		JUNE/07 POLICE SVCS	43,291.67			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE/07 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	43,291.67
=== VENDOR TOTALS ===			43,291.67			

=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-200706060539		H2O AND SS CHARGES	74.21			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		H2O CHRG		101 4131-85040-000	WATER	11.23
		SS CHRG		101 4131-85070-000	SEWER	13.02
		H2O CHRG		101 4141-85040-000	WATER	11.96
		SS CHRG		101 4141-85070-000	SEWER	13.02
		H2O CHRG		101 4141-85040-000	WATER	11.96
		SS CHRG		101 4141-85070-000	SEWER	13.02
=== VENDOR TOTALS ===			74.21			

=====						
01-06525	SUBURBAN ACE HARDWARE					
I-200706060528		SUPPLIES MAY/07	181.39			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		66736 - WEED WIP LINE		101 4131-70110-000	SUPPLIES	14.86
		66801 - SIGN POLE REMOVALS		101 4132-70120-000	SUPPLIES	37.06
		66697 - TREE TRIM SUPPLIES		101 4131-70110-000	SUPPLIES	16.28
		66705 - CHAINSAW CHAIN		101 4131-87010-000	CITY HALL MAINTENANCE	24.48
		66543-STORAGE BLDG SECUREMENT		203 4203-71500-000	SUPPLIES	11.69
		66678 - TREE TRIM SUPPLIES		101 4131-70110-000	SUPPLIES	22.33
		66495 - HOIST MOUNTING		101 4131-87010-000	CITY HALL MAINTENANCE	16.38
		66513 - SOAP		101 4131-70110-000	SUPPLIES	6.36
		66906 - TILLER RENTAL		101 4132-87500-000	RENTAL OF EQUIPMENT	31.95
=== VENDOR TOTALS ===			181.39			

=====						
01-06664	TERMINIX					
I-269217246		PEST CONTROL APR/07	47.93			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		PEST CONTROL APR/07		101 4131-87010-000	CITY HALL MAINTENANCE	47.93
=== VENDOR TOTALS ===			47.93			



PACKET: 00102 Regular 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
=====						
01-06685		TRAFFIX GRAFFIX				
I-5489		SIGNS FOR PARK/REC CLASSES	188.51			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		SIGNS FOR PARK/REC CLASSES		101 4116-70100-000	SUPPLIES	188.51
		=== VENDOR TOTALS ===	188.51			
=====						
01-03115		TRUGREEN-CHEMLAWN				
I-752398		WEED CONTROL APR/07	173.60			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		WEED CONTROL APR/07		101 4131-87010-000	CITY HALL MAINTENANCE	173.60
I-752400		WEED CONTROL APR/07	97.98			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		WEED CONTROL APR/07		101 4141-87120-000	REPAIRS & MAINTENANCE	97.98
I-772985		FERTILIZER AND WEED CONTROL	200.22			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		FERTILIZER AND WEED CONTROL		101 4131-87010-000	CITY HALL MAINTENANCE	200.22
I-772986		FERTILIZER AND WEED CONTROL	119.28			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		FERTILIZER AND WEED CONTROL		101 4141-87120-000	REPAIRS & MAINTENANCE	119.28
		=== VENDOR TOTALS ===	591.08			
=====						
01-06930		U.S. POSTMASTER				
I-200706060532		15 ROLLS STAMPS	615.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		15 ROLLS STAMPS		101 4112-70500-000	POSTAGE	615.00
		=== VENDOR TOTALS ===	615.00			
=====						
01-06931		U.S. POSTMASTER				
I-200706060533		BULK MAIL POSTAGE	400.00			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		BULK MAIL POSTAGE		101 4112-70500-000	POSTAGE	400.00
		=== VENDOR TOTALS ===	400.00			

PACKET: 00102 Regular 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
=====						
01-07901		WASTE MANAGEMENT-BLAINE				
I-3488368		JUNE/07 RECYCLING COMMERCIAL	596.40			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE/07 RECYCLING COMMERCIAL		206 4206-82030-000	RECYCLING CONTRACTS	596.40
I-3494053		JUNE/07 RECYCLING RESIDENTIAL	1,858.45			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		JUNE/07 RECYCLING RESIDENTIAL		206 4206-82030-000	RECYCLING CONTRACTS	1,858.45
		=== VENDOR TOTALS ===	2,454.85			
=====						
01-05870		XCEL ENERGY				
I-200706060526		ELECTRIC / GAS	1,497.91			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		ELECTRIC - CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	6.56
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	25.25
		ELECTRIC - SIGNS		101 4132-85020-000	STREET LIGHTING	8.52
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	8.52
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	35.86
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	34.18
		ELECTRIC - COMM PARK		101 4141-85020-000	ELECTRIC/GAS	260.27
		GAS - COMM PARK		101 4141-85030-000	NATURAL GAS	67.35
		ELECTRIC - ICE RINK LIGHTS		101 4141-85020-000	ELECTRIC/GAS	22.80
		GAS		101 4131-85030-000	NATURAL GAS	84.59
		ELECTRIC		601 4601-85020-000	ELECTRIC	21.32
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	8.52
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	78.63
		ELECTRIC		101 4131-85020-000	ELECTRIC	835.54
I-200706060535		ELECTRIC	40.15			
6/06/2007	APBNK	DUE: 6/06/2007 DISC: 6/06/2007				
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	40.15
		=== VENDOR TOTALS ===	1,538.06			
		=== PACKET TOTALS ===	102,420.43			

PERA CK 71646

\$ 2267.65

\$ 104,688.08

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
00:	KUETTEL, LAURA A	R	5/30/2007	277.05	071632
0014	TALBOT JR, RICHARD P	R	5/30/2007	7.05	071633
1136	OLSON, ROLAND O	R	5/30/2007	1,653.60	071634
1035	AUGER SR, JOSEPH J	R	5/30/2007	304.15	071635
0034	KURHAJETZ, CLEMENT	R	5/30/2007	342.60	071636
0074	ALLEN, MARK J	R	5/30/2007	184.70	071637
0095	POESCHL, MICHAEL J	R	5/30/2007	92.35	071638
0097	GAFFNEY, PATRICK	R	5/30/2007	92.35	071639
0098	REZNY, BRADLEY J	R	5/30/2007	91.35	071640
1030	PITTMAN, TIMOTHY J	R	5/30/2007	1,350.28	071641
1178	FISCHER, PETER M	R	5/30/2007	806.17	071642
2121	RAJCIC, KAREN E	R	5/30/2007	92.35	071643

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\* PAY PERIOD ENDING 5/31/2007

EMP #	NAME	AMOUNT
01-0006	SUSAN GEHRZ	5.57
01-0013	PETER C LINDSTROM	192.05
01-0016	PAMELA M HARRIS	277.05
01-1002	JUSTIN J MILLER	2,147.33
01-1008	STACEY T KREUSER	1,279.43
01-1009	MELANIE M LEEHY	673.59
01-1141	MICHAEL C YARD	723.01
01-1038	DEBORAH K JONES	1,551.03
01-0040	KEVIN ANDERSON	10.03
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,209.95
01-1143	COLIN B CALLAHAN	1,168.02
01-1016	LISA A ABERNATHY	1,161.98

TOTAL PRINTED: 13 10,699.04

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

REGULAR CHECKS:	12	5,294.00
DIRECT DEPOSIT REGULAR CHECKS:	13	10,699.04
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	25	15,993.04

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

**ITEM:                    2007 Licenses**

**SUBMITTED BY:   Stacey Kreuser, Assistant City Administrator/Deputy Clerk**

**Explanation:**

The following business has applied for a tree trimming/treating/removal license. Staff has received the necessary documents for licensure.

- Carr's Tree Service

The following business has applied for a mechanical contractor's license. Staff has received the necessary documents for licensure.

- Aspen Air
- Paul Falz Co.
- Genz-Ryan Plumbing & Heating



**ITEM:**                   **Resolution to change polling place location**

**SUBMITTED BY:**   **Stacey Kreuser, Assistant City Administrator/Deputy Clerk**

**EXPLANATION:**

A couple months ago, the City was informed Falcon Heights Elementary would no longer be able to house the elections in the school gymnasium due to space constraints. The city attempted to negotiate an alternative activity for students on Nov. 6 in order to keep the elections at the school, however school officials were not able to accommodate.

Staff then contacted the Falcon Heights United Church of Christ, 1795 Holton, about hosting the elections. Church officials and the church council were excited at the prospect of the elections coming back to the church, as they were once held at FHUCC. The church has a new Community Room, which will be a wonderful space for elections.

Residents who live east of Snelling Avenue will receive a mailing notifying them of the polling place change, and the City will publicize the change in flyers and the newsletter.

**ATTACHMENT:**

Resolution 07-08

**City of Falcon Heights**  
**COUNCIL RESOLUTION TO CHANGE POLLING PLACE LOCATION**  
**No. 07-08**

BE IT RESOLVED, pursuant to Minnesota Statutes 204B.16, the Council of the City of Falcon Heights hereby authorizes that the location of the following polling place(s) is changed, effective this 2007 election year.

The city clerk is hereby authorized to make any subsequent changes that may become necessary between this date and the date of the election should one or more polling places become unavailable for use. A postal notification will be sent to all registered voters affected by the changes no later than 25 days before the election.

The city clerk is hereby authorized to inform the Ramsey County elections office of this/these change(s).

Old polling place location:

Falcon Heights Elementary, 1393 Garden Avenue, Falcon Heights, MN

New polling place location:

Falcon Heights United Church of Christ, 1795 Holton Street, Falcon Heights, MN

Moved by:

GEHRZ  
KUETTEL  
HARRIS  
LINDSTROM  
TALBOT

In Favor  
  
Against

Approved by: \_\_\_\_\_  
Susan L. Gehrz, Mayor  
June 13, 2007

Attested by: \_\_\_\_\_  
Justin Miller  
City Administrator/Clerk  
June 13, 2007

**ITEM:** Changes to the Employment Agreement for the City Administrator

**SUBMITTED BY:** Mayor Gehrz

**REVIEWED BY:** Roland Olson, Finance Director

**EXPLANATION:**

Justin Miller started in the position of City Administrator on June 19, 2006 and has now completed one year of service. A formal performance review was conducted by the Mayor and included interviews with all City Council members, the Chair of the Human Rights Commission, the Chair of the Environment Commission, the Finance Director, the Assistant City Administrator/Deputy Clerk, the Parks and Public Works Director, and the Planning and Zoning Director.

Justin has met or exceeded our expectations in all areas of performance. A comprehensive written performance review has been completed and discussed with him.

In recognition of his outstanding performance and our goal of retaining him as our City Administrator, the following change to the Employment Agreement between the City and Justin Miller is recommended for council approval:

Increase the annual salary to \$83,300 effective June 19, 2007.

This recommended increase is consistent with the policy goal that the council adopted in 2003 for the purpose of recruiting and retaining professional management for city services, capital assets, and contractual relationships. In 2003, the city conducted a review of how the salaries and responsibilities of city staff positions compared with other metropolitan cities of similar sizes. As a result, the city council approved a goal and a plan to maintain salaries at 90% of the average of comparable cities. The 90% of the average compensation for comparable cities adjusts for our geographic size, population, number of employees, and number of enterprise funds and utilities operated by the city of Falcon Heights.

Data from the 2006 Stanton salary survey was used to calculate the average salary for comparable positions in the following cities: Little Canada, Arden Hills, St. Anthony, Hugo, Mahtomedi, St Paul Park, Wayzata, and Lauderdale. The average salary for 2006 for City Administrators/Managers was \$92,551. Ninety percent of that average is \$83,330.

If the council approves this recommended salary increase, approximately \$4466 would be payable in the remaining 6 ½ months of this fiscal year. This would be taken from the contingency fund which is budgeted for unanticipated personnel expenses.

**REQUESTED ACTION:**

Council approval of the recommended salary increase for the City Administrator.