

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

**AGENDA**  
**January 23, 2008**

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL:           LINDSTROM \_\_\_\_ HARRIS \_\_\_\_ KUETTEL \_\_\_\_  
                              LONG \_\_\_\_ MERCER-TAYLOR \_\_\_\_  
                              MILLER \_\_\_\_ KREUSER \_\_\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: January 9, 2008 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General Disbursements through 1/17/08: \$228,869.79  
Payroll through 1/15/08: \$16,640.75 **TAB 2**
  - 2. City License Renewals **TAB 3**
  - 3. 2008 Winterfest and Ice Cream Social Monetary Donations **TAB 4**
  - 4. 2008 - 2009 Tree Trimming and Removal Contract Extension **TAB 5**
  - 5. 2007 Pay Equity Report **TAB 6**
  - 6. Designation of 2008 Acting Mayor **TAB 7**
  - 7. Review of Elected Official Out-of-State Travel Policy **TAB 8**
- G. POLICY AGENDA:
  - 1. Building Official Services Agreement – Second Amendment **TAB 9**
  - 2. Larpenteur Avenue Banner Discussion **TAB 10**
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- 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 City Council  
January 9, 2008**

**Members present:** Mayor Lindstrom, Council members Harris, Kuettel, Long, and Mercer-Taylor, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser.

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

**Presentations:**

1. Oaths of Office by Mayor Lindstrom, and Council members Long and Mercer-Taylor. Mayor Lindstrom took the oath of office, given by his father John Lindstrom. Beth Mercer-Taylor was sworn into office, the oath given by Mayor Lindstrom, and then Chuck Long took the oath, read by his wife Vicki.
2. Proclamation of Evelyn Kolars Day  
Mayor Lindstrom read aloud the Evelyn Kolars proclamation, which recognized Kolars for her long-standing residency in the community and congratulated her on her 100<sup>th</sup> birthday. Kolars graciously accepted the framed proclamation and thanked Lindstrom and the council.

**Consent Agenda:**

Council member Harris stated how great it was to have the numerous applications come in for commission seats. Long agreed by thanking those who applied and thanking the commissioners that served. Mayor Lindstrom gave some background, stating he had completed phone interviews with all the applicants, and the appointments were made based on experience, dedication to the city, and geographic boundary. He said he tried to get an even balance between city quadrants.

Mayor Lindstrom read the council liaison appointments aloud.

Council member Harris moved the following 11 items for approval. The motion passed unanimously.

1. General Disbursements 12/7/07 through 12/31/07: \$328,488.67  
Payroll 12/1/07 through 12/31/07: \$30,669.44
2. Designation of official newspaper for 2008
3. City License Renewals
4. Review and adopt Council standing rules
5. Resolution 08-01 designating official depositories for 2008
6. 2008 Salary Adjustments
7. Appointment of City Engineer
8. Appointment of Prosecuting Attorneys
9. Appointment of City Auditor for 2008
10. Council liaison assignments
11. Commission appointments

The minutes of the December 12, 2007 regular council meeting were approved as submitted.

**Policy Agenda:**

1. Adoption of 2008 Fee Schedule

Administrator Miller introduced the item by stating there were a few changes but mostly the schedule was staying the same. He went over the changes listed in the staff report: liquor

license fees, copying/printing charges, set-up and tear-down costs, a new DVD fee for copies of the council minutes and agendas, and sanitary and storm sewer rate increases. Council member Long moved to approve the 2008 fee schedule. The motion passed unanimously.

**Information/Announcements:**

Council member Mercer-Taylor announced she had started a blog. The web address will be forthcoming.

Council member Harris said she was excited to start a new year with the council and new mayor. She stated the Human Rights Commission would be interested in recruiting some new members, and are working on their visibility efforts within the community by airing topic-related videos on CTV and they are also planning to sponsor a poster contest.

Council member Long invited residents to Winterfest on January 27 from 1 to 4 p.m. at Community Park. In addition, there are parent/child art classes offered, so check those out.

Mayor Lindstrom announced the CERT training would begin on February 7 and run through March 27. Call City Hall to sign up. He also echoed the sentiments of the council by saying he was excited for the next four years, and joked in just the first two weeks as mayor his workload and number of phone calls have increased. He said that the city would go far by working together as a staff, council, neighborhoods, and community.

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Stacey Kreuser  
Assistant City Administrator/Deputy Clerk

**CONSENT F1**  
**1/23/08**

**ITEM:**                   **General Disbursements and Payroll**

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

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

**EXPLANATION:**

General Disbursements through 1/17/08: \$228,869.79

Payroll through 1/15/08: \$16,640.75

**ATTACHMENTS:**

Disbursements, credit card statement and payroll.

**ACTION REQUESTED:**

Approval

PACKET: 00158 PAYABLES JAN 18

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
=====						
01-00224		ALL TEST & INSPECTION INC				
I-CR08-10213		INSPECTION OVERHEAD CRANE-OSH	260.50			
1/17/2008	APBNK	DUE: 1/17/2008 DISC: 1/17/2008				
		INSPECTION OVERHEAD CRANE-OSHA		101 4131-87100-000	INSPECTION TESTS OSHA	260.50
		=== VENDOR TOTALS ===	260.50			
=====						
01-00222		ALLEGRA PRINT & IMAGING				
I-104477		CONTINUOUS RECEIPT FORMS	451.19			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		CONTINUOUS RECEIPT FORMS		101 20200-000	ACCOUNTS PAYABLE	451.19
I-104533		BUSINESS CARDS	128.55			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		BUSINESS CARDS		101 20200-000	ACCOUNTS PAYABLE	128.55
		=== VENDOR TOTALS ===	579.74			
=====						
01-00800		ALLIED WASTE SERVICES				
I-0923-000842055		JAN/08 WASTE REMOVAL	197.12			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN/08 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	197.12
		=== VENDOR TOTALS ===	197.12			
=====						
01-00540		AMEM				
I-200801160890		2008 MEMBERSHIP - JUSTIN	100.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 MEMBERSHIP - JUSTIN		101 4121-86100-000	MILEAGE/CONF/EDUC/ASSOCI	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-00255		AMERICAN OFFICE PRODUCTS				
I-88630		NAME PLATE	9.59			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		NAME PLATE		101 4111-70100-000	SUPPLIES	9.59
I-88652		INK CARTRIDGES & CLEANERS	114.59			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		INK CARTRIDGES& CLEANERS		101 4112-70100-000	SUPPLIES	114.59
I-88700		SELF INK STAMP & CD CASES	40.45			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		SELF INK STAMP & CD CASES		101 4112-70100-000	SUPPLIES	40.45

PACKET: 00158 PAYABLES JAN 18  
 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
=====						
01-00255		AMERICAN OFFICE PRODUCTS ( ** CONTINUED ** )				
I-88709		FILE FOLDERS	16.71			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		FILE FOLDERS		101 4112-70100-000	SUPPLIES	16.71
		=== VENDOR TOTALS ===	181.34			
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-M457832		LINEN CLEANING	32.77			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	32.77
		=== VENDOR TOTALS ===	32.77			
=====						
01-03101		CAPITOL CITY REGION 1				
I-112008		2008 MEMBERSHIP	50.00			
1/17/2008	APBNK	DUE: 1/17/2008 DISC: 1/17/2008				
		2008 MEMBERSHIP		101 4124-86110-000	MEMBERSHIPS	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-03123		CINTAS CORPORATION #470				
I-470762185		RUG SVC 12/4/07	26.29			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		RUG SVC 12/4/07		101 20200-000	ACCOUNTS PAYABLE	26.29
I-470776823		JAN 01 RUG SVC	26.29			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN 01 RUG SVC		101 4131-87010-000	CITY HALL MAINTENANCE	26.29
I-470784123		JAN 15 RUG SVC	26.29			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN 15 RUG SVC		101 4131-87010-000	CITY HALL MAINTENANCE	26.29
		=== VENDOR TOTALS ===	78.87			
=====						
01-03117		CITY OF LITTLE CANADA				
I-200801160887		ADM SEARCH CONSULTING	2,626.39			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		ADM SEARCH CONSULTING		101 20200-000	ACCOUNTS PAYABLE	2,626.39
		=== VENDOR TOTALS ===	2,626.39			

PACKET: 00158 PAYABLES JAN 18

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
=====						
01-06290	CITY OF ROSEVILLE					
I-7003		OCT 11-DEC14 TELEPHONY IT	755.83			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		OCT 11-DEC14 TELEPHONY IT		101 20200-000	ACCOUNTS PAYABLE	755.83
I-7044		JAN/08 TECH SUPPORT	920.42			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN/08 TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	920.42
=== VENDOR TOTALS ===			1,676.25			
=====						
01-03121	CITY OF ST PAUL					
I-102877		FUEL OCT/07 FIRE DEPT	127.97			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		FUEL OCT/07 FIRE DEPT		101 20200-000	ACCOUNTS PAYABLE	127.97
I-102880		FUEL SEPT/07 FIRE DEPT	37.88			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		FUEL SEPT/07 FIRE DEPT		101 20200-000	ACCOUNTS PAYABLE	37.88
-102915		2008 FEE MASTER CONTRACT	350.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 FEE MASTER CONTRACT		101 4131-70110-000	SUPPLIES	350.00
=== VENDOR TOTALS ===			515.85			
=====						
01-03021	CMI CONSTRUCTION MIDWEST					
I-200801160892		KNEE BOARDS	8.14			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		KNEE BOARDS		101 4132-70120-000	SUPPLIES	8.14
=== VENDOR TOTALS ===			8.14			
=====						
01-03550	DOCUMENT RESOURCES					
I-195833		PAYROLL/PAYABLE CHECKS	840.63			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		PAYROLL/PAYABLE CHECKS		101 20200-000	ACCOUNTS PAYABLE	840.63
=== VENDOR TOTALS ===			840.63			



PACKET: 00158 PAYABLES JAN 18

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
=====						
01-04000	EHLERS AND ASSOCIATES					
I-200801160895		2008 PUBLIC FINANCE SEMINAR	230.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 PUBLIC FINANCE SEMINAR		101 4112-86100-000	CONFERENCES/EDUCATION/AS	230.00
I-336439		CALCULATE TIF NOTE & OTHER IN	540.00			
1/16/2008	APBNK	MANUAL CK# 072693 1/16/2008				
		CALCULATE TIF NOTE & OTHER INF		412 20200-000	ACCOUNTS PAYABLE	540.00
		=== VENDOR TOTALS ===	770.00			
=====						
01-07276	HUGHES & COSTELLO					
I-200801160903		JAN/08 PROSECUTIONS	2,621.38			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN/08 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,621.38
		=== VENDOR TOTALS ===	2,621.38			
=====						
01-07294	INCODE-CMS					
-61655		2008 SOFTWARE MAINTENANCE	3,526.69			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 SOFTWARE MAINTENANCE		101 4113-80600-000	SOFTWARE MAINTENANCE	3,526.69
		=== VENDOR TOTALS ===	3,526.69			
=====						
01-03255	KEEPRS, INC.					
I-78047		UNIFORMS - FIRE FIGHTERS	455.08			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		UNIFORMS - FIRE FIGHTERS		101 20200-000	ACCOUNTS PAYABLE	455.08
		=== VENDOR TOTALS ===	455.08			
=====						
01-05500	LEAGUE OF MINNESOTA HUMAN RIGH					
I-200801160891		2008 MEMBERSHIP DUES	55.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 MEMBERSHIP DUES		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	55.00
		=== VENDOR TOTALS ===	55.00			



PACKET: 00158 PAYABLES JAN 18

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
=====						
01-05549	MELANIE LEEHY					
I-200801160893		REIMB: CLEANING SUPPLIES	7.64			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		REIMB: CLEANING SUPPLIES		101 4131-70110-000	SUPPLIES	7.64
=== VENDOR TOTALS ===			7.64			
=====						
01-05487	METROPOLITAN EMERGENCY MANAGER					
I-200801160889		2008 MEMBERSHIP - JUSTIN	30.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 MEMBERSHIP - JUSTIN		101 4121-86100-000	MILEAGE/CONF/EDUC/ASSOCI	30.00
=== VENDOR TOTALS ===			30.00			
=====						
01-05514	METRO CITIES					
I-1027		2008 MEMBERSHIP DUES	2,316.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 MEMBERSHIP DUES		101 4111-86140-000	COMMISSIONS/MEMBERSHIPS/	2,316.00
I-980		MAMA MEETING EXPS	18.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		MAMA MEETING EXPS - JUSTIN		101 4112-86100-000	CONFERENCES/EDUCATION/AS	18.00
=== VENDOR TOTALS ===			2,334.00			
=====						
01-05665	METROPOLITAN COUNCIL					
I-864208		FEB/08 S.S.	36,383.81			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		FEB/08 S.S.		601 4601-85060-000	METRO SEWER CHARGES	36,383.81
=== VENDOR TOTALS ===			36,383.81			
=====						
01-05739	MN DEPT EMPLOYMENT AND ECONOMI					
I-200801170911		UNEMPLOYMENT BENEFITS	23.77			
1/17/2008	APBNK	DUE: 1/17/2008 DISC: 1/17/2008				
		UNEMPLOYMENT BENEFITS		201 20200-000	ACCOUNTS PAYABLE	23.77
=== VENDOR TOTALS ===			23.77			

PACKET: 00158 PAYABLES JAN 18

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
=====						
01-05746	MN DEPT OF FINANCE, TREASURY D					
I-200801170908		BOND ALLOCATION APP DEPOSIT	125,000.00			
1/17/2008	APBNK	MANUAL CK# 072658 1/08/2008				
		BOND ALLOCATION APP DEPOSIT		419 4419-89000-000	ALLOCATION BONDING AUTH	125,000.00
=====						
I-200801170909		BOND ALLOCATION APP FEE	2,500.00			
1/17/2008	APBNK	MANUAL CK# 072657 1/08/2008				
		BOND ALLOCATION APP FEE		419 4419-89000-000	ALLOCATION BONDING AUTH	2,500.00
		=== VENDOR TOTALS ===	127,500.00			
=====						
01-05797	MN STATE FIRE DEPT. ASSOC					
I-200801160899		MEMBERSHIP DUES	216.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS	216.00
		=== VENDOR TOTALS ===	216.00			
=====						
01-04875	MOBILE MINI, INC.					
I-1510078922		ICE RINK WARMING HOUSE RENTAL	485.35			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		ICE RINK WARMING HOUSE RENTAL		101 20200-000	ACCOUNTS PAYABLE	485.35
		=== VENDOR TOTALS ===	485.35			
=====						
01-05821	MUSKA ELECTRIC					
I-78032		WARMING HOUSE ELECT HOOKUP	682.30			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		WARMING HOUSE ELECT HOOKUP		101 20200-000	ACCOUNTS PAYABLE	682.30
		=== VENDOR TOTALS ===	682.30			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-172868921-034		CELL PHONE FIRE TRKS	113.55			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		CELL PHONE FIRE TRKS		101 20200-000	ACCOUNTS PAYABLE	113.55
		=== VENDOR TOTALS ===	113.55			

PACKET: 00158 PAYABLES JAN 18

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
=====						
01-05997		NORTHERN SANITARY SUPPLY CO				
I-125190		FLOOR MACHINE	1,190.67			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		1/2 COST OF FLOOR MACHINE		403 4403-91000-000	MACHINERY & EQUIPMENT	595.34
		1/2 COST OF FLOOR MACHINE		402 4402-91000-000	MACHINERY & EQUIPMENT	595.33
		=== VENDOR TOTALS ===	1,190.67			
=====						
01-05994		NORTHWEST YOUTH & FAMILY				
I-200801160888		2008 COOPERATIVE SERVICE	8,097.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		2008 COOPERATIVE SERVICE		101 4111-86500-000	COOPERATIVE SERVICE	8,097.00
		=== VENDOR TOTALS ===	8,097.00			
=====						
01-06024		ON SITE SANITATION				
I-291505		PORABLE TOILET RENTAL	63.90			
1/17/2008	APBNK	DUE: 1/17/2008 DISC: 1/17/2008				
		PORABLE TOILET RENTAL		601 4601-85080-000	PORTABLE TOILET PARKS	63.90
		=== VENDOR TOTALS ===	63.90			
=====						
01-05115		ONE CALL CONCEPTS, INC				
I-7100472		OCT/07 LOCATES	75.95			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		OCT/07 LOCATES		101 20200-000	ACCOUNTS PAYABLE	75.95
I-7120480		DEC /07 LOCATES	14.50			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		DEC /07 LOCATES		101 20200-000	ACCOUNTS PAYABLE	14.50
		=== VENDOR TOTALS ===	90.45			
=====						
01-06054		ORCHARD TRUST COMPANY				
I-200801160901		JAN/08 MN DEF COMP	320.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN/08 MN DEF COMP		101 21709-000	MED/DENTAL INS PAYABLE	315.00
		JAN/08 MN DEF COMP		201 21709-000	MED/DENTAL INS PAYABLE	5.00
		=== VENDOR TOTALS ===	320.00			

PACKET: 00158 PAYABLES JAN 18

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
=====						
01-06065	OXYGEN SERVICE COMPANY					
I-3073742		OXYGEN & AIR TANK RENTALS	50.51			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		OXYGEN & AIR TANK RENTALS		101 20200-000	ACCOUNTS PAYABLE	50.51
		=== VENDOR TOTALS ===	50.51			
=====						
01-06945	QWEST					
I-200801160897		LANDLINE TELEPHONES-PARKS	111.32			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		LANDLINE TELEPHONES-PARKS		101 4141-85011-000	TELEPHONE - LANDLINE	111.32
		=== VENDOR TOTALS ===	111.32			
=====						
01-06183	RAMSEY COUNTY PROP/RECORD					
I-PUBW8241		DEC/07 SNOWPLOWING/SANDING	7,934.33			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		DEC/07 SNOWPLOWING/SANDING		101 20200-000	ACCOUNTS PAYABLE	7,934.33
		=== VENDOR TOTALS ===	7,934.33			
=====						
01-06185	RAMSEY COUNTY					
I-RISK - 1125		JAN/08 HEALTH INSURANCE	6,275.47			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN/08 HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,275.47
		=== VENDOR TOTALS ===	6,275.47			
=====						
01-07295	RAMSEY COUNTY DEPARTMENT					
I-200801160894		EVENT FOOD LICENSE	60.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		EVENT FOOD LICENSE		101 4116-89010-000	SPECIAL EVENTS	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-COMGR 795		911 DISPATCH FEE DEC	958.67			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		911 DISPATCH FEE DEC		101 20200-000	ACCOUNTS PAYABLE	958.67
		=== VENDOR TOTALS ===	958.67			



PACKET: 00158 PAYABLES JAN 18

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
=====						
01-06151	RCLLG	% GOVT TNG SVCS				
I-200801160904		MEMBERSHIP-COUNCIL MEMBER	10.00			
1/16/2008	APBNK	MANUAL CK# 072655 1/03/2008				
		MEMBERSHIP-COUNCIL MEMBER		101 4111-86100-000	CONFERENCES/EDUCATION/AS	10.00
		=== VENDOR TOTALS ===	10.00			
=====						
01-06330		ROSEVILLE ROTARY CLUB				
I-200801160900		1ST QTR DUES & MEETING EXP	265.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		1ST QTR DUES & MEETING EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	265.00
		=== VENDOR TOTALS ===	265.00			
=====						
01-06459		LORRAINE SOBANIA				
I-200801160906		REFUND PK RENTAL & SALES TAX	81.50			
1/16/2008	APBNK	MANUAL CK# 072690 1/15/2008				
		REFUND PK RENTAL & SALES TAX		101 34101-000	CITY FACILITY RENTAL	76.53
		REFUND PK RENTAL & SALES TAX		101 20802-000	SALES TAX PAYABLE	4.97
		=== VENDOR TOTALS ===	81.50			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-200801160902		ANNUAL AUTOMATIC FIRE SUPPLY	206.50			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		ANNUAL AUTOMATIC FIRE SUPPLY		101 4131-85040-000	WATER	100.00
		ANNUAL AUTOMATIC FIRE SUPPLY		101 4141-85040-000	WATER	106.50
		=== VENDOR TOTALS ===	206.50			
=====						
01-06525		SUBURBAN ACE HARDWARE				
I-200801160884		SHOVELS/PARTS/SUPPLIES	134.56			
1/16/2008	APBNK	MANUAL CK# 072691 1/15/2008				
		SHOVELS/PARTS/SUPPLIES		101 20200-000	ACCOUNTS PAYABLE	134.56
		=== VENDOR TOTALS ===	134.56			
=====						
01-06585		THE OFFICE CLEANERS				
I-20071231		DEC OFFICE CLEANING	420.68			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		DEC OFFICE CLEANING		101 20200-000	ACCOUNTS PAYABLE	420.68
		=== VENDOR TOTALS ===	420.68			

PACKET: 00158 PAYABLES JAN 18

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
=====						
01-06919		UNIVERSITY OF MINNESOTA				
I-1045791		ELECTION CONF - STACEY	275.00			
1/17/2008	APBNK	DUE: 1/17/2008 DISC: 1/17/2008				
		ELECTION CONF - STACEY		101 4115-86100-000	CONFERENCES/EDUCATION	275.00
		=== VENDOR TOTALS ===	275.00			
=====						
01-00878		US BANCORP				
I-200801160907		FAX MACHINE/SP EVENTS/ MEMORY	548.77			
1/16/2008	APBNK	MANUAL CK# 072659 1/11/2008				
		FAX MACHINE		401 4401-90100-000	FURNITURE & EQUIPMENT	195.56
		SPEC RECOGNITION EVENT-COUNCIL		101 4116-89010-000	SPECIAL EVENTS	229.12
		COMPUTER DVD PLYR&MEMORY		101 4112-70100-000	SUPPLIES	124.09
		=== VENDOR TOTALS ===	548.77			
=====						
01-00877		US BANK -				
I-200801160905		FICA/MED ADDT'L TAX	38.93			
1/16/2008	APBNK	MANUAL CK# 072656 1/07/2008				
		FICA/MED ADDT'L TAX		101 21703-000	FICA/MED PAYABLE	38.93
		=== VENDOR TOTALS ===	38.93			
=====						
01-07901		WASTE MANAGEMENT-BLAINE				
I-3729620-0500-8		JAN/08 COMMERCIAL RECYLCING	620.26			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN/08 COMMERCIAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	620.26
I-3733738-0500-2		JAN/08 RESIDENTIAL REC YCLING	1,858.45			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		JAN/08 RESIDENTIAL REC YCLING		206 4206-82030-000	RECYCLING CONTRACTS	1,858.45
		=== VENDOR TOTALS ===	2,478.71			
=====						
01-07900		WILS				
I-200801160898		WOMEN IN LEISURE MEETING EXP	18.00			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		WOMEN IN LEISURE MEETING EXP		201 4201-86100-000	CONFERENCES/EDUCATION	18.00
		=== VENDOR TOTALS ===	18.00			



PACKET: 00158 PAYABLES JAN 18

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
01-05870	XCEL ENERGY					
I-200801160885		STREET LIGHTING DEC/07	2,696.22			
1/16/2008	APBNK	MANUAL CK# 072692 1/16/2008				
		ELECTRIC FOR STREET LIGHTS		101 20200-000	ACCOUNTS PAYABLE	2,696.22
I-200801160886		ELECTRIC AND GAS DEC/07	4,420.71			
1/16/2008	APBNK	DUE: 1/16/2008 DISC: 1/16/2008				
		CITY HALL GAS		101 20200-000	ACCOUNTS PAYABLE	1,723.75
		CITY HALL ELECTRIC		101 20200-000	ACCOUNTS PAYABLE	1,055.77
		COMM PK ELECT & GAS		101 20200-000	ACCOUNTS PAYABLE	1,016.76
		CURTISS PK ELECT & GAS		101 20200-000	ACCOUNTS PAYABLE	375.31
		OTHER ELECTRIC		101 20200-000	ACCOUNTS PAYABLE	249.12
		=== VENDOR TOTALS ===	7,116.93			
		=== PACKET TOTALS ===	219,099.07			
		FED WITHHOLDINGS	5,946.17			
		ST WITHHOLDINGS	1,011.73			
		PERA CK#72660	2,495.82			
		ICMA WIRE TX	317.00			

TOTAL: 228,869.79



EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	1/14/2008	1,083.83	072661
1035	AUGER SR, JOSEPH J	R	1/14/2008	304.38	072662
0034	KURHAJETZ, CLEMENT	R	1/14/2008	95.01	072663
0066	HERNANDEZ, ALFRED	R	1/14/2008	40.63	072664
0074	ALLEN, MARK J	R	1/14/2008	39.60	072665
0090	SCHIPPEL, ANDREW P	R	1/14/2008	40.63	072666
0095	POESCHL, MICHAEL J	R	1/14/2008	85.31	072667
0097	GAFFNEY, PATRICK	R	1/14/2008	45.71	072668
0101	HUFF, DALE E	R	1/14/2008	60.49	072669
0104	VANN, VINCENT A	R	1/14/2008	60.49	072670
0105	FEHRENBACH, ANTON M	R	1/14/2008	49.52	072671
0106	TESCH, SCOTT A	R	1/14/2008	109.89	072672
0112	LESKE, CHRIS M	R	1/14/2008	60.49	072673
0117	EISCHEN, RONALD B	R	1/14/2008	14.78	072674
0118	HARPEL, JOHN M	R	1/14/2008	64.18	072675
0119	WICK, JEFFREY M	R	1/14/2008	59.34	072676
1030	PITTMAN, TIMOTHY J	R	1/14/2008	1,506.18	072677
2006	WICKHEM, DAMON J	R	1/14/2008	137.14	072678
2068	PIDANY, WILLIAM	R	1/14/2008	45.71	072679
2146	ROBERTSON-SMITH, TYLER J	R	1/14/2008	395.04	072680
2157	LETOURNEAU, BRIAN W	R	1/14/2008	53.69	072681
2159	HETPFELD, NICKLAUS S	R	1/14/2008	395.10	072682
2160	COYNE, ANDREW P	R	1/14/2008	310.79	072683
2161	SAVAGE, JACK A	R	1/14/2008	336.14	072684
1016	ABERNATHY, LISA A	R	1/14/2008	1,220.56	072685
2025	HOIUM, CHARLOTTE R	R	1/14/2008	103.44	072686
2119	RAAEN, DREW P	R	1/14/2008	280.26	072687
2149	MUELLER, KARL J	R	1/14/2008	150.91	072688
2150	THOMAS, DAVE M	R	1/14/2008	406.66	072689

page 1 of 2

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,173.28
01-1008	STACEY T KREUSER	1,341.70
01-1009	MELANIE M LEEHY	433.83
01-1136	ROLAND O OLSON	800.00
01-1038	DEBORAH K JONES	1,580.40
01-0040	KEVIN ANDERSON	28.95
01-0085	DANIEL S JOHNSON-POWERS	60.31
01-0087	MICHAEL A MCKAY	34.63
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,168.44
01-1143	COLIN B CALLAHAN	1,163.31
TOTAL PRINTED:	11	9,084.85

1-14-2008 11:00 AM

PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

PAGE: 4

PAYROLL DATE: 1/14/2008

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

REGULAR CHECKS:	29	7,555.90
DIRECT DEPOSIT REGULAR CHECKS:	11	9,084.85
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	40	16,640.75

*page 2 of 2*

**ITEM:**                    **City License Renewals**

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

**EXPLANATION:**

The following businesses have applied for mechanical contractor's licenses for 2008. Staff has received the necessary documents for licensure.

- CenterPoint Energy
- B&D Plumbing, Heating & AC
- McQuillan Bros. Plumbing & Heating
- Perfection Heating & AC
- Soderlin Plumbing, Heating & AC

The following business has applied for tree trimming/removal licenses for 2008. Staff has received the necessary documents for licensure.

- Hugo's Tree Care

The following individual has applied for a home occupation license for 2008. Staff has received the necessary documents or licensure.

- Beth Mercer-Taylor, Mercer-Taylor Law LLC

The following businesses have applied for a municipal business license for 2008. Staff has received the necessary documents for licensure.

- Curves
- MN Parent Teacher Assn.

**ITEM:** 2008 Winterfest and Ice Cream Social Monetary Donations

**SUBMITTED BY:** Lisa Abernathy, Recreation Supervisor

**REVIEWED BY:** Justin Miller, City Administrator  
Tim Pittman, Director of Parks and Public Works

**EXPLANATION/DESCRIPTION:**

At the conclusion of each year Falcon Heights businesses are sent a letter inviting them to support our two City special events – January’s Winterfest and July’s Ice Cream Social. There are three levels at which the business can donate – Gold (\$100+), Silver (\$50-\$99), and Bronze (\$25-\$49). The Parks and Recreation department uses the money from the local businesses to assist in purchasing the entertainment, supplies, and any other event-related costs. Each business that donates money to the City is recognized on the City’s website, newsletter and at the event.

**ACTION REQUESTED:**

Accept the following donations for the 2008 Winterfest and Ice Cream Social events from the following businesses.

**Gold Level - \$100+**

Warner’s Stellan  
Source Comics and Games  
John A. Knutson & Co. PLLP  
Awad Eye Care  
Dino’s  
Central Pediatrics  
Cornerstone Construction Management  
Twin Cities Co-ops Federal Credit Union  
Peterson Dental  
Dr. James Kernik

**Silver Level- \$50-\$99**

Hair Designs Unlimited  
Secret Lab Web Designs  
Jackson Hewitt

**Bronze Level \$25-\$49**

None at this level



**ITEM:** 2008 - 2009 Tree Trimming and Removal Contract Extension

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

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

**EXPLANATION:**

Each year the city takes proposals for tree removal and trimming. Tree trimming takes place in the winter, when trees are largely dormant.

We currently are operating under our 2004 agreement with S & S Tree Service for tree removals. The trimming contract is a separate agreement which was awarded in 2005. S & S was awarded the contract with the City of Falcon Heights in 2003 and has honored their contract without a price increase since that time. Due to increased cost of living and rising fuel prices, S & S Tree Services is proposing a 5% increase over the next two years for both services. With increased fuel costs for companies with large fleets, as well as some difficulty in the past in getting proposals from reputable companies, staff believes it makes sense to extend the trimming and removal contract for two more years.

In addition, staff has received many favorable comments about the quality of S & S's work, and they have provided an excellent response to emergency call-out, routine removals, and special situations, including our Dutch Elm season. Staff has reviewed this proposal with the city attorney, and there are no legal impediments to extending this contract.

**ATTACHMENTS:**

- 2004 agreement for removal of trees and stumps, S & S Tree Service.
- 2005 proposal for tree trimming, S & S Tree Service.
- 2008 - 2009 contract extension.

**ACTION REQUESTED**

Authorize staff to extend the current tree removal contract with S & S Tree Service through the end of 2009.

JAN 10 2008



**SPECIALISTS, INC.**

TREE CARE - TURF CARE - WOOD PRODUCTS - KUNDE CONSULTANTS  
SYLVESTER & SONS  
ESTABLISHED 1976



January 8, 2008

City of Falcon Heights  
Attn: Tim Pitman  
2077 Larpenteur Ave W.  
Falcon Heights, MN 55113-5594

Re: Tree removal & pruning contract extension for 2008 & 2009

Dear Tim

Thank you for allowing S&S Tree to offer you a contract extension for the next two years. We have not had a price increase since we were awarded the contract in December of 2003, due to the increasing cost of living & higher than expected fuel prices we propose the following increases for the next two years.

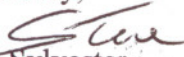
Tree & stump removal increase of \$1.30 per inch...old price \$25.75 ...new price \$27.05

Tree pruning of \$.25 per inch...old price \$4.75 per inch...new price \$5.00 per inch

Stump removal of \$.30 per inch...old price \$6.00 per inch...new price \$6.30 per inch

We look forward to continuing our working relationship in the coming years. Please feel free to call me with any questions or concerns.

Yours truly,

  
Steve Sylvester  
President

ISA Certified Arborists MN-4158A

04 S&S

AGREEMENT FOR REMOVAL OF TREES AND STUMPS  
Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees-\$ 25.75 Cost per diameter inch
- B. Limited/No access-\$ 30.00 Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 4.75 per DBH inch
- B. Dead Wood \$ 4.75 per DBH inch
- C. Full Prune \$ 4.75 per DBH inch

Article III - Stump Removal

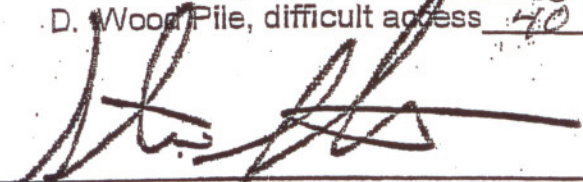
Stump Only \$ 6.00 per inch diameter of cut face,  
plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City NO SAVINGS per load per hour
- B. Dump site outside of City NO SAVINGS per load per hour

Article V - Brush and Wood pile

- A. Brush Pile, easy access 250.00 per 20 yard load
- B. Brush Pile, difficult access 400.00 per 20 yard load
- C. Wood Pile, easy access 25.00 per cubic yard
- D. Wood Pile, difficult access 40.00 per cubic yard



Signed \_\_\_\_\_

Firm Name S&S TREE AND LANDSCAPE SPECIALISTS, INC.

Address 405 HARDMAN AVE.

SO. ST. PAUL, MN, 55075

Phone 651-451-8907

Date 11.10.03

9

S&S OPTION #2

NOV 17 2004

TREE TRIMMING PROPOSAL - 2005  
CITY OF FALCON HEIGHTS

Firm Name: S&S Tree and Horticultural Specialists

Contact Name: Steve Sylvester

Address: 405 Hardman Ave Zip: 55075

Phone: 651-451-8907 Fax: 651-451-1787

Tree trimming equipment hourly rate schedule: climbing class 9 men and related  
equip. @ \$2500 per Day

Tree trimming labor rate schedule:

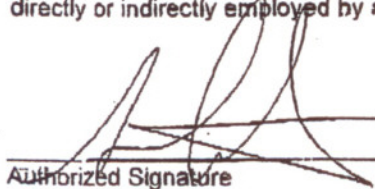
\$ 10,000 Total cost, not to be exceeded for trimming

The undersigned, having examined the specifications and proposal form, hereby agrees to furnish all labor, equipment, material, skills and tools necessary to: remove diseased, dying and dead trees, and perform cyclic trimming on boulevard and park trees as well as indiscriminate trimming as requested by the city.

All prices quoted shall be compensated in full for trimming of trees and removal of debris as indicated on the specifications.

It is understood that the city council reserves the right to reject any or all proposals and to waive informalities and to award the contract in the best interests of the city.

The contractor shall indemnify and hold harmless the city and it's employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, providing that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or the injury to, or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and is caused in whole or in part of any negligent act or omission of the contractor, or sub-contractor, anyone directly or indirectly employed by and of them for whole acts any of them may be liable.

  
Authorized Signature Title C.E.O. Date 11-17-04

trimproposalNorthome



**ITEM:** 2007 Pay Equity Report

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

**EXPLANATION:**

In 1984, the Minnesota Legislature passed the Local Government Pay Equity Act. This act created a three-year cycle whereby each unit of local government is required to provide a report on levels of pay for each class of employee, with the goal of achieving equity among male and female classes. The City of Falcon Heights is required to submit a report by January 31, 2008 based on salary levels as of December 31, 2007.

Staff used Minnesota Department of Employee Relations software to tabulate our most recent pay equity report. Using a point system established by the State of Minnesota, the attached reports were produced.

Due to our small size, a statistical analysis is used to determine if we are compliant with state statutes. Looking at Section II. B. of the report, our T-Test results show that our degrees of freedom are seven (7), and our value of T is 0.712. According to a chart provided by the Department of Employee Relations, these levels mean that there is no underpayment of female employees or that the underpayment is not statistically significant.

While the statistical analysis is quite confusing, staff is confident that the results and reports will meet the requirements set forth by the State of Minnesota.

**REQUESTED ACTION:**

Staff recommends that the Falcon Heights City Council approve the attached State of Minnesota Pay Equity report.

Jurisdiction: City of Falcon Heights  
 2077 W. Larpenteur Ave.

Contact: Justin Miller  
 City Administrator

Phone: (651) 792-7611

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

**I. GENERAL JOB CLASS INFORMATION**

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	5	4	0	9
# Employees	5	4	0	9
Avg. Max Monthly Pay per Employee	\$5,183.47	\$3,593.77		\$4,476.94

**II. STATISTICAL ANALYSIS TEST**

A. UNDERPAYMENT RATIO = 26.7 \*

	Male Classes	Female Classes
a. # at or above Predicted Pay	4	1
b. # Below Predicted Pay	1	3
c. TOTAL	5	4
d. % Below Predicted Pay (b divided by c = d)	20.00	75.00

\* (Result is % of male classes below predicted pay divided by % of female classes below predicted pay)

**B. T -TEST RESULTS**

Degrees of Freedom (DF) = 7	Value of T = 0.712
a. Avg. diff. in pay from predicted pay for male jobs =	\$37
b. Avg. diff. in pay from predicted pay for female jobs =	-\$95

**III. SALARY RANGE TEST = 0.00 % (Result is A divided by B)**

- A. Avg. # of years to max salary for male jobs = 0.00
- B. Avg. # of years to max salary for female jobs = 0.00

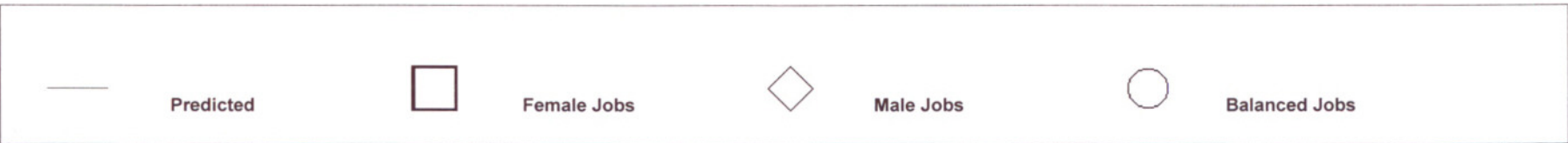
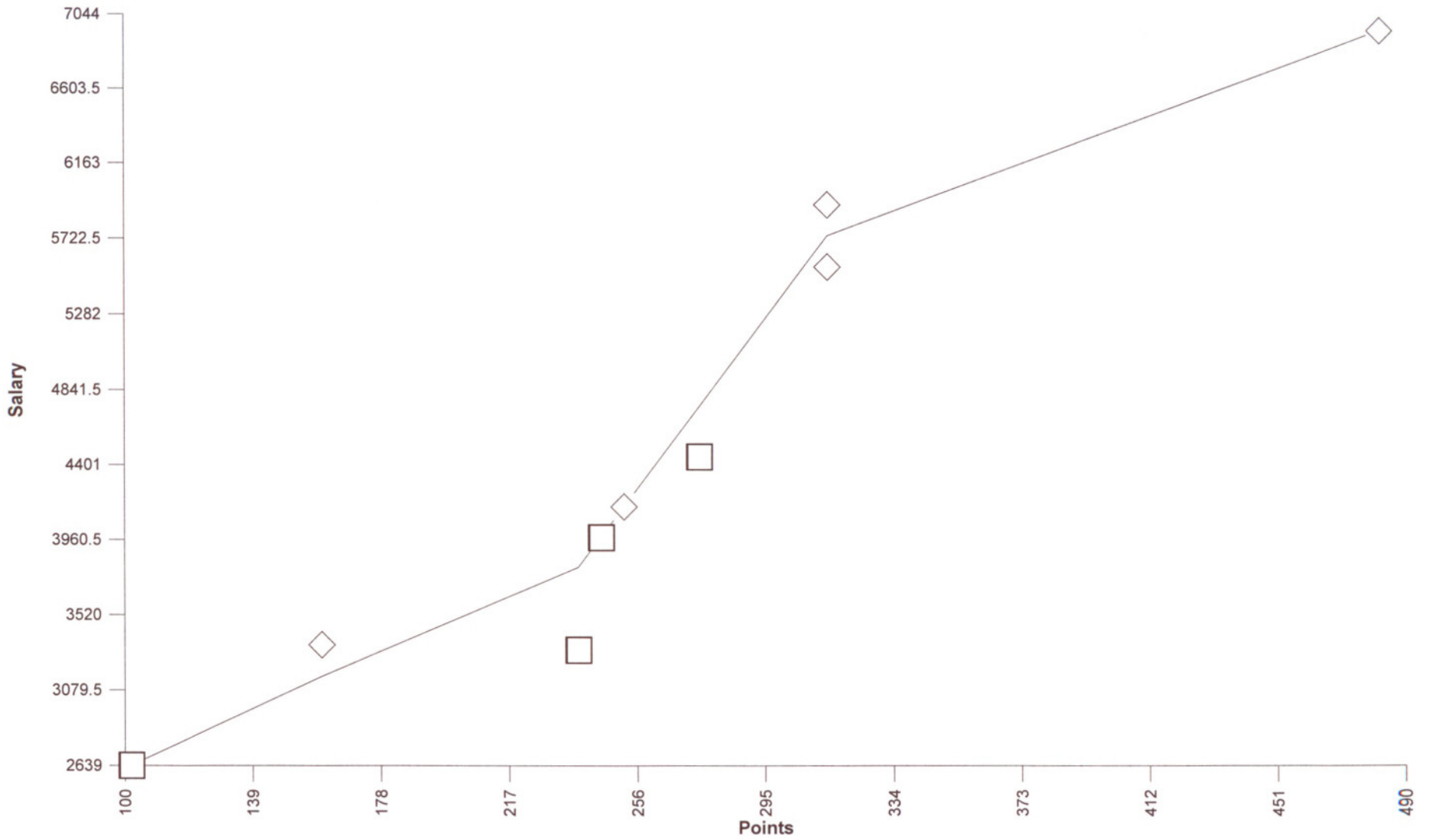
**IV. EXCEPTIONAL SERVICE PAY TEST 125.00**

- A. % of male classes receiving ESP 80.00
- B. % of female classes receiving ESP 100.00

\* (if 20% or less, test result will be 0.00)



Predicted Pay for City of Falcon Heights



# Compliance Report

Explanations below correspond to shaded numbers on page three.

1. **Average Maximum Monthly Salary for Employees in Male Classes**
2. **Average Maximum Monthly Salary for Employees in Female Classes**
3. **Overall Average Maximum Monthly Salary for an Employee**
4. **Underpayment Ratio**

The minimum requirement to pass the statistical analysis test is an underpayment ratio of 80%. The underpayment ratio is calculated by dividing the percentage of male classes below predicted pay (item five) by the percentage of female classes below predicted pay (item six). In the example on page three,  $37.5 \div 25 = 150\%$ . Jurisdictions with an underpayment ratio below 80% can improve their score by increasing salaries for female classes to at or above predicted pay. More details regarding predicted pay are on pages six, and 14 through 17.

If the underpayment ratio is less than 80%, a jurisdiction may still pass the statistical analysis test if the t-test results (explained in item 7) are not statistically significant. The t-test measures the average dollar difference from predicted pay for male and female classes.

5. **Percentage of Male Classes Below Predicted Pay**

This percentage is calculated by dividing the number of male classes below predicted pay by the overall total of male classes. In the example on page three, the total of male classes is eight, and three fall below predicted pay. Therefore,  $3 \div 8 = 37.50\%$ .

6. **Percentage of Female Classes Below Predicted Pay**

This percentage is calculated by dividing the number of female classes below predicted pay by the overall total of female classes. In the example on page three, the total of female classes is four and one of those falls below predicted pay. Therefore,  $1 \div 4 = 25\%$ .

7. **T-Test & Degrees of Freedom**

These numbers are used only for jurisdictions with an underpayment ratio below 80%, at least six male classes and at least one class with a salary range. **If the underpayment ratio is 80% or more, these numbers are not used nor are they used for jurisdictions in the alternative analysis.**

These numbers show the average dollar amount that males and females are from predicted pay and answer the question: Are females paid less than males on average and, is the underpayment of females statistically significant?

To determine if these numbers show statistical significance, they must be checked against the table on page five. Find the DF number in the "Degrees of Freedom" column and then look across for the "Value of T." If the "value of t" on the compliance report is less than the "value of t" on the table, it means that either there is no underpayment of female classes or that the underpayment is not statistically significant. If the t-test number is the same or more than the "value of t" on the table, the underpayment for female classes is statistically significant and the jurisdiction would not pass the test.

Salary increases for female classes sufficient to eliminate statistical significance would allow a jurisdiction to pass the statistical analysis test even with an underpayment ratio below 80%.

In the example on page three, t-test results would not be used because the underpayment ratio is above 80%, but let's assume we needed to check these results. First, we would find 16 in the DF column and then look across to find the value of t at 1.746. Since our t-test number is -3.732, well below the value of t on the table, these results would show that on average, females are not underpaid compared to males.

#### 10. Salary Range Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 105.71% is passing. Jurisdictions not passing this test can pass it by reducing the number of years it takes for female classes to reach maximum salaries, increasing the number of years for males to reach maximum salaries, or some combination of both. A result

<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	<b>16</b>	<b>1.746</b>	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645

While the entire method for calculating t-test results cannot be explained here, it is a commonly accepted mathematical technique for measuring statistical significance. The formula is fairly complex, but basically it factors in predicted pay, the dollar difference from predicted pay and the number of employees. The DF number is the total number of employees in male or female dominated classes only, minus two.

#### 8. Average Dollar Amount Male Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for male classes, on average, is \$2 above predicted pay.

#### 9. Average Dollar Amount Female Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for female classes, on average, is \$75 above predicted pay.

of 0% would mean that either there are no male classes with an established number of years to move through a salary range, no female classes with an established number of years to move through a salary range, or both. A description of how the salary range test is calculated is on page 12.

#### 11. Exceptional Service Pay Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 50% is not passing. Jurisdictions not passing this test can pass it by either increasing the number of female classes that receive exceptional service pay, decreasing the number of male classes that receive exceptional service pay, or some combination of both. A result of 0% could mean that fewer than 20% of male classes receive exceptional service pay or that no female classes receive exceptional service pay. A description of how the exceptional service pay test is calculated is on page 13.

**ITEM:**                    **Designation of 2008 Acting Mayor**

**SUBMITTED BY:**    **Mayor Peter Lindstrom**

**EXPLANATION:**

Periodically, the mayor's absence requires that official duties (such as signing official documents, running city council meetings, etc.) need to be conducted in a timely manner. In the past, this has been an informal process, but it is staff's recommendation that formal action be taken designating a city council member as acting mayor.

Laura Kuettel has been the longest serving member on the city council, and she has agreed to accept this designation. The mayor still retains the right to name other council members as acting mayor when planned absences are anticipated, but the formal designation of an acting mayor allows for continuity of operations in the case of an emergency or unplanned absence.

In future years, this will be an item on the first meeting of the year as one of our administrative actions.

**REQUESTED ACTION:**

I recommend that the Falcon Heights City Council appoint Laura Kuettel as acting mayor for 2008.



**ITEM:**                    **Review of Elected Official Out-of-State Travel Policy**

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

**EXPLANATION:**

In 2005, the Minnesota state legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005.

One provision of the statute is that the policy be reviewed annually by the city council. This was not done in 2007, but in future years this policy will be presented at the first meeting of the year as an administrative item.

**REQUESTED ACTION:**

Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

## **City of Falcon Heights**

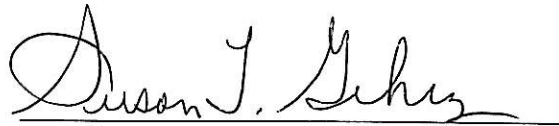
# **ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY**

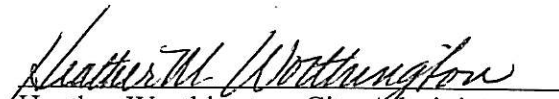
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005

  
Susan L. Gehrz, Mayor

  
Heather Worthington, City Administrator



**ITEM:**                    **Building Official Services Agreement – Second Amendment**

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

**EXPLANATION:**

In 2002, the City of Falcon Heights entered into an agreement with the City of Little Canada for the provision of building inspection services. In 2004, the agreement was amended so that the City of Falcon Heights was required to pay 35% of the cost for the building official, which was the estimated portion of the inspector's time spent in our city at that time.

The arrangement with Little Canada has been very beneficial to both parties, and we have been very satisfied with the performance of the building official, Steve Westerhaus. However, towards the end of 2007 staff analyzed the amount of time that was being billed to the City versus the actual amount of time being spent working in Falcon Heights. We discovered that on average, the inspector spent about 18% of his time in Falcon Heights, while the contract called for us to pay 35% no matter how much time was being spent in our city. This is not to say that the Falcon Heights was receiving less than adequate inspection duties. Rather, the discrepancy is the result of fewer inspections being required in Falcon Heights than was originally anticipated.

Officials from both cities met in December 2007 to discuss this issue and agreed that a change to the contract was needed. The second amendment (attached to this report) removes the 35% requirement and instead creates a floor of 25% and a ceiling of 35%. This change alone will reduce our building inspector expenses by over 30% and will save the city roughly \$13,700 in 2008.

Other less critical changes to the agreement include a change in how the billings between the two cities are handled and the removal of fire inspector duties from the agreement (we now hire our own fire inspector).

**REQUESTED ACTION:**

Staff recommends that the Falcon Heights City Council approve the attached "Second Amendment to Agreement" for the provision of building inspector services between the Cities of Falcon Heights and Little Canada.

## BUILDING INSPECTOR COMPENSATION

---

### 2008 SALARY Building Official

Salary Scale:

Start	6 Month	1	2	3	4	5
60,490	61,394	62,921	64,107	65,703	67,726	69,534

### BILLING RATE COMPUTATION

HOURLY RATE	33.43
FICA	2.56
PERA	2.17
WORKER'S COMPENSATION	0.14
HEALTH INSURANCE	4.80
LIFE INSURANCE/DISABILITY	0.15
VAC/HOLIDAY/SICK	4.89
ADMIN SUPPORT	3.71
OVERHEAD	3.44
<b>BILLING RATE</b>	<b>55.28</b>
<b>ANNUAL POSITION COST (Hourly x 2080)</b>	<b>114,992</b>
35%	<b>40,247.05</b>
<b>2008 Minimum</b>	<b>\$ 40,247.05</b>

HOURLY RATE BASED ANNUAL SALARY AT THE TOP SCALE LEVEL  
 FICA BASED ON ABOVE HOURLY RATE  
 PERA BASED ON ABOVE HOURLY RATE  
 W.C. BASED ON ABOVE HOURLY RATE  
 BASED ON \$9,892 ANNUAL CAP FOR 2008  
 BASED ON DISABILITY RATES PER WAGES PLUS .05 PER HOUR LIFE INS  
 BASED ON 96 HOURS SICK, 88 HOURS HOLIDAY, 120 HOURS VACATION  
 5 HOUR PER WEEK STAFF SUPPORT @ \$29.65  
 OVERHEAD @ \$7,160 ANNUALLY (FACILITY COSTS, CELL PHONE ,TRAINING GENERAL LIABILITY, ETC)

\$6,901.45	2007
3.75%	
<u>\$7,160.25</u>	

**Note:**  
 MILEAGE CHARGES WILL BE BASED ON THE ACTUAL MILEAGE DRIVEN IN EACH CITY, WITH THE UNDERSTANDING THAT MILES GENERATED COMMUTING BETWEEN EACH CITY WILL BE SHARED 50/50.

## BUILDING INSPECTOR COMPENSATION

---

### 2008 SALARY

#### Building Official

Salary Scale:

Start	6 Month	1	2	3	4	5
60,490	61,394	62,921	64,107	65,703	67,726	69,534

### BILLING RATE COMPUTATION

HOURLY RATE	33.43	HOURLY RATE BASED ANNUAL SALARY AT THE TOP SCALE LEVEL	
FICA	2.56	FICA BASED ON ABOVE HOURLY RATE	
PERA	2.17	PERA BASED ON ABOVE HOURLY RATE	
WORKER'S COMPENSATION	0.14	W.C. BASED ON ABOVE HOURLY RATE	
HEALTH INSURANCE	4.80	BASED ON \$9,892 ANNUAL CAP FOR 2008	
LIFE INSURANCE/DISABILITY	0.15	BASED ON DISABILITY RATES PER WAGES PLUS .05 PER HOUR LIFE INS	
VAC/HOLIDAY/SICK	4.89	BASED ON 96 HOURS SICK, 88 HOURS HOLIDAY, 120 HOURS VACATION	
ADMIN SUPPORT	3.71	5 HOUR PER WEEK STAFF SUPPORT @ \$29.65	
OVERHEAD	3.44	OVERHEAD @ \$7,160 ANNUALLY (FACILITY COSTS, CELL PHONE ,TRAINING GENERAL LIABILITY, ETC)	
<b>BILLING RATE</b>	<b>55.28</b>		
<b>ANNUAL POSITION COST (Hourly x 2080)</b>	<b>114,992</b>	\$6,901.45	2007
		3.75%	
25%	<b>28,747.89</b>	<b>\$7,160.25</b>	
 <b>2008 Minimum</b>	 <b>\$ 28,747.89</b>		

**Note:**

MILEAGE CHARGES WILL BE BASED ON THE ACTUAL MILEAGE DRIVEN IN EACH CITY, WITH THE UNDERSTANDING THAT MILES GENERATED COMMUTING BETWEEN EACH CITY WILL BE SHARED 50/50.

## SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO THE AGREEMENT for Building Official Services (“Amendment”) is entered into by and between The City of Little Canada, Minnesota hereinafter referred to as “Little Canada”) and the City of Falcon Heights, Minnesota, (hereinafter referred to as “Falcon Heights”).

**Whereas**, Little Canada and Falcon Heights entered into an Agreement for Building Official Services effective January 1, 2003, and

**Whereas**, Little Canada and Falcon Heights executed the First Amendment to Agreement effective January 1, 2004, and

**Whereas**, Little Canada and Falcon Heights desire to approve a Second Amendment to Agreement to ensure an equitable arrangement exists between the two parties and to update the Agreement to reflect current conditions,

**NOW, THEREFORE**, In consideration of the understanding herein set forth, Little Canada and Falcon Heights agree to amend the Agreement as follows:

1. **Section 2, Services Provided** is hereby amended by deleting the following provision:  
h. Little Canada shall be permitted to employ additional persons as necessary to provide supplemental Fire Marshal services to Falcon Heights. The billing rate for this person shall be the same as the rate for the Building Official as indicated in Exhibit B of the Agreement.

2. **Section 3. Payment** is hereby amended as follows:  
It is agreed that Falcon Heights shall remit to Little Canada, on a quarterly basis, 80% of Falcon Heights’ actual building permit, plan check, and plumbing permit revenues. Said remittance shall occur within fifteen days of the end of each calendar quarter and shall be accompanied by supporting documentation. Further more, the total remittance to be made to Little Canada is subject to the annual minimum and maximum calculations depicted in Exhibits B and C respectively. In no event shall the 80% remittance for any quarter be below one fourth of the annual minimum outlined in Exhibit B. No further remittance shall be made if the maximum amount depicted in Exhibit C has been achieved. The fourth quarter (October, November, and December) remittance shall be adjusted, as necessary, to ensure compliance with the annual minimum and maximum provisions.

It is further understood that the minimum and maximum amounts will be adjusted based upon any change (increase or decrease) to the components with appropriate supporting documentation. Revised Exhibits B and C shall be prepared and forwarded to Falcon Heights upon any adjustment to the rate components. It is also

understood that adjustments shall be made retroactively to the effective date of any changes in the billing components.

3. This First Amendment shall be effective on January 1, 2008, regardless of the date of execution.

In witness hereof, the parties have executed this Amendment on the respective dates indicated below.

**CITY OF LITTLE CANADA**

**CITY OF FALCON HEIGHTS**

By: \_\_\_\_\_  
**William Blesener**  
Its: Mayor

By: \_\_\_\_\_  
**Peter Lindstrom**  
Its: Mayor

By: \_\_\_\_\_  
**Joel R. Hanson**  
Its: City Administrator

By: \_\_\_\_\_  
**Justin Miller**  
Its: City Administrator

Dated this \_\_\_\_ day of January, 2008.

Dated this \_\_\_\_ day of January, 2008.

**ITEM:** Larpenteur Avenue Banner Designs

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

**EXPLANATION:**

In the 2008 Capital Improvements Plan, money is budgeted to purchase banners for the streetlight poles along Larpenteur Avenue. Many cities have banners such as these to promote city events, identify neighborhoods, or recognize holidays. Over the past year, staff has been collecting examples from trade magazines and we would like to place the order in time for the banners to be installed this summer.

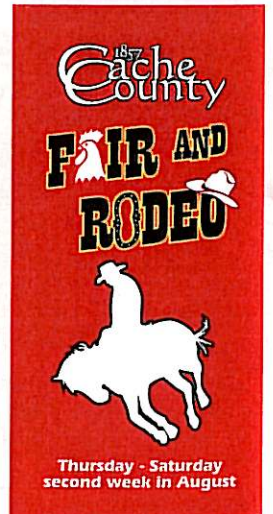
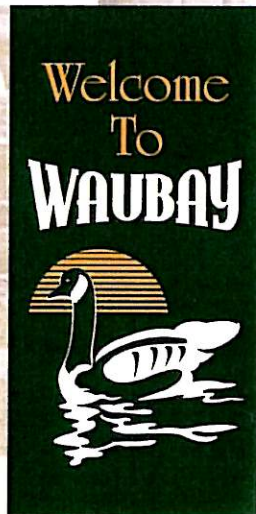
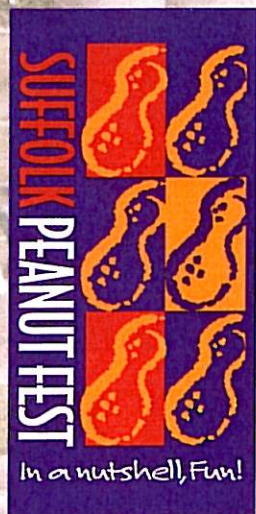
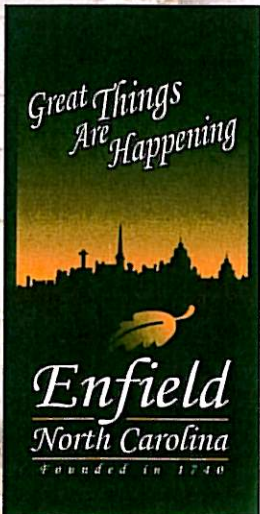
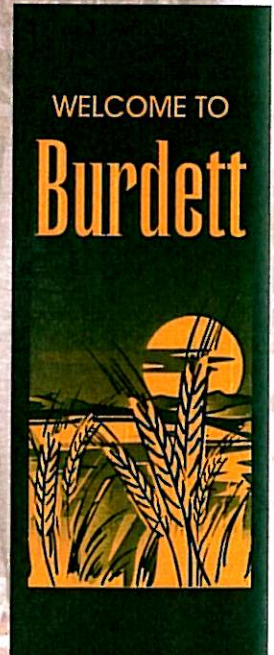
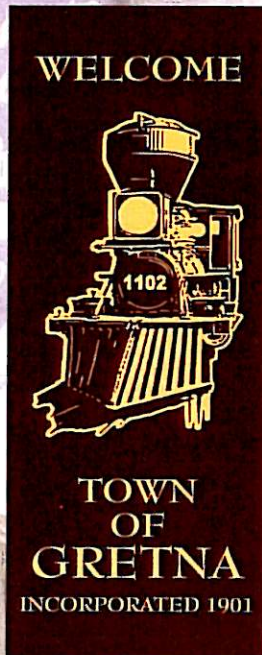
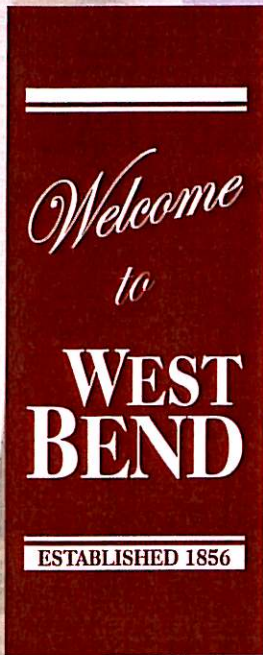
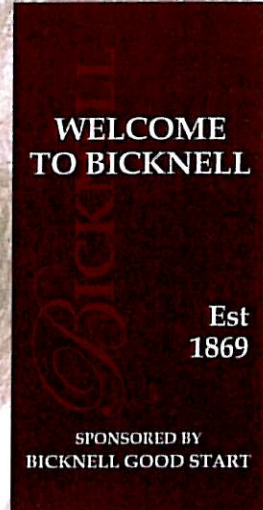
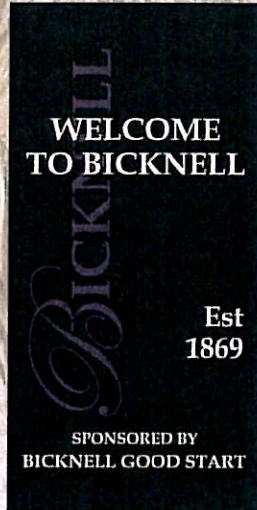
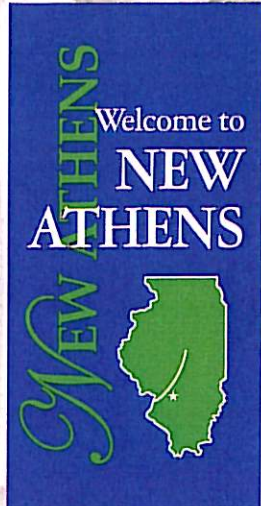
Attached to this report are examples of various banner designs. Staff's proposal is to start with something generic that can be shown year-round. In future years, we would then be able to purchase more seasonal banners that can be interchanged throughout the year. All banners can be custom made so that our name and logo could be incorporated into the design.

Staff would also suggest that the bracket design allow for hanging flower baskets, so that we can remove the concrete planter boxes that are currently in place. These planter boxes are rapidly deteriorating, yet staff believes some sort of landscaping is needed to soften up the Larpenteur Avenue streetscape.

**REQUESTED ACTION:**

Staff is seeking preliminary ideas from the city council on preferred designs. If there are one or two clear design preferences, staff can then begin working with companies to come up with final designs to present to the council at a future meeting for approval.



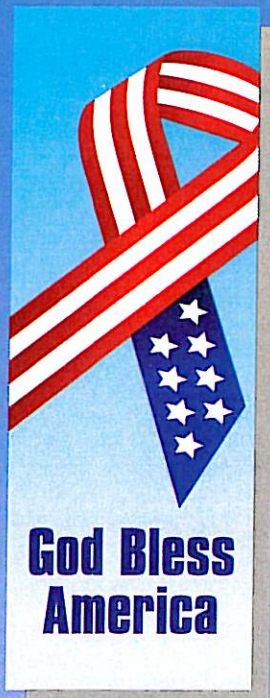




*Vinyl Fabric Banners*



05D905



06D925



06D924



06D923



05D907

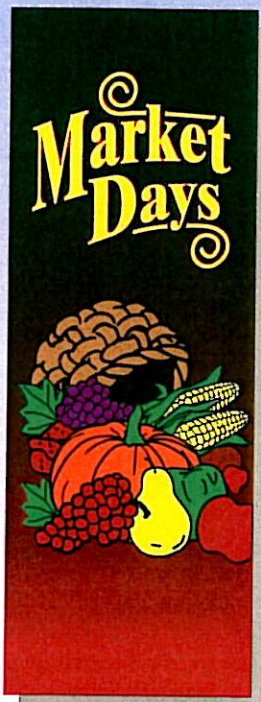
*18 oz. vinyl*

**Stock Digital Print Pricing**

*Vinyl Fabric Banners*

18"x36"	18"x45"	30"x60"	30"x84"
\$60.00	\$65.00	\$85.00	\$95.00

*18 oz. vinyl*



05D906



06D926



06D927



06D921



06D922

*Vinyl Fabric Banners*



SEE PAGE 8 FOR PRICING

*Marine Acrylic Fabric Banners*



962513 (2)



922502 (2)



963501 (3)



963521 (3)



023548 (3)

Stock banner number → 023547 (3) ← The circled number represents the number of inks



002542 (2)



991533 (1)



962517 (2)



982505 (2)



994536 (4)

*Marine Acrylic Fabric Banners*