

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

**AGENDA**  
**March 26, 2008**

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL:           LINDSTROM \_\_\_ HARRIS \_\_\_ KUETTEL \_\_\_  
                              LONG \_\_\_ MERCER-TAYLOR \_\_\_  
                              MILLER \_\_\_ KREUSER \_\_\_
- C. PRESENTATIONS:
  - 1. Neal Kwong Award
- D. APPROVAL OF MINUTES: March 12, 2008 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General Disbursements through 3/20/08: \$121,455.29
  - Payroll through 3/15/08: \$16,045.07 **TAB 2**
  - 2. Approval of Contract for 2008 City Forester **TAB 3**
  - 3. Commission Appointment **TAB 4**
- G. POLICY AGENDA:
  - 1. City Commission Updates
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:

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  
March 12, 2008**

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

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

**Presentations:**

There were no presentations.

**Consent Agenda:**

Council member Mercer-Taylor moved the following three items for approval. The motion passed unanimously.

1. General Disbursements through 3/5/08: \$75,368.36  
Payroll through 2/29/08: \$17,166.78
2. City License Renewals
3. Commission appointments

The minutes of the February 27, 2008 regular council meeting were approved as submitted.

**Policy Agenda:**

1. Moratorium on New Electronic Signs

Administrator Miller provided background based upon new technology and how it impacts even smaller signs. He is not confident our current code has kept up with this technology. There are no pending applications, therefore we can be more objective in our research to update our code. Ordinance No. 08-01 drafted by our city attorney prevents permits from being issued for six months or until a new ordinance has been approved, whichever comes first. Administrator Miller stated that six months is the maximum time allowed so if someone comes in on September 11, we will have to honor their request based upon our current code. Council member Long commented that this makes sense, and he is in favor of doing the research. Mayor Lindstrom stated that if you "Google" this subject you will see many cities are wrestling with this. Bank signs and such may be okay, but we don't want to be a Las Vegas. He also asked if we will do this internally. Administrator Miller stated that we may use a consultant planner to help us out. Council member Mercer-Taylor commented on time and temperature being displayed on a billboard by the University, which may be a way certain companies are bypassing current ordinances. Mayor Lindstrom commented that we also need to consider first amendment issues. Administrator Miller stated, with outside help and the Planning Commission wrapping up work on the Comprehensive Plan work can begin on this soon. Council member Long moved to approve Ordinance No. 08-01. The motion passed unanimously.

2. Comprehensive Plan Update Review III

Administrator Miller began the item by explaining that this is the final part of a three part process. It is more technical than Parts I and II and covers transportation, utilities, and storm water management. Because of this we had SEH do the research for us in 2006 - 2007. Miller explained that the process for the Comprehensive Plan includes holding two open houses. The first will be held on March 13 at 6:30 p.m. Then the Planning Commission will review it for eventual April approval by the Council. The second open house is April 3 for those who cannot attend the first one. Mayor Lindstrom stated that the maps are wonderful and that Deb Jones, Zoning and Planning Director did a great job. Miller stated that no formal action is requested for tonight. Council member Long complimented Administrator Miller and Planning Director Jones for all of their hard work on the Comprehensive Plan. He encouraged residents to be aware of it. Administrator Miller stated that this information is also on the city's website.

**Information/Announcements:**

Council member Mercer-Taylor encouraged residents to attend the open houses March 13 and April 3 at 6:30 p.m. here at City Hall. Council member Long stated that it is great to be appointing more people to commissions, and that he is glad to see the community involvement. The Parks and Recreation Commission met Monday. The Spring/Summer programs schedule was in the March newsletter, and can also be accessed at City Hall and on website. He encouraged those interested to get applications in quickly via online, mail, or City Hall before programs fill up. They are also looking for instructors for some of the classes. Information is on the website for these summer opportunities. Mayor Lindstrom gave a reminder of the March 17 rain garden workshop 6:30 p.m. at City Hall. Administrator Miller stated that the next Council meeting on March 26 is a joint commissions meeting. All Commissioners are invited to attend, and each chair will be giving a report. Mayor Lindstrom stated that there will be a commission appointment at that meeting of a new applicant who is a sixth grader and gardener. He is being appointed to the Environment Commission. There will be a crime prevention meeting March 27, 6:30 p.m. at The Coffee Grounds.

**Community Forum:**

Melanie Leehy, 1547 Idaho Avenue, addressed the council on a proposal for a city slogan. She began by stating that the phrase "The Fair City" she felt to be an incomplete description of what the city is as a whole, and that others have that same opinion. Leehy made a recommendation that the city slogan become, "Falcon Heights, the City that Soars." In support of this slogan she sited several traits of the falcon such as how they are known to soar, their ability to fly above a storm, and how authors and others often use the words falcon and soar in the same sentence. Leehy then made parallels to what she sees as strengths of Falcon Heights. Mayor Lindstrom stated that the Council cannot vote on community forum items, but will consider it. Possibly this is something that even the elementary school could have involvement. Leehy offered to be available for any part of the process.

The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Melanie Leehy  
Office Assistant

**CONSENT F1**  
**3/26/08**

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

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

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

**EXPLANATION:**

General Disbursements through 3/20/08: \$121,455.29

Payroll through 3/15/08: \$16,045.07

**ATTACHMENTS:**

**ACTION REQUESTED:**

Approval



PACKET: 00173 PAYABLES MARCH 20

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
=====						
01-00142		ACTION IMPRINTS				
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I-30738		HATS - CITY LOGO	127.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		HATS - CITY LOGO		101 4132-77000-000	CLOTHING	127.00
		=== VENDOR TOTALS ===	127.00			
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01-00255		AMERICAN OFFICE PRODUCTS				
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I-90221		NAMEPLATE	19.17			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		NAMEPLATE		101 4112-70100-000	SUPPLIES	19.17
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I-90273		FOLDERS	40.13			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		FOLDERS		101 4112-70100-000	SUPPLIES	40.13
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I-90311		FRAME	34.04			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		FRAME		101 4112-70100-000	SUPPLIES	34.04
		=== VENDOR TOTALS ===	93.34			
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01-00250		AMERIPRIDE LINEN&APPAREL				
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I-M511530		LINEN SERVICES	33.84			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		LINEN SERVICES		101 4124-82011-000	LINEN CLEANING	33.84
		=== VENDOR TOTALS ===	33.84			
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01-00283		ANDERSON, KEVIN				
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I-200803181012		REIMB: MANKATO FIRE SCHOOL	294.14			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		REIMB: MANKATO FIRE SCHOOL		101 4124-86020-000	TRAINING	294.14
		=== VENDOR TOTALS ===	294.14			
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01-00869		BENEFIT EXTRAS, INC				
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I-25758		1ST QTR FLEX MINIMUM	90.00			
3/20/2008	APBNK	DUE: 3/20/2008 DISC: 3/20/2008		1099: N		
		1ST QTR FLEX MINIMUM		101 4112-89000-000	MISCELLANEOUS	90.00
		=== VENDOR TOTALS ===	90.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00975		BOYER TRUCKS INC				
I-174395		PARTS FOR FORD TRK	57.37			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		PARTS FOR FORD TRK		101 4132-87000-000	REPAIR EQUIPMENT	57.37
=== VENDOR TOTALS ===			57.37			
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01-03001		CAMPBELL KNUTSON				
I-200803181015		FEB/08 LEGALS	290.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		FEB/08 LEGALS		101 4114-80200-000	LEGAL FEES	290.00
=== VENDOR TOTALS ===			290.00			
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01-03123		CINTAS CORPORATION #470				
I-470813694		RUG SERVICE	9.75			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		RUG SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE	9.75
=== VENDOR TOTALS ===			9.75			
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01-06290		CITY OF ROSEVILLE				
I-8580		FEB/08 IT TECH SUPPORT	920.42			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		FEB/08 IT TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	920.42
=== VENDOR TOTALS ===			920.42			
=====						
01-03122		CITY OF ST PAUL				
I-103497		ST LIGHT REPAIR	113.65			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		ST LIGHT REPAIR		101 4132-87120-000	STREET LIGHT MAINTENANCE	113.65
=== VENDOR TOTALS ===			113.65			
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01-05045		GRUBER'S POWER EQUIPEMENT				
I-53339		JD PARTS	37.51			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		JD PARTS		101 4132-70120-000	SUPPLIES	37.51
=== VENDOR TOTALS ===			37.51			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05022	HOLLY JOHNSON					
I-200803181011		REFUND/ CLASS CANCELLED	90.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		REFUND/ CLASS CANCELLED		201 34340-000	NON-RESIDENT FEE	90.00
=== VENDOR TOTALS ===			90.00			

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01-05621	MARK HOVE					
I-200803181017		MNVOAD EXP REIMBURSEMENT	20.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		MNVOAD EXP REIMBURSEMENT		101 4121-86100-000	MILEAGE/CONF/EDUC/ASSOCI	20.00
=== VENDOR TOTALS ===			20.00			

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01-07276	HUGHES & COSTELLO					
I-200803181006		MAR/08 PROSECUTIONS	2,862.38			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		MAR/08 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,862.38
=== VENDOR TOTALS ===			2,862.38			

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01-05495	LAWSON PRODUCTS, INC					
I-200803181020		CHICAGO PNEUMATIC WRENCH	128.47			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		CHICAGO PNEUMATIC WRENCH		101 4131-70110-000	SUPPLIES	128.47
=== VENDOR TOTALS ===			128.47			

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01-05450	LEAGUE MN CITIES INS TRST					
I-200803181010		2008 INSURANCE	42,265.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		08 FIRE VEHICLES/LIAB&PHYSICAL		101 4124-88000-000	INSURANCE & BONDS	9,214.00
		08 OTHER VEHICLES/LIAB&PHYSICAL		101 4132-88000-000	INSURANCE & BONDS	371.00
		08 OTHER VEHICLES/LIAB&PHYSICAL		601 4601-88000-000	INSURANCE & BONDS	307.00
		08 GENERAL LIABILITY		101 4112-88000-000	INSURANCE & BONDS	10,913.00
		08 GENERAL LIABILITY		601 4601-88000-000	INSURANCE & BONDS	2,000.00
		08 GENERAL LIABILITY		602 4602-88000-000	INSURANCE & BONDS	1,000.00
		08 FIRE BLDG & CONTENTS		101 4124-88000-000	INSURANCE & BONDS	1,279.00
		08 FIRE BLDG & CONTENTS		101 4131-88000-000	INSURANCE & BONDS	1,279.00
		08 PARKS: BLDG & CONTENTS		101 4141-88000-000	INSURANCE & BONDS	6,008.00
		08 PAVILLION		101 4131-88000-000	INSURANCE & BONDS	620.00
		08 GROVE PLAYGROUND EQUIP		101 4141-88000-000	INSURANCE & BONDS	415.00
		08 STREET LIGHTS		101 4132-88000-000	INSURANCE & BONDS	2,172.00
		08 GAZEBO - CURTISS FIELD		101 4141-88000-000	INSURANCE & BONDS	287.00
		08 MOBILE PROPERTY		101 4131-88000-000	INSURANCE & BONDS	1,476.00
		08 EMPLOYEE DISHONESTY BOND		101 4112-88000-000	INSURANCE & BONDS	361.00
		08 COMM PK PLAYGROUND & EQUIP		101 4141-88000-000	INSURANCE & BONDS	342.00



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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05450		LEAGUE MN CITIES INS TRST ( ** CONTINUED ** )				
		08 CURTISS:PLAYGROUND&EQUIP		101 4141-88000-000	INSURANCE & BONDS	143.00
		08 EXCESS LIABILITY INS		101 4112-88000-000	INSURANCE & BONDS	3,706.00
		08 OPEN MEETING LAW		101 4111-88000-000	INSURANCE & BONDS	372.00
=== VENDOR TOTALS ===			42,265.00			

01-07272		LILLIE SUBURBAN NEWSPAPER				
I-200803181022		LEGALS: COMPREHENSIVE PLAN	9.75			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		LEGALS: COMPREHENSIVE PLAN		101 4111-70410-000	LEGAL NOTICES	9.75
=== VENDOR TOTALS ===			9.75			

01-05665		METROPOLITAN COUNCIL				
I-868563		APR/08 S.S.	36,383.81			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		APR/08 S.S.		601 4601-85060-000	METRO SEWER CHARGES	36,383.81
=== VENDOR TOTALS ===			36,383.81			

01-05730		MINNEAPOLIS PAPER COMPANY				
I-135237		PAPER	122.44			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		PAPER		101 4112-70100-000	SUPPLIES	122.44
=== VENDOR TOTALS ===			122.44			

01-07231		MN FIRE SVC CERT. BOARD				
I-200803181019		CERTIFICATION FEES	75.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		CERTIFICATION FEES		101 4124-86020-000	TRAINING	75.00
=== VENDOR TOTALS ===			75.00			

01-07249		MN POLLUTION CONTROL AGENCY				
I-200803181014		OPERATOR LICENSE/COLLECTION S	23.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		OPERATOR LICENSE/COLLECTION SY		601 4601-86030-000	CONFERENCES & SCHOOLS	23.00
=== VENDOR TOTALS ===			23.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06195	JENNIFER MOLINE					
I-200803181008		REFUND/ CLASS CANCELLATION	45.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		REFUND/ CLASS CANCELLATION		201 34310-000	RECREATION FEES	45.00
		=== VENDOR TOTALS ===	45.00			
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01-05986	NANCY GAGNER					
I-200803181007		PARENT/CHILD CRAFT CLASS	39.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		PARENT/CHILD CRAFT CLASS		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	39.00
		=== VENDOR TOTALS ===	39.00			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-172868921		NEXTEL COMMUNICATIONS, INC	114.43			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		NEXTEL COMMUNICATIONS, INC		101 4124-85015-000	CELL PHONE	114.43
		=== VENDOR TOTALS ===	114.43			
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01-05949	NFPA INTERNATIONAL					
I-4154049		NFPA INTERNATIONAL MEMBERSHIP	150.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		NFPA INTERNATIONAL MEMBERSHIP		101 4124-86110-000	MEMBERSHIPS	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
01-05975	NORTH SUBURBAN					
I-CC08-401		2008 COOPERATIVE SVC	10,857.19			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		2008 COOPERATIVE SVC		101 4111-86500-000	COOPERATIVE SERVICE	10,857.19
		=== VENDOR TOTALS ===	10,857.19			
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01-06030	OLSON, ROLAND					
I-200803191023		REIMB: 3 RING BINDERS	28.70			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		REIMB: 3 RING BINDERS		101 4112-70100-000	SUPPLIES	28.70
		=== VENDOR TOTALS ===	28.70			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06024		ON SITE SANITATION				
I-294757		PORTABLE TOILET	63.90			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		PORTABLE TOILET		601 4601-85080-000	PORTABLE TOILET PARKS	63.90
		=== VENDOR TOTALS ===	63.90			
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01-05115		ONE CALL CONCEPTS, INC				
I-8020476		LOCATES	33.35			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		LOCATES		601 4601-88030-000	ONE CALL CONCEPTS-LOCATE	33.35
		=== VENDOR TOTALS ===	33.35			
=====						
01-06053		OREILLY AUTO PARTS				
I-1799-162362		OIL	66.97			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		OIL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	66.97
I-200803181004		TRK PARTS	58.81			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		TRK PARTS		101 4132-70120-000	SUPPLIES	58.81
		=== VENDOR TOTALS ===	125.78			
=====						
01-06065		OXYGEN SERVICE COMPANY				
I-3078627		AIR TANK RENTALS	47.25			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		AIR TANK RENTALS		101 4124-70100-000	SUPPLIES	47.25
		=== VENDOR TOTALS ===	47.25			
=====						
01-06115		TIMOTHY PITTMAN				
I-200803181003		MILEAGE REIMB	70.81			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		MILEAGE REIMB		601 4601-86101-000	MILEAGE	70.81
		=== VENDOR TOTALS ===	70.81			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06945	QWEST					
I-200803181018		LANDLINE TELEPHONE	57.74			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	57.74
		=== VENDOR TOTALS ===	57.74			
=====						
01-06185	RAMSEY COUNTY					
I-RISK 1139		MAR/08 INSURANCE	6,275.47			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		MAR/08 INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,275.47
		=== VENDOR TOTALS ===	6,275.47			
=====						
01-06183	RAMSEY COUNTY PROP/RECORD					
I-PUBS 8385		FEB/08 SNOWPLOWING/SANDING	3,538.77			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		FEB/08 SNOWPLOWING/SANDING		101 4132-83030-000	SNOW REMOVAL	3,538.77
		=== VENDOR TOTALS ===	3,538.77			
=====						
01-06999	RAMSEY CTY FIRE CHIEFS ASSOCIA					
I-200803181021		MEMBERSHIP	60.00			
3/18/2008	APBNK	DUE: 3/18/2008 DISC: 3/18/2008		1099: N		
		MEMBERSHIP		101 4124-86110-000	MEMBERSHIPS	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-06301	SAMS CLUB DISCOVER CARD					
I-200803181002		OAK FOR COUNCIL CHAMBERS	942.74			
3/18/2008	APBNK	MANUAL CK# 072946 3/12/2008		1099: N		
		OAK FOR COUNCIL CHAMBERS		403 4403-91000-000	MACHINERY & EQUIPMENT	942.74
		=== VENDOR TOTALS ===	942.74			
=====						
01-06441	SCOTT WEMYSS (PARTAGS)					
I-3-126		NAME TAGS	9.26			
3/19/2008	APBNK	DUE: 3/19/2008 DISC: 3/19/2008		1099: N		
		NAME TAGS		101 4124-70100-000	SUPPLIES	9.26
		=== VENDOR TOTALS ===	9.26			

PACKET: 00173 PAYABLES MARCH 20

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

```

-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-06549  ANN SULLIVAN

```

```

I-200803181009  REFUND/ CLASS CANCELLATION  50.00
3/18/2008  APBNK  DUE: 3/18/2008 DISC: 3/18/2008  1099: N
REFUND/ CLASS CANCELLATION  201 34340-000  NON-RESIDENT FEE  50.00

=== VENDOR TOTALS ===  50.00

```

01-07003 TESCH, SCOTT

```

I-200803181005  REIMB; FIRE SCHOOL EXPS  292.09
3/18/2008  APBNK  DUE: 3/18/2008 DISC: 3/18/2008  1099: N
REIMB; FIRE SCHOOL EXPS  101 4124-86020-000  TRAINING  292.09

=== VENDOR TOTALS ===  292.09

```

01-00878 US BANCORP

```

I-200803181001  MCMA CONF/PARKING/WORKSHOP EX  321.23
3/18/2008  APBNK  MANUAL  CK# 072945  3/11/2008  1099: N
COUNCIL WORKSHOP EXP  101 4111-70100-000  SUPPLIES  24.23
MET COUNCIL PARKING  101 4112-86010-000  MILEAGE & PARKING  4.00
CHMBR COMM MEETING EXP  101 4112-86100-000  CONFERENCES/EDUCATION/AS  18.00
MCMA CONFERENCE EXP - JUSTIN  101 4112-86100-000  CONFERENCES/EDUCATION/AS  275.00

=== VENDOR TOTALS ===  321.23

```

01-07901 WASTE MANAGEMENT-BLAINE

```

I-0500-4  MAR/08 RESIDENTIAL RECYCLING  1,858.45
3/18/2008  APBNK  DUE: 3/18/2008 DISC: 3/18/2008  1099: N
MAR/08 RESIDENTIAL RECYCLING  206 4206-82030-000  RECYCLING CONTRACTS  1,858.45

=== VENDOR TOTALS ===  1,858.45

```

01-07900 WILS

```

I-200803181013  MEETING EXPENSE  12.00
3/18/2008  APBNK  DUE: 3/18/2008 DISC: 3/18/2008  1099: N
MEETING EXPENSE  101 4141-86100-000  CONFERENCES/EDUCATION/AS  12.00

=== VENDOR TOTALS ===  12.00

```

PACKET: 00173 PAYABLES MARCH 20

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-200803181000		ELECTRIC		2,466.37			
3/18/2008	APBNK	MANUAL CK# 072969 3/18/2008			1099: N		
		ELECTRIC			101 4132-85020-000	STREET LIGHTING	1,983.83
		ELECTRIC			101 4132-85020-000	STREET LIGHTING	3.37
		ELECTRIC			101 4141-85020-000	ELECTRIC/GAS	259.56
		ELECTRIC			101 4132-85020-000	STREET LIGHTING	40.02
		ELECTRIC			101 4141-85020-000	ELECTRIC/GAS	179.59
=== VENDOR TOTALS ===				2,466.37			
=== PACKET TOTALS ===				111,506.40			

FED WITHHOLDING	5994.13
ST WITHHOLDINGS	1000.54
PERA CK # 72968	2637.22
ICMA WIRE	<u>317.00</u>

121,455.29



March Statement for activity from Feb. 05, 2008 through Mar. 05, 2008  
 CITY OF FALCON HEIGHT , JUSTIN J MILLER (CPN 000107109)

Inquiries: 1-866-485-4545  
 BUS 1238 02 Page 1 of 2

Your U.S. Bank Visa® Business Card account at a glance ... Account [REDACTED]

Activity Summary

Previous Balance.....	\$5.50
Payments and Credits.....	\$329.98
Purchases, Advances & Other Debits	\$645.71
FINANCE CHARGES.....	\$0.00
New Balance.....	\$321.23

Credit and Payment Information

Credit Line.....	\$18,000.00
Available Credit.....	\$17,678.77
Minimum Payment Due (Current Month)...	\$10.00
Minimum Payment Due (Past Due).....	\$0.00
Total New Minimum Payment Due.....	\$10.00
Payment Due Date.....	Mar. 25, 2008

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$321.23 by 03/25/08.  
 Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
<b>Payments and Credits</b>					
02/19	02/19	0260	PAYMENT THANK YOU.....	\$5.50 CR	-----
03/05	03/03	7318	GRAND VIEW LODGE & TEN NISSWA MN..... MERCHANDISE/SERVICE RETURN	\$324.48 CR	-----
<b>Purchases, Advances, Debits</b>					
02/05	02/04	0119	ALLIED PARKING RITZ 6123320391 MN.....	\$4.00	Met Council Parking
02/08	02/07	6653	JIMMY JOHN'S - FALCON FALCON HEIGHT MN.....	\$24.23	Wkshp Meals
02/22	02/21	4687	SAINT PAUL AREA CHAMBE 651-2235000 MN.....	\$18.00	Chamber Lunch
02/29	02/28	6542	PAYPAL *GOVTTRNGSVC 402-935-7733 MN.....	\$225.00	MCMA Conference
03/05	03/03	7222	GRAND VIEW LODGE & TEN NISSWA MN..... 03/07/08 FOLIO: 98471	\$50.00	MCMA Deposit
03/05	03/03	7305	GRAND VIEW LODGE & TEN NISSWA MN..... 03/07/08 FOLIO: 98601	\$324.48	MCMA Housing

Continued on Next Page

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,262.22
01-1008	STACEY T KREUSER	1,851.86
-1009	MELANIE M LEEHY	616.83
01-1136	ROLAND O OLSON	800.00
01-2154	MAUREEN A ANDERSON	138.52
01-1038	DEBORAH K JONES	1,580.40
01-0040	KEVIN ANDERSON	33.52
01-0085	DANIEL S JOHNSON-POWERS	14.70
01-0087	MICHAEL A MCKAY	54.26
01-0106	SCOTT A TESCH	173.15
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSEVEN	1,168.44
01-1143	COLIN B CALLAHAN	1,163.31

TOTAL PRINTED: 13 10,157.21

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
	OLSON, ROLAND O	R	3/13/2008	1,047.37	072947
1142	HERZOG, PATRICK J	R	3/13/2008	292.78	072948
1035	AUGER SR, JOSEPH J	R	3/13/2008	304.38	072949
0034	KURHAJETZ, CLEMENT	R	3/13/2008	83.94	072950
0066	HERNANDEZ, ALFRED	R	3/13/2008	78.96	072951
0074	ALLEN, MARK J	R	3/13/2008	69.15	072952
0090	SCHIPPEL, ANDREW P	R	3/13/2008	34.63	072953
0095	POESCHL, MICHAEL J	R	3/13/2008	81.50	072954
0097	GAFNEY, PATRICK	R	3/13/2008	69.04	072955
0101	HUFF, DALE E	R	3/13/2008	123.40	072956
0104	VANN, VINCENT A	R	3/13/2008	103.66	072957
0105	FEHRENBACH, ANTON M	R	3/13/2008	83.52	072958
0112	LESKE, CHRIS M	R	3/13/2008	49.40	072959
0117	EISCHEN, RONALD B	R	3/13/2008	29.56	072960
0118	HARPEL, JOHN M	R	3/13/2008	98.94	072961
0119	WICK, JEFFREY M	R	3/13/2008	24.70	072962
1030	PITTMAN, TIMOTHY J	R	3/13/2008	1,506.18	072963
2006	WICKHEM, DAMON J	R	3/13/2008	108.05	072964
2160	COYNE, ANDREW P	R	3/13/2008	178.93	072965
1016	ABERNATHY, LISA A	R	3/13/2008	1,220.56	072966
2150	THOMAS, DAVE M	R	3/13/2008	299.21	072967

3-13-2008 9:49 AM

PAYROLL CHECK REGISTER

PAGE: 4

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 3/15/2008

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

REGULAR CHECKS:	21	5,887.86
DIRECT DEPOSIT REGULAR CHECKS:	13	10,157.21
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
-----		
TOTAL CHECKS:	34	16,045.07





**ITEM:**                    **Approval of Contract for 2008 City Forester**

**SUBMITTED BY:**    **Justin Miller, City Administrator;**  
                                 **Tim Pittman, Parks and Public Works Director**

**EXPLANATION:**

One of the greatest assets in the City of Falcon Heights is our extensive urban tree system. As such, we have traditionally contracted with a forester to inspect both private and public trees in our city to monitor disease outbreaks and to manage the incidents before they become widespread. Our previous forester recently move out of the area, so staff solicited proposals from area foresters to provide these services. Five companies or individuals submitted proposals, and staff interviewed our top two candidates.

After interviewing the candidates, staff is proposing that the city council approve the attached contract with Branch and Bough Tree Service and Landscape Care. Andy Hovland, the owner of Branch and Bough, will be the main contact and inspector for our city, and he came highly recommended. Attached you will find his resume and the proposed contract. The contract calls for Branch and Bough to be paid \$45/hour, and is similar to the contract in past years.

**ACTION REQUESTED:**

Staff recommends that the Falcon Heights City Council approve the attached contract for forestry services with Andrew Hovland d/b/a Branch and Bough Tree Service and Landscape Care.



# ***AGREEMENT***

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2008, between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City"), and **ANDREW HOVLAND d/b/a Branch and Bough** ("Consultant").

## **IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:**

**1. CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents", all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Agreement.
- B. Proposal prepared by ANDREW HOVLAND d/b/a Branch and Bough .

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

**2. OBLIGATIONS OF THE CONSULTANT.** The Consultant, a certified tree inspector, shall provide the services, and perform the work in accordance with the Contract Documents and applicable state law, Minn. Stat. 18G.16, and Rules, Minnesota Rules Chapter 1505, concerning shade tree disease control programs.

**3. OBLIGATIONS OF THE CITY.** The City shall pay the Consultant \$45 per hourly basis in accordance with the attached.

**4. ASSIGNMENT.** Neither party may assign, sublet, or transfer any interest or obligation in this Contract without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

**5. TIME OF PERFORMANCE.** The Consultant shall complete its obligations in accordance with the proposal.

**6. PAYMENT.** The City will make periodic payment to the Consultant as the work is completed.. Such payment shall be made not later than thirty (30) days after invoicing by the Consultant.

**7. PROMPT PAYMENT TO SUBCONSULTANTS.** Pursuant to Minnesota Statute § 471.25, Subdivision 4a, the Consultant must pay any subconsultant within ten (10) days of the Consultant's receipt of payment from the City for undisputed services provided by the subconsultant. The Consultant must pay interest of one and one-half percent (1 ½ %) per month or any part of a month to subconsultant on any undisputed amount not paid on time to

the subconsultant. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Consultant shall pay the actual penalty due to the subconsultant. A subconsultant who prevails in a civil action to collect interest penalties from the Consultant shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

**8. WORKER'S COMPENSATION.** Te Consultant shall obtain and maintain for the duration of this Contract, statutory Worker's Compensation Insurance and Employer's Liability Insurance as required under the laws of the State of Minnesota.

**9. COMPREHENSIVE GENERAL LIABILITY.** Consultant shall obtain the following minimum insurance coverage and maintain it at all times throughout the life of the Contract, with the City included as an additional name insured:

Bodily Injury:	\$1,000,000 each occurrence \$1,000,000 aggregate, products and completed operations
Property Damage:	\$1,000,000 each occurrence \$1,000,000 aggregate

Contractual Liability (identifying the contract):

Bodily Injury:	\$1,000,000 each occurrence
Property Damage:	\$1,000,000 each occurrence \$1,000,000 aggregate
Personal Injury, with Employment Exclusion deleted:	\$1,000,000 aggregate

Comprehensive Automobile Liability (owned, non-owned, hired):

Bodily Injury:	\$100,000 each occurrence \$50,000 each accident
Property Damage:	\$100,000 each occurrence

## **10. DATA PRACTICES/RECORDS**

A. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

B. All books, records, documents, and accounting procedures and practices of the Consultant and its subconsultants, if any, relative to this Contract are subject to examination by the City.

**11. WARRANTY.** The Consultant shall exercise the same degrees of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a certified tree inspector under similar circumstances

**12. INDEMNITY.** The Consultant agrees to indemnify and hold the City harmless from any claim made by third parties as a result of the services performed by it. In addition, the Consultant shall reimburse the City for any cost of reasonable attorney's fees it may incur as a result of any such claims.

**13. WAIVER.** In the particular event that either party shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Contract by either party, whether of the same or any other covenant, condition, or obligation.

**14. INDEPENDENT CONTRACTOR.** The City hereby retains the Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. The Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

**15. GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

**16. SEVERABILITY.** If any term or condition of this Contract is found to be or become unenforceable or invalid, it shall not effect the remaining provisions, terms, and conditions of this Contract, unless such invalid or unenforceable provision, term, or condition renders this Contract impossible to perform. Such remaining terms and conditions of the Contract shall continue in full force and effect and shall continue to operate as the parties' entire contract.

**17 ENTIRE AGREEMENT.** This Contract represents the entire agreement of the parties and is a final, complete, and all inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

**CITY OF FALCON HEIGHTS**

BY: \_\_\_\_\_

Peter Lindstrom, Mayor

Andrew Hovland  
d/b/a Branch and Bough

AND \_\_\_\_\_  
Justin Miller, City Administrator

### **Career Objective**

To utilize my arboriculture and horticulture knowledge and skills to further the industry through educating the public about proper tree care.

### **Education**

- MAg, Horticulture. University of Minnesota, Minneapolis, MN (ongoing) GPA: 4.0
- BA, Anthropology. Washington University, St. Louis, MO (May 1995) GPA: 3.6

### **Professional Experience**

*Branch and Bough Tree Service and Landscape Care, St. Paul, MN* January 2007 – Present

#### Owner and Operator

Professional tree and shrub maintenance company focusing on fine rope and saddle pruning and removals. Client contact includes estimating and sales. Being the owner operator, I have been in charge of all of my marketing, accounting and insurance and licensing responsibilities.

*MoonGate Garden Design, LLC, St. Paul, MN* January 2006 – Present

#### President

Reorganized West Side Gardens in the winter of 2005 into a two-member limited liability company (which has since transferred back to a single member LLC). Specializing in landscape design, installation and maintenance. Small maintenance jobs included yard clean up, dead-heading and/or dividing, and installing plant material. Larger work consists of design planning with clients, which most of the time results in full implementation of the landscape plan. These designs include native and ornamental trees, shrubs and hardy perennials. Periodic implementation of hardscape projects (retaining walls, walkways, patios). Similar to Branch and Bough, I am in charge of all business related details.

*City of Minneapolis, Minneapolis, MN* June 2006 – April 2007

#### Gardner

Horticultural maintenance of conservatory plants. Disease and insect identification and selection of appropriate pesticide/fungicide regimen. General maintenance and upkeep of water features at Minneapolis Sculpture Gardens and local parks. Irrigation troubleshooting repair and general turf management. Shrub and hedge maintenance at local parks. Ornamental tree maintenance. Work with Environmental department on buckthorn removal projects.

*Northern Arborists, Lake Elmo, MN* September 1998 – June 2006

#### Arborist

Lead arborist for a small tree care company in the East Metro. Duties include: trimming and removing trees using rope and saddle climbing, shrub pruning, operation and maintenance on vehicles and equipment, assisting with small tree/shrub nursery operations, and installation of trees, shrubs and small landscape projects. Experience with client contact on a daily basis as the main liaison when employer was not present. Periodic estimation and sales work with perspective clients. Identification of general woody plant insect and disease issues and determination of proper solutions.

*West Side Gardens, St. Paul, MN* May 2004 – December 2005

#### Owner/Operator

See duties under MoonGate Garden Design, LLC.

*Highland Nursery, St. Paul, MN* April 2003 – September 2003

#### Sales Associate

Routine maintenance on all nursery stock, including irrigation. Creating displays of woody and herbaceous plant material for sale. Shrub and tree pruning. Everyday tasks around the garden center, including clean up and maintenance. Customer contact, including sales and providing plant stock information.



Andrew Hovland  
589 Ohio Street St. Paul, MN 55107  
651-225-8681(H)/651-335-8655(C) branchandbough@yahoo.com

*Canopy Tree Care, Minneapolis, MN*  
Arborist Apprentice

October 1997 – June 1998

*City of Eagan, Eagan, MN*  
City Forestry Intern

April 1997 – October 1997

*Morton Arboretum, Lisle, IL*  
Seasonal Grounds Maintenance/Tree Crew

June 1995 – August 1996

### **Community Service**

*Great River Greening, St. Paul, MN*

April 1997 – Present

Periodic volunteer work for Great River Greening. Responsibilities include overseeing volunteer tree/shrub planting and seed collecting on scheduled volunteer days. This includes answering volunteer questions, instructing correct planting techniques and informing volunteers about safe work practices.

*West Side Bluff Task Force, St. Paul, MN*

Summer 2003 – Present

Work with community groups removing undesirable woody plants from the West Side Bluffs to improve forest health and strengthen the community through team building.

### **Professional Memberships**

International Society of Arboriculture

MN Society of Arboriculture

MN Nursery and Landscape Association

### **Certifications and Skills**

Certified Arborist #MN-0343A (2000 – present)

Licensed Tree Inspector - #20065069 (1998 – present)

Commercial Pesticide Applicators License - #20104109

EHAP certified

First Aid/CPR certified

Proficiency in working with DynaScape landscape design software.

**ITEM:**                    **Commission Appointment**

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

**Explanation:**

The following individual has been interviewed, and I ask the council's approval to appoint Ethan Wagner to the Environment Commission.

Ethan is an eleven year-old student who has been attending environment commission meetings for the past year. He is also a participant in the community garden. His appointment will bring the number of environment commissioners up to eight, which is allowed under the city code (up to nine are allowed for each commission).

**ACTION REQUESTED:**

Approval



**CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION**

DATE: Oct 28 07

NAME: Ethan Wagner

ADDRESS: North 400 St

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

EMAIL ADDRESS: ~~B. Wagner~~

HOW LONG AT ABOVE ADDRESS? 11 years (entire life)

IN WHAT CAPACITY DO YOU WISH TO SERVE? environment  
committee

REASON YOU WISH TO SERVE ON ABOVE: Because I care  
about the environment

PRIOR PUBLIC (OR RELATED) SERVICE: None

OTHER RELEVANT BACKGROUND (OR COMMENTS): None