

ITEM: **Acceptance and Recognition of Fire Department Kitchen Appliances
From Warners' Stellan**

SUBMITTED BY: **Clem Kurhajetz, Fire Chief**

EXPLANATION:

Recently, the Falcon Heights Fire Department received a donation of kitchen equipment from Warners' Stellan. Specifically, the donated items included a new refrigerator, oven, and microwave.

It is believed that these appliances replaced ones that were original to the building (built in 1981), and were also donated by Warners' Stellan.

The City of Falcon Heights and the Fire Department Relief Association are very appreciative of Warners' Stellan for their donation and their ongoing contributions to our community. Representatives of the fire department and Warners' Stellan will be present to so that they can be formally recognized.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council formally accept the donation of kitchen appliances from Warners' Stellan and publicly thank them for their generosity.

ITEM: CAFR Report – Matt Mayer, CPA Partner, Kern, DeWenter, Viere LTD

SUBMITTED BY: Roland Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

Explanation:

Each year the City is required to complete an annual audit of its financial statements. The City hired the auditing firm of Kern, DeWenter, and Viere Ltd to perform this annual audit of the fiscal year ending December 31, 2007. Matthew Mayer, CPA will present the results.

ATTACHMENTS:

- Financial Report
- Memorandum on Financial Analysis, Accounting Policies and Procedures and Internal Control

Regular Meeting of the Falcon Heights City Council May 14, 2008

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

Council member Kuettel called the meeting to order at 7 p.m.

The first item on the agenda was a presentation of a recent Citizens' Academy graduate, Tom Kellogg of Falcon Heights. Chief Ohl introduced officer Tessa Sunde, who explained the academy was started about three years ago in an attempt to teach citizens about the inner workings of the police department. Over the course of the 8-week class, topics covered included DUI, squads, use-of-force, firearms, scenarios, crime labs, and K-9s. She said there were 20 in graduating class, including Kellogg from Falcon Heights. Tom Kellogg addressed the council and explained participating in the academy was a rewarding experience, stating the officers are a top-notch bunch.

Council member Kuettel said Falcon Heights really appreciates the SAPD, because they offer the type of policing Falcon Heights needs and wants.

Chief Ohl thanked the residents for taking an interest in learning more about their community and the department, and also thanked Officer Sunde, Sgt. Jon Mangseth, Cpt. Dominic Cotroneo, and CSO Carolyn Quick for their commitment to making the academy a success.

Officer Sunde added the academy would again be offered in 2009.

The minutes of the April 23, 2008 meeting were approved as submitted.

Consent Agenda:

Council member Harris asked why it was necessary to formally adopt the debt and capital fund budgets. Miller replied that the budget was adopted in aggregate initially, and this separate motion was upon recommendation from the auditors, that it was really a technicality.

Council member Mercer-Taylor asked what time period the police service payment covered. Miller replied the payments were done monthly, and the amount didn't seem abnormal.

Council member Long moved to approve the following five items. The motion passed unanimously.

1. General Disbursements through 5/8/08: \$109,581.83
Payroll through 4/30/08: \$15,533.16
2. 2008 Licenses
3. Sanitary Sewer Cleaning Program
4. Acceptance of election results for Fire Chief, Assistant Chief
5. Formally adopt 2008 Debt and Capital Fund Expenditure Budgets

Information/Announcements:

Council member Mercer-Taylor said she and Miller had attended a senior services in Ramsey County meeting, and would like to discuss with the council possible ways the city could take a role.

Council member Kuettel said the SAPD conducted a bike safety class, which allowed students to ride their bikes to school this week. There's been great participation. The Farmer's Market is open in Falcon Heights, Tuesdays from 7:30 - noon. Parks and rec summer programming

registration closes June 9. Lastly, she reminded residents to get permits for work done to their property: roofing, siding, windows, fences, plumbing, driveways, and mechanical are just a few of the projects that require a permit.

Council member Long asked residents to please slow down on our streets.

Administrator Miller announced the speed trailer is back out on the streets, and if residents have requests on its placement, to call city hall. Next, the recyclable bags are still available at city hall for \$2 each. Finally, along Roselawn Qwest is installing fibre optic cable to improve DSL service in the city. There will be little disruption during this installation. Also, northbound Snelling Ave, north of Roselawn to hwy 36 is being expanded to three lanes. The State says that will be a summer-long project.

Council member Harris asked if the sanitary sewer line cleaning will disrupt service. Miller replied it would not, there would be a truck in the street but all lines will still be in service.

Council member Kuettel adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

ITEM: Disbursements and Payroll

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

EXPLANATION:

General Disbursements through 5/22/08: \$68,907.76

Payroll through 5/15/08: \$9,137.50

ATTACHMENTS:

- General Disbursements
- Payroll
- Credit card statement

ACTION REQUESTED:

Approval

ACCOUNT: 00190 PAYABLES MAY 8 - MAY 22

ENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

JE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
1-00255		AMERICAN OFFICE PRODUCTS				

I-092057		ENVELOPE, BINDER, AND FOLDER	75.57			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		ENVELOPE AND BINDER		101 4112-70100-000	SUPPLIES	18.08
		FOLDER, 2 PKT W/FST 25, GN		101 4112-70100-000	SUPPLIES	57.49
=== VENDOR TOTALS ===			75.57			

1-06246 AMERICAN RED CROSS

I-a8-001773		CPR COURSE-BABYSITTING	1,408.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		CPR COURSE-BABYSITTING		201 4201-89000-000	MISCELLANEOUS	1,408.00
=== VENDOR TOTALS ===			1,408.00			

01-00250 AMERIPRIDE LINEN&APPAREL

I-M578579		LINEN CLEANING	33.41			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	33.41
=== VENDOR TOTALS ===			33.41			

01-03001 CAMPBELL KNOTSON

I-200605201121		APRIL/08 LEGALS	1,047.25			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		APRIL/08 LEGALS		101 4114-80200-000	LEGAL FEES	1,047.25
=== VENDOR TOTALS ===			1,047.25			

01-03089 CASH

I-200805211137		POSTAGE/SOAP/3 RING BINDERS	90.88			
5/21/2008	APBNK	DUE: 5/21/2008 DISC: 5/21/2008		1099: N		
		KITCHEN SOAP		101 4131-70110-000	SUPPLIES	3.73
		3 RING BINDERS		101 4112-70100-000	SUPPLIES	15.00
		POSTAGE- CERTIFIED MAIL		101 4112-70500-000	POSTAGE	11.65
		STAMPS:VARIOUS DENOMINATIONS		101 4112-70500-000	POSTAGE	60.50
=== VENDOR TOTALS ===			90.88			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
1-03202	CENTRAL SANDBLASTING COMPANY					
I-29987		SANDBLASTING SNOW PLOW	600.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		SANDBLASTING SNOW PLOW		101 4132-87000-000	REPAIR EQUIPMENT	600.00
=== VENDOR TOTALS ===			600.00			
=====						
1-03123	CINTAS CORPORATION #470					
I-470843232		RUG SERVICE-CITY HALL	27.47			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		RUG SERVICE-CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	27.47
=== VENDOR TOTALS ===			27.47			
=====						
11-06290	CITY OF ROSEVILLE					
I-0008705		MAY/08 TECH SUPPORT	920.42			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		MAY/08 TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	920.42
I-0008720		ENGINEERING SERVICES	1,764.42			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES	1,489.47
		ENGINEERING SERVICES		601 4601-80100-000	ENGINEERING	274.95
=== VENDOR TOTALS ===			2,684.84			
=====						
01-03122	CITY OF ST PAUL					
I-104398		ASPHALT MIX	509.60			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		ASPHALT MIX		101 4132-75000-000	BITUMINOUS PATCHING	509.60
I-104578		APRIL/08 FUEL	469.15			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		APRIL/08 FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	469.15
=== VENDOR TOTALS ===			978.75			
=====						
01-03221	CITY OF ST PAUL REGIONAL WATER					
I-200805201135		H2O SALES TAX AND RINK FLOOD	451.65			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		SALES TAX ON H2O FOR RINK		101 4141-85040-000	WATER	27.57
		H2O FOR RINK FLOODING		101 4141-85040-000	WATER	424.08
=== VENDOR TOTALS ===			451.65			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
1-06422	CLAUDIA SCULLEY					
I-200805201127		REDUND-PARK BLDG	81.50			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		REDUND-PARK BLDG		101 34101-000	CITY FACILITY RENTAL	76.53
		REFUND-SALES TAX		101 20802-000	SALES TAX PAYABLE	4.97
		=== VENDOR TOTALS ===	81.50			
=====						
11-03021	CMI CONSTRUCTION MIDWEST					
I-200805201134		CALC CONSTRUCTION MASTERS	73.70			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		CALC CONSTRUCTION MASTERS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	73.70
		=== VENDOR TOTALS ===	73.70			
=====						
11-91022	DAVID GORDON					
I-200805201111		DAVID GORDON	106.50			
5/20/2008	APBNK	MANUAL CK# 073230 5/19/2008		1099: N		
		REFUND		101 34101-000	CITY FACILITY RENTAL	106.50
		=== VENDOR TOTALS ===	106.50			
=====						
11-03300	DISCOUNT STEEL, INC					
I-01464616		STEEL	18.23			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		STEEL		101 4132-70120-000	SUPPLIES	18.23
		=== VENDOR TOTALS ===	18.23			
=====						
01-04084	FIRE EQUIPMENT SPECIALTIES					
I-5669		BLOWER EXHAUSTER & SPOT LAMPS	767.80			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		SPOTLAMPS & LITE BOX BATTERY		101 4124-87029-000	REPAIR OTHER EQUIPMENT	152.21
		BLOWER EXHAUSTER		402 4402-91000-000	MACHINERY & EQUIPMENT	615.59
		=== VENDOR TOTALS ===	767.80			
=====						
01-05121	GFOA					
I-200805201116		GFOA ANNUAL MEMBERSHIP	165.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		GFOA ANNUAL MEMBERSHIP		101 4113-86100-000	CONFERENCES/EDUCATION/AS	165.00
		=== VENDOR TOTALS ===	165.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
1-05119	GFOA					
I-200805201130		CAFR FEE REVIEW	350.00			
5/20/2008	APBNK	MANUAL CK# 073232 5/21/2008		1099: N		
		CAFR FEE REVIEW		101 4113-89000-000	MISCELLANEOUS	350.00
		=== VENDOR TOTALS ===	350.00			
=====						
1-05166	GRAINGER, W. W., INC.					
I-9633593877		PAINT SUPPLIES	112.88			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		PAINT ATHLETIC FIELD		101 4141-70100-000	SUPPLIES	52.33
		HYDRANT COATING		203 4203-70100-000	SUPPLIES	15.32
		BLACK COATING		101 4141-70100-000	SUPPLIES	45.23
		=== VENDOR TOTALS ===	112.88			
=====						
01-05123	GREENLINE PRODUCTS					
I-6338		10 HOME COMPOSTER BINS	309.50			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		10 HOME COMPOSTER BINS		206 4206-70100-000	SUPPLIES/COPY COSTS	309.50
		=== VENDOR TOTALS ===	309.50			
=====						
01-05137	HEALTHPARTNERS MEDICAL GP					
I-200805201118		MEDICAL EXAMINATIONS-HARPEL	63.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		MEDICAL EXAMINATIONS-HARPEL		101 4124-86200-000	MEDICAL EXAMINATIONS	63.00
		=== VENDOR TOTALS ===	63.00			
=====						
01-05138	HELENA CHEMICAL CO					
I-134711371		FERTILIZER	2,094.64			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		FERTILIZER		101 4132-87010-000	BOULEVARD MAINTENANCE	1,047.32
		FERTILIZER		101 4141-87120-000	REPAIRS & MAINTENANCE	1,047.32
		=== VENDOR TOTALS ===	2,094.64			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
1-05409	STACEY KREUSER					
I-200805201133		EMPLOYEE ID CARDS	29.29			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		EMPLOYEE ID CARDS		101 4121-70120-000	SUPPLIES	29.29
		=== VENDOR TOTALS ===	29.29			
=====						
1-05404	KURHAJETZ, CLEM					
I-200805201129		MILEAGE	24.24			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		MILEAGE		101 4124-86010-000	MILEAGE	24.24
		=== VENDOR TOTALS ===	24.24			
=====						
1-05510	LEAGUE OF MN CITIES					
I-1-000032463		NEWLY ELECTED OFFICIAL CLASS	275.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		NEWLY ELECTED OFFICIAL CLASS		101 4111-86100-000	CONFERENCES/EDUCATION/TR	275.00
		=== VENDOR TOTALS ===	275.00			
=====						
1-05646	M-R SIGN COMPANY INC					
I-151277		STREET BANNER BRACKETS	511.05			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		STREET BANNER BRACKETS		403 4403-91000-000	MACHINERY & EQUIPMENT	511.05
		=== VENDOR TOTALS ===	511.05			
=====						
1-05582	MENARDS					
I-200805201112		CEILING TILES- CONF ROOM	190.87			
5/20/2008	APBNK	MANUAL CK# 073229 5/15/2008		1099: N		
		CEILING TILES- CONF ROOM		403 4403-91000-000	MACHINERY & EQUIPMENT	113.86
		OAK TRIM - CONF ROOM		403 4403-91000-000	MACHINERY & EQUIPMENT	77.01
		=== VENDOR TOTALS ===	190.87			
=====						
1-05664	METRO FIRE					
I-31463		SCBA AND FACEPIECE TESTS	1,095.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		15 SCBA FLOW TESTS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	975.00
		6 FACEPIECE TESTS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	120.00
		=== VENDOR TOTALS ===	1,095.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
1-05665	METROPOLITAN COUNCIL					
I-872609		JUNE/08 SS	36,383.81			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		JUNE/08 SS		601 4601-85060-000	METRO SEWER CHARGES	36,383.81
=== VENDOR TOTALS ===			36,383.81			
=====						
1-05585	METROPOLITAN AREA MANAGEMENT A					
I-200805201117		MAMA MEETING EXPENSE	20.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		MAMA MEETING EXPENSE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	20.00
=== VENDOR TOTALS ===			20.00			
=====						
1-05973	NORTH SUBURBAN ACCESS CO.					
I-08-819		JAN-MAR 08 WEB & PROGRAMMING	484.29			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		JAN-MAR 08 WEBSTREAMING		101 4116-85050-000	CABLE TV	349.29
		JAN-MAR 08 PROGRAMMING		101 4116-85050-000	CABLE TV	135.00
=== VENDOR TOTALS ===			484.29			
=====						
1-05985	NORTHERN LIGHTS DISPLAY					
I-199		STREET BANNERS	1,615.61			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		STREET BANNERS		403 4403-91000-000	MACHINERY & EQUIPMENT	1,615.61
=== VENDOR TOTALS ===			1,615.61			
=====						
01-05971	NORTHERN WATER WORKS SUPPLY					
I-200805201122		SPRINKLER SYSTEM UPGRADE	571.80			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		SPRINKLER SYSTEM UPGRADE		403 4403-92000-000	PARK DEDICATION IMPROVEM	571.80
=== VENDOR TOTALS ===			571.80			
=====						
01-06024	ON SITE SANITATION					
I-200805201125		PORTABLE TOILET COMM PARK	63.90			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		PORTABLE TOILET COMM PARK		601 4601-85080-000	PORTABLE TOILET PARKS	63.90
=== VENDOR TOTALS ===			63.90			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
1-05115		ONE CALL CONCEPTS, INC				
I-8040476		LOCATES APRIL/08	90.65			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		LOCATES APRIL/08		601 4601-88030-000	ONE CALL CONCEPTS-LOCATE	90.65
		=== VENDOR TOTALS ===	90.65			
=====						
1-06065		OXYGEN SERVICE COMPANY				
I-03083734		BREATHING AIR	54.63			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		BREATHING AIR		101 4124-70100-000	SUPPLIES	54.63
		=== VENDOR TOTALS ===	54.63			
=====						
01-06108		DEREK PETERSON				
I-200805201124		TRAINING	275.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		TRAINING		101 4124-86020-000	TRAINING	275.00
		=== VENDOR TOTALS ===	275.00			
=====						
01-06115		TIMOTHY PITTMAN				
I-200805221138		MILEAGE REIMBURSEMENT	32.32			
5/22/2008	APBNK	DUE: 5/22/2008 DISC: 5/22/2008		1099: N		
		MILEAGE REIMBURSEMENT		101 4141-86101-000	MILEAGE	32.32
		=== VENDOR TOTALS ===	32.32			
=====						
01-06945		QWEST				
I-200805201120		LANDLINE TELEPHONE	57.82			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	57.82
		=== VENDOR TOTALS ===	57.82			
=====						
01-06185		RAMSEY COUNTY				
I-200805201128		EMERGENCY DISPATCH SERVICES	958.67			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		EMERGENCY DISPATCH SERVICES		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	958.67
I-PRRG-713		SPECIAL ASSESSMENT	517.50			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		SPECIAL ASSESSMENT		317 4317-94900-000	BOND FEES	239.45
		SPECIAL ASSESSMENT		419 4419-94900-000	BOND FEES	278.05
		=== VENDOR TOTALS ===	1,476.17			

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

1-06999 RAMSEY CTY FIRE CHIEFS ASSOCIA

I-200805201126		PHYSICAL AGILITY TEST	50.00			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		PHYSICAL AGILITY TEST		101 4124-86020-000	TRAINING	50.00
=== VENDOR TOTALS ===			50.00			

11-06301 SAMS CLUB DISCOVER CARD

I-200805201115		OAK FOR CONF ROOM	324.43			
5/20/2008	APBNK	MANUAL CK# 073205 5/14/2008		1099: N		
		OAK FOR CONF ROOM		403 4403-91000-000	MACHINERY & EQUIPMENT	324.43
=== VENDOR TOTALS ===			324.43			

11-00935 ST PAUL REGIONAL WATER SERVICE

I-200805201136		H2O AND SS	100.10			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		H2O		101 4131-85040-000	WATER	20.38
		SS		101 4131-85070-000	SEWER	15.00
		H2O		101 4141-85040-000	WATER	34.72
		SS		101 4141-85070-000	SEWER	30.00
=== VENDOR TOTALS ===			100.10			

01-06550 TKDA ENGINEERS ARCHITECTS PLAN

I-200805201123		ENGINEERING SERVICES- COM PAR	166.16			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		ENGINEERING SERVICES- COM PARK		101 4133-80100-000	ENGINEERING SERVICES	166.16
=== VENDOR TOTALS ===			166.16			

01-06590 TRUCK UTILITIES MFG CO.

I-200805201131		LEO PLOW/CUTTING EDGE BOLT	128.87			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		LEO PLOW/CUTTING EDGE BOLT		101 4132-83030-000	SNOW REMOVAL	128.87
=== VENDOR TOTALS ===			128.87			

PACKET: 00190 PAYABLES MAY 8 - MAY 22

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
=====						
01-00878	US BANCORP					

I-200805201114		MEALS AND COMM GARDEN SUPP	48.38			
5/20/2008	APBNK	MANUAL CK# 073204 5/12/2008		1099: N		
		WORKSHOP MEALS		101 4111-70100-000	SUPPLIES	35.62
		COMM GARDEN SUPP		203 4203-70100-000	SUPPLIES	12.76
		=== VENDOR TOTALS ===	48.38			
=====						
01-07901	WASTE MANAGEMENT-BLAINE					

I-200805201119		MAY/08 RESIDENTIAL RECYCLING	1,858.45			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		MAY/08 RESIDENTIAL RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	1,858.45
		=== VENDOR TOTALS ===	1,858.45			
=====						
01-08000	MICHAEL WATERSTON					

I-200805201113		REIMB: STEEL TOE WORK SHOES	123.00			
5/20/2008	APBNK	MANUAL CK# 073231 5/19/2008		1099: N		
		REIMB: STEEL TOE WORK SHOES		101 4132-77000-000	CLOTHING	123.00
		=== VENDOR TOTALS ===	123.00			
=====						
01-05870	XCEL ENERGY					

I-200805201132		ELECTRIC AND STREET LIGHT SER	1,998.74			
5/20/2008	APBNK	DUE: 5/20/2008 DISC: 5/20/2008		1099: N		
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS	23.59
		STREET LIGHT SERVICE		101 4132-85020-000	STREET LIGHTING	1,922.47
		STREET LIGHT		101 4132-85020-000	STREET LIGHTING	8.52
		ELECTRIC		101 4132-85020-000	STREET LIGHTING	44.16
		=== VENDOR TOTALS ===	1,998.74			
		=== PACKET TOTALS ===	59,590.15			

fed withholding	5589.28
state withholding	939.55
pera ck 73228	2471.78
icma	<u>317.00</u>
	68907.76

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	5/14/2008	1,002.37	073206
1142	HERZOG, PATRICK J	R	5/14/2008	96.04	073207
1035	AUGER SR, JOSEPH J	R	5/14/2008	304.38	073208
0034	KURHAJETZ, CLEMENT	R	5/14/2008	78.96	073209
0066	HERNANDEZ, ALFRED	R	5/14/2008	83.80	073210
0074	ALLEN, MARK J	R	5/14/2008	64.18	073211
0090	SCHIPPEL, ANDREW P	R	5/14/2008	27.70	073212
0095	POESCHL, MICHAEL J	R	5/14/2008	133.44	073213
0097	GAFFNEY, PATRICK	R	5/14/2008	88.88	073214
0101	HUFF, DALE E	R	5/14/2008	74.11	073215
0104	VANN, VINCENT A	R	5/14/2008	118.67	073216
0105	FEHRENBACH, ANTON M	R	5/14/2008	106.06	073217
0112	LESKE, CHRIS M	R	5/14/2008	88.88	073218
0117	EISCHEN, RONALD B	R	5/14/2008	73.88	073219
0118	HARPEL, JOHN M	R	5/14/2008	133.44	073220
0119	WICK, JEFFREY M	R	5/14/2008	19.86	073221
1030	PITTMAN, TIMOTHY J	R	5/14/2008	1,506.18	073222
1144	WATERSTON, MICHAEL A	R	5/14/2008	323.39	073223
2149	MUELLER, KARL J	R	5/14/2008	200.19	073224
1016	ABERNATHY, LISA A	R	5/14/2008	1,249.35	073225
2121	RAJCIC, KAREN E	R	5/14/2008	138.52	073226
2163	WORLINE, STEVEN J	R	5/14/2008	81.26	073227

***** DIRECT DEPOSIT LIST ***** PAY PERIOD ENDING 5/15/2008

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,262.22
01-1008	STACEY T KREUSER	1,331.42
01-1009	MELANIE M LEEHY	267.76
01-1136	ROLAND O OLSON	800.00
01-1038	DEBORAH K JONES	1,580.40
01-0040	KEVIN ANDERSON	31.99
01-0085	DANIEL S JOHNSON-POWERS	4.78
01-0087	MICHAEL A MCKAY	88.88
01-0106	SCOTT A TESCH	138.30
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,168.44
01-1143	COLIN B CALLAHAN	1,163.31

TOTAL PRINTED: 12 9,137.50

*** REGISTER TOTALS ***

REGULAR CHECKS:	22	5,993.54
DIRECT DEPOSIT REGULAR CHECKS:	12	9,137.50
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		



MAY 08 2008



May Statement for activity from Apr. 04, 2008 through May 02, 2008
 CITY OF FALCON HEIGHT , JUSTIN J MILLER (CPN 000107109)

Inquiries: 1-866-485-4545
 BUS 4578 02 Page 1 of 2

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

Activity Summary		Credit and Payment Information	
Previous Balance.....	\$151.93	Credit Line.....	\$18,000.00
Payments and Credits.....	\$151.93	Available Credit.....	\$17,951.62
Purchases, Advances & Other Debits	\$48.38	Minimum Payment Due (Current Month)...	\$10.00
FINANCE CHARGES.....	\$0.00	Minimum Payment Due (Past Due).....	\$0.00
New Balance.....	\$48.38	Total New Minimum Payment Due.....	\$10.00
		Payment Due Date.....	May 22, 2008

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$48.38 by 05/22/08. 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
Payments and Credits					
04/17	04/17	0274	PAYMENT THANK YOU.....	\$151.93 CR	-----
Purchases, Advances, Debits					
04/04	04/03	0900	JIMMY JOHN'S - FALCON FALCON HEIGHT MN.....	\$35.62	Wkshp Meals
05/02	05/01	6871	SUBURBAN ACE HARDWARE ROSEVILLE MN.....	\$12.76	Cnty Garden Supply

Company Approval (This area for use by your company)

Signature/Approval: OK JM Accounting Code: _____

Balance Type	Balance By Type	Avg. Daily Balance	Daily Periodic Rate	Rate Type	Interest	Corresp APR	***APR*** This Period	Grace Period
BALANCE TRANSFER	\$0.00	\$0.00	0.036958%	VARIABLE	\$0.00	13.49%	0.00%	N
PURCHASES	\$48.38	\$0.00	0.036958%	VARIABLE	\$0.00	13.49%	0.00%	Y
ADVANCES	\$0.00	\$0.00	0.060246%	VARIABLE	\$0.00	21.99%	0.00%	N

Continued on Next Page

CONSENT F2
5/28/08

ITEM: **Approval of new firefighter**

SUBMITTED BY: **Clem Kurhajetz, Fire Chief**

EXPLANATION:

Michael Arcand is recommended for approval as a firefighter with the Falcon Heights Fire Department.

ACTION REQUESTED:

Approval

ITEM: Adoption of the U.S. Mayor's Climate Protection Agreement

SUBMITTED BY: Peter Lindstrom, Mayor

EXPLANATION:

One of the city council goals for 2008 is to "provide for a clean, healthy, sustainable environment." To help reach this goal, the environment commission has been evaluating various options, one of which includes having the city adopt the U.S. Mayor's Climate Protection Agreement.

The Kyoto Protocol was negotiated in 1997 to address global warming and greenhouse gas emissions. While the United States federal government has not formally ratified the treaty, many cities have taken it upon themselves to adopt a similar agreement and address global warming on a more local scale. To date, over 800 cities have adopted the agreement, 37 of which are from Minnesota (see attached list). A full list of participating cities can be found at www.usmayors.org/climateprotection/agreement.htm.

The agreement states that the city will take steps to reduce our greenhouse gas emissions, and outlines 12 steps that local communities can take to meet this goal. Our city is already taking many of these steps, and further action is currently being studied by the environment commission.

The environment commission has been studying this agreement throughout the year, and on May 12th unanimously recommended that the city council adopt it.

ACTION REQUESTED:

The environment commission recommends that the Falcon Heights City Council adopt the attached U.S. Mayor's Climate Protection Agreement and begin taking to steps to implement its goals and policies.

Cities That Have Signed On

37 from Minnesota

Mayor	City	Population
Mary Hamann-Roland	Apple Valley	45,527
William Ojala	Aurora	1,751
Thomas Stiehm	Austin	23,331
Richard Lehmann	Bemidji	13,296
Craig Pulford	Buhl	988
Elizabeth Kautz	Burnsville	60,220
Michael Jugovich	Chisholm	4,701
Herb Bergson	Duluth	86,918
Mike Maguire	Eagan	63,557
Nancy Tyra-Lukens	Eden Prairie	54,901
James Hovland	Edina	47,425
Linda Loomis	Golden Valley	19,921
Rick Wolff	Hibbing	16,509
Steve Cook	Hutchinson	13,722
Shawn Mason	International Falls	6,332
Katie Himanga	Lake City	5,282
Judson Marshall	Mahtomedi	8,017
Ron Anderson	Milan	323

R.T. Rybak		Minneapolis	382,618
Gary Skalko		Mount Iron	2,945
Ray Melander		Nevis	389
David Beudet		Oak Park Heights	4,051
Nancy Carroll		Park Rapids	3,557
Donna Dummer		Red Wing	15,799
Ardell Brede		Rochester	85,806
William Droste		Rosemount	20,468
Craig Klausing		Roseville	33,690
Mark Campbell		Sauk Rapids	11,560
Dave Kleis		St. Cloud	59,107
Chris Coleman		St. Paul	287,151
Molly Park		Sunfish Lake	515
Stephen Abrahamson		Tower	479
Gary Burger		Turtle River	79
Carolyn Gentilini		Virginia	8,666
Paul Auger		White Bear Lake	23,733
Jerry Miller		Winona	26,587
William Hargis		Woodbury	46,463

**City of Falcon Heights
Resolution 08-04**

The U.S. Mayors Climate Protection Agreement

(As endorsed by the 73rd Annual U.S. Conference of Mayors meeting, Chicago, 2005)

A. We urge the federal government and state governments to enact policies and programs to meet or beat the target of reducing global warming pollution levels to 7 percent below 1990 levels by 2012, including efforts to: reduce the United States' dependence on fossil fuels and accelerate the development of clean, economical energy resources and fuel-efficient technologies such as conservation, methane recovery for energy generation, waste to energy, wind and solar energy, fuel cells, efficient motor vehicles, and biofuels;

B. We urge the U.S. Congress to pass bipartisan greenhouse gas reduction legislation that 1) includes clear timetables and emissions limits and 2) a flexible, market-based system of tradable allowances among emitting industries; and

C. We will strive to meet or exceed Kyoto Protocol targets for reducing global warming pollution by taking actions in our own operations and communities such as:

1. Inventory global warming emissions in City operations and in the community, set reduction targets and create an action plan.

2. Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities;

3. Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit;

4. Increase the use of clean, alternative energy by, for example, investing in "green tags", advocating for the development of renewable energy resources, recovering landfill methane for energy production, and supporting the use of waste to energy technology;

5. Make energy efficiency a priority through building code improvements, retrofitting city facilities with energy efficient lighting and urging employees to conserve energy and save money;

6. Purchase only Energy Star equipment and appliances for City use;

7. Practice and promote sustainable building practices using the U.S. Green Building Council's LEED program or a similar system;

8. Increase the average fuel efficiency of municipal fleet vehicles; reduce the number of vehicles; launch an employee education program including anti-idling messages; convert diesel vehicles to bio-diesel;

9. Evaluate opportunities to increase pump efficiency in water and wastewater systems; recover wastewater treatment methane for energy production;

10. Increase recycling rates in City operations and in the community;

11. Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO₂; and

12. Help educate the public, schools, other jurisdictions, professional associations, business and industry about reducing global warming pollution.

NOW, THEREFORE BE IT RESOLVED that the City of Falcon Heights supports these actions, and enters into the U.S. Mayors Climate Protection Agreement.

Moved by:

Approved by: _____
Peter Lindstrom, Mayor
May 28, 2008

LINDSTROM _____ In Favor
KUETTEL
HARRIS _____ Against
LONG
MERCER-TAYLOR

Attested by: _____
Justin Miller
City Administrator
May 28, 2008

ITEM: Agreement with the Minnesota Climate Change Corps

SUBMITTED BY: Peter Lindstrom, Mayor

EXPLANATION:

One of the requested actions of the U.S. Mayor's Climate Protection Agreement is for cities to "strive to meet or exceed Kyoto Protocol targets for reducing global warming pollution by taking actions in our own operations and communities." One such suggestion is to "inventory global warming emissions in city operations and in the community, set reduction targets and create an action plan."

Earlier this year, the environment commission heard a presentation from the Minnesota Climate Change Corps (MN CCC), a group of retired engineers who are used by the Minnesota Pollution Control Agency as consultants to local communities on various environmental issues. One program they provide is to measure the amount of greenhouse gas emissions a city produces, which then creates a baseline for cities to work off of. They will perform this analysis not only for city operations, but for all operations within the city limits by working with utility companies on obtaining aggregate utility usage information.

Perhaps the best part of this program is that it is provided free of charge to local communities. Once approved, the MN CCC will begin working with city staff on conducting the study and developing an emission reduction plan for the council to approve at a later date. The city is under no obligation to implement any of the recommendations that are proposed as a result of this study.

The attached engagement letter has been submitted by the MN CCC and has been reviewed by our city attorney.

ACTION REQUESTED:

The environment commission recommends that the Falcon Heights City Council approve the attached engagement letter with the Minnesota Climate Change Corps to assist in developing a carbon baseline for the City of Falcon Heights.

6/19/2008

Justin Miller
City of Falcon Heights
2077 W. Larpenteur Ave.
Falcon Heights, MN 55113

Dear Mr. Miller:

Recently, you requested assistance from the Minnesota Climate Change Corps (Minnesota CCC). You asked that we make a formal proposal for assistance. Upon acceptance, this letter will document the agreement whereby you will receive assistance from one or more consultants of the Minnesota CCC. This assistance will be provided by the Minnesota CCC at no cost to you.

As we understand it, the City of Falcon Heights wants the Minnesota CCC to assist in developing a carbon baseline (the amount of carbon dioxide equivalents produced). Prior to beginning work, we would like to meet with you to discuss and agree on both the appropriate method to use for calculating the carbon baseline; and approximate time required in hours to complete the task. Minnesota CCC will need all the data (utility bills, fuel consumption for vehicles, etc) provided in a form easily understood.

Once we have this information, we can discuss recommendations to reduce energy use in your community. If, upon completion of the initial baseline, further work is identified by either party and requested by the City of Falcon Heights, both parties will meet and discuss whether an addendum to this agreement (or a new agreement) is needed.

You have no obligation under this agreement to implement the recommendations provided by Minnesota CCC consultants. However, this letter confirms that you will make an effort to seriously consider implementation of those recommendations that are most beneficial to your community in terms of environmental and economic impacts. This letter also confirms that you agree to cooperate in providing follow-up data to Minnesota CCC regarding the effects of implementing recommendations, as appropriate.

The purpose of this assistance is to assist Minnesota communities to reduce their community's carbon footprint (the amount of carbon dioxide released into the environment). Upon completion of this assistance, you may be provided with a brief report containing recommendations to further reduce releases of carbon dioxide and/or to reduce energy use in your community.

In consideration of the assistance being provided and services provided to you (hereinafter "Organization") at no cost, it is agreed as follows:

1. Neither any member of Minnesota CCC, the State, nor the University of Minnesota (hereinafter "The Parties") nor their respective agents and employees shall be held liable for any verbal or written statements made during or resulting from the assistance provided. It is further understood and agreed that The Parties, and their respective agents and employees assume no liability to the Organization, its officers, directors, agents, employees, or to any third party for any damages to property, both real and personal, or personal injuries, including death, arising out of or in any way connected with the services provided at no cost under this agreement. In addition, the Organization shall indemnify and hold harmless The Parties, and their respective agents and employees from

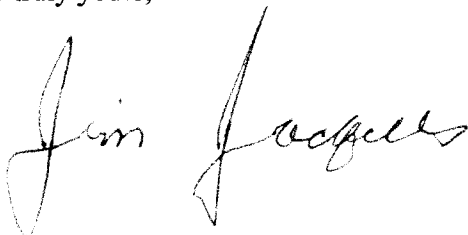
any and all costs, demands, or damages, including any attorney fees, arising out of or in any way connected with the services provided at no cost under this agreement. The duty to indemnify and hold harmless is subject to the limitations, immunities and defenses in Minnesota Statute Chapter 466.

2. It is further understood and agreed that The Parties and any of their respective agents and employees do not: (a) make any warranty or representation of any kind whatsoever, either expressly or implied, to the accuracy, safety, completeness, usefulness, or reliability of any information, apparatus, product, method, or process in any way related to the assistance provided; (b) assume any liability or responsibility for the use of, or for damages resulting from the use of, any information, apparatus, product, method, or process in any way related to the assistance provided; and (c) represent that the use of any information, apparatus, product, method, or process in any way related to the assistance provided would not infringe privately owned rights. The Organization further understands and agrees on behalf of itself, its officers, directors, agents, and employees that it is solely responsible for determining the adaptability or suitability of the recommendations, which may include a final report, for its purposes.

If the above correctly reflects our agreement, please sign and date both original copies on behalf of the Organization in the space provided and return one original to me. The other original is for your files.

Thank you for your interest and agreement to participate in this worthwhile effort to reduce the carbon footprint of Minnesota communities.

Very truly yours,



James E. Jacques
Consultant, Minnesota CCC
3020 St. Albans Mill Road, Suite 302
Minnetonka, MN 55302
612-747-6023

Accepted and agreed to this date,

By: _____ (authorized representative or officer of The Organization)

Title: _____

ITEM: Larpenteur Avenue Streetscape RFPs

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Recently the City of Falcon Heights solicited requests for proposals (RFPs) for streetscape concept design services along Larpenteur Avenue. The RFP (copy attached) was mailed to nine engineering/design consultants in the metropolitan area that staff had has experience with. Four proposals were submitted:

Olsson Associates	\$17,875
SRF Consulting Group	\$26,328
Bonestroo	\$28,500
Kimley-Horn and Associates	\$29,750

A staff team comprised of myself, Plan and Zoning Administrator Deb Jones and City Engineer Deb Bloom reviewed the proposals and came to similar conclusions. All of the proposals seemed to demonstrate knowledge of the project, our public participation needs, and the challenges associated with the project. The evaluation team felt that the proposals fell into two groups - one which would provide a basic framework for basic and straightforward plans, and another which would allow for a more comprehensive streetscape plan that addresses the entire Larpenteur corridor.

The key deliverables of this process would include:

- Stakeholder input (meetings with property owners and affected government agencies, open houses, staff and city council input)
- Formation and coordination of a streetscape advisory committee
- Preparation of concept plans
- Estimates of anticipated costs
- Outline of follow-up steps

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council review the submitted RFPs and direct staff to work with the selected consultant on drafting a professional services agreement to conduct streetscape concept design for Larpenteur Avenue.

Falcon Heights Larpenteur Avenue Streetscape

Request for Proposals

The City of Falcon Heights is interested in enhancing the Larpenteur Avenue streetscape within our city borders (Fulham Avenue on the west, Hamline Avenue on the east). The current conditions include wide concrete medians (some places reaching approximately ten feet in width), and sidewalks on both sides of the street. Larpenteur Avenue is one of the two major arterial streets that run through Falcon Heights, and large events such as the Minnesota State Fair bring thousands of visitors along this corridor each year.

Primary goals of the project would be to beautify the corridor as well as to create a sense of identity that would distinguish the city from our neighboring communities. Enhancing the sidewalks and medians would also make the corridor more inviting for pedestrians, thus encouraging more walking, jogging and bicycling, which is a goal of the city.

Known barriers to the concept include available funding, University of Minnesota cooperation (due to the sensitive nature of the research fields), and approval from Ramsey County since Larpenteur Avenue is a county road.

The city is seeking proposals from qualified firms to initiate this project. Key tasks will include:

- 1) Preliminary meeting with staff and city council to discuss desired outcomes, as well as mid-project "check-in" updates and a final report presentation to city council.
- 2) Facilitate discussions with appropriate University of Minnesota personnel on impacts to research fields and develop options to meet their needs.
- 3) Hold stakeholder meetings with affected property owners along Larpenteur Avenue (includes approximately 90 parcels made up of single family homes, apartment buildings, commercial properties, Minnesota State Fairgrounds, and the University of Minnesota golf course).
- 4) Facilitate discussions with appropriate Ramsey County officials.
- 5) Provide a feasibility report that includes:
 - a. Concept plans
 - b. Compilation of input from various stakeholders
 - c. Various streetscape enhancement options including, but not limited to, trees, flowers, grasses, benches, streetlights, fencing, retaining walls, and decorative paving
 - d. Estimated construction cost
 - e. Estimated maintenance costs
 - f. Estimated construction schedule
- 6) Outline of follow-up steps needed to implement proposed project

If you are interested in providing design services for this project, please prepare a short proposal that includes the following and submit three copies by Friday, May 2nd:

- Description of your understanding of the project

- Description of your approach to this project including a preliminary work plan
- The project team, clearly identifying the Project Manager and the relevant experience and role of each team member
- Consultant's experience on similar projects with descriptions and references
- Description of fees including a preliminary fee estimate

The city's timeframe is fairly flexible, but we would envision this process beginning in 2008 with results being completed by the end of the year so that design and construction cost estimates can be included in the 2009 budget.

City of Falcon Heights

Attn: Justin Miller

2077 W. Larpenteur Ave.

Falcon Heights, MN 55113

Questions can be directed to Justin Miller, City Administrator, at justin.miller@falconheights.org or by calling (651) 792-7611.