

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

December 11, 1996
A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ATTENDANCE: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___ ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: November 27, 1996
December 4, 1996
- E. PUBLIC HEARING:
 - 1. Delinquent Utility Charges
- F. CONSENT AGENDA:
 - 1. Disbursements
 - a. General disbursements through 12/6/96, \$37,696.22
 - b. Payroll, 11/16/96 to 11/30,96, \$9,776.45
 - 2. Licenses
 - 3. Request to continue MPCA air monitoring lease agreement
 - 4. Request for contribution from the North Suburban Tobacco Compliance Project
 - 5. Tax Increment Administrative Fee Transfer
- G. POLICY AGENDA:
 - 1. Proposed Resolution 96-24 adopting the 1997 budget and certifying the 1997 property tax levy
 - 2. A resolution reducing the 1997 debt levy on general obligation debt
 - 3. Consider turning the city's utility and recycling billing over to the St. Paul Water Utility
 - 4. Approve the First Bank as the city's depository for checking account facilities through the 4M fund
 - 5. Hiring of a parks/public works superintendent
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

December 11, 1996
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- B. ATTENDANCE: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___ ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: November 27, 1996 (Tab #1)
December 4, 1996
- E. PUBLIC HEARING:
 - 1. Delinquent Utility Charges (Tab #2)
- F. CONSENT AGENDA:
 - 1. Disbursements (Tab #3)
 - a. General disbursements through 12/6/96, \$
 - b. Payroll, 11/16/96 to 11/30/96, \$9,776.45
 - 2. Licenses (Tab #4)
 - 3. Request to continue MPCA air monitoring lease agreement (Tab #5)
 - 4. Request for contribution from the North Suburban Tobacco Compliance Project (Tab #6)
 - 5. Tax Increment Administrative Fee Transfer (Tab #7)
- G. POLICY AGENDA:
 - 1. Proposed Resolution 96-24 adopting the 1997 budget and certifying the 1997 property tax levy (Tab #8)
 - 2. A resolution reducing the 1997 debt levy on general obligation debt (Tab #9)
 - 3. Consider turning the city's utility and recycling billing over to the St. Paul Water Utility (Tab #10)
 - 4. Approve the First Bank as the city's depository for checking account facilities through the 4M fund (Tab #11)
 - 5. Hiring of a parks/public works superintendent (Tab #12)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

ADDITIONAL INFORMATION
PUBLIC HEARING
Meeting Date: 12/11/96
Item No. 1

ITEM DESCRIPTION: Public Hearing on delinquent utility charges

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: Since the packet of information was delivered last Friday, the total amount owed on delinquent sewer accounts has changed. Two persons paid their delinquent accounts bringing the total amount owed as of 12/11/96 to \$1,720.22. This change is reflected on attachments.

ATTACHMENTS:

- Revised assessment roll
- Proposed Resolution 96-26 levying special assessments for delinquent charges

ACTION REQUESTED:

- Hold public hearing on special assessments
- Motion to approve Resolution 96-26 levying special assessments for delinquent utility charges

DELINQUENT SEWER ACCOUNTS

| NAME & ADDRESS | PIN#/DESCRIPTION | AMOUNT OWED | 3% ADMIN. FEE | TOTAL AMOUNT OWED |
|---|---|----------------|------------------|-------------------------|
| JOSEPH LAMPI 1744 ARONA ST. FALCON HEIGHTS, MN 55113 | 15-29-23-33-0050-7 LOT 21, BLK 7, FALCON HEIGHTS ADDN | 218.79 | 6.56 | 225.35 |
| OKSANA YONAN 1892 ALBERT ST. FALCON HEIGHTS, MN 55113 | 15-29-23-31-0022-8 LOT 3, BLK 1, KLATT'S ADDN | 218.79 | 6.56 | 225.35 |
| ERNEST & MIRIAM KUTZIK 1910 HOLTON ST. FALCON HEIGHTS, MN 55113 | 15-29-23-31-0042-2 LOT 2, BLK 15, MIDWAY PLAINS | 218.79 | 6.56 | 225.35 |
| LEONARD CHAMPER 1429 W. HOYT AVE. FALCON HEIGHTS, MN 55108 | 22-29-23-21-0155-6 W 30' OF LOT 24 & E 20' OF LOT 23, BLK 7, CABLES HAMLIN HTS ADDN | 150.33 | 4.51 | 154.84 |
| MARINELA IONITA 1493 W. HOYT AVE. FALCON HEIGHTS, MN 55108 | 22-29-23-22-0125-2 LOT 5, BLK 7, NORTHOME 2ND ADDN | 280.90 | 8.43 | 289.33 |
| BOBBY THOMAS 1703 ST. MARY'S AVE. FALCON HEIGHTS, MN 55113 | 16-29-23-44-0046-1 E 1/2 OF LOT 34, THE CROSSROADS | 363.74 | 10.91 | 374.65 |
| JOHN WEBSTER 1850 SNELLING DRIVE FALCON HEIGHTS, MN 55113 | 15-29-23-32-0057-1 LOT 10, BLK 1, KELLER'S FALCON HEIGHTS | 218.79 | 6.56 | 225.35 |
| <i>TOTAL</i> | | 1,670.13 | 50.09 | 1,720.22 |

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: 12/11/96

A RESOLUTION RELATING TO LEVYING SPECIAL ASSESSMENTS FOR
DELINQUENT UTILITY CHARGES

BE IT HEREBY RESOLVED by the city council of the City of Falcon Heights, Ramsey County, Minnesota, as follows:

- 1. It is hereby determined that there are delinquent utility charges against the properties hereinafter set forth, in the amounts set forth opposite the description of such properties;
- 2. A special assessment in the amount hereinafter set forth is levied against each of such tracts, with an interest rate of eight percent annually, respectively;
- 3. A total amount of such special assessment, in each case, shall be payable with the 1996 real estate taxes due and payable during 1997;
- 4. The clerk shall forthwith transmit a certified copy of the assessment for the County Auditor to be extended on the proper tax lists of the county and such assessment shall be collected and paid over into the same manner as other municipal taxes;
- 5. Tracts of land and the amount of such special assessments are as follows: (see attached)
- 6. The delinquent utility assessment roll total is \$1,720.22.

Moved by: _____

Approved by: _____

Mayor

December 11, 1996

Date

GEHRZ In Favor
GIBSON TALBOT
HUSTAD Against
JACOBS
KUETTEL

Attested by: _____

City Clerk

December 11, 1996

Date

**ADDITIONAL INFORMATION
P - 3 UTILITY BILLING**

ESTIMATED SAVINGS TO CITY FOR TRANSFERRING UTILITY BILLING

City costs associated with sewer billing.

The sanitary sewer fund costs are covered entirely through the city's sanitary sewer fee. Costs associated with the sanitary sewer should reflect as close to the actual time spent on the sewer activity as possible.

| | | |
|--|---------------------|---|
| annual postage | \$1,000/year | |
| annual invoices | \$ 600/year | |
| software support | \$ 400/year | |
| 20% accountant's time spent billing | <u>\$6,700/year</u> | (leaves 10% of accountant time in sewer for accounting for time, coordination with utility and budgeting.) |

Estimate \$8,700 per year in savings

Additional earnings to city:

The city would receive some additional interest earnings because the largest institutional accounts (\$270,000 per year) would pay on a monthly (\$22,500 per month) rather than on a quarterly (\$67,500) basis. Since the city can earn an average of a money market interest rate (recently 4.77%) on its daily checking account balance, this provides additional revenue and fluidity for cash flow purposes to the city. The proposal guarantees the city its sewer revenue regardless of whether or not the utility receives it.

Charge from utility for billing

Estimate \$8,650/year

Falcon Heights property owner savings, but not direct city savings

Reduces mailings for payments on water and sewer quarterly bills from eight times per year to four times per year or \$1,536 per year for Falcon Heights property owners.

ADDITIONAL INFORMATION
P - 5 PARKS/PUBLIC WORKS

Summary: Recommend hiring Mr. Bill Maertz (pronounced Mertz) to fill the position of parks/public works superintendent starting January 2, 1997. The hiring is at step 1 for \$16.10 per hour or \$33,488 per year.

Process. The city received 19 applications for its parks/public works superintendent position. Nine candidates were interviewed, all with prior municipal experience. From this process, which included the assistance of Terry Maurer, the city engineer, Mr. Bill Maertz emerged as the best candidate for the position.

Request for leave. Bill is anxious to start his new job. However, he has requested that he be permitted to take leave during the week of January 13 to take a long planned family vacation. In order to honor this pre-employment request and to provide as much flexibility as possible, the administrator is requesting that she be allowed to determine the most appropriate way to account for this leave, be it leave without pay or vacation leave, to assure the city that Bill receives no more nor no less than the standard employee benefits.

Employment and education history.

POSITION OF PARKS/PUBLIC WORKS SUPERINTENDENT

Bill Maertz (pronounced Mertz)
Resident of Roseville, Minnesota

Education

Currently enrolled:
Public Works Certificate Program
North Hennepin Community College

Heavy Equipment Training
Rosemount

Certificate in Small Engine Repair
Minneapolis Technical Institute

BA in history
University of Minnesota

Minneapolis Community College
went onto University of Minnesota

Work History

1994 to 1997
Parkkeeper
City of Roseville

1990 - 1994
Groundskeeper
Methodist Hospital
Campus, St. Louis Park

1986 - 1990
Building and Grounds
U of M campus housing

1986 - 1987
field laborer, greenhouse
U of M, Agronomy Dept.
St. Paul Campus

Additional training/certifications:

Member of the Minnesota Society of Arboriculture
Ramsey County Swimming Pool operator certification
Mn Dept. of Agriculture license/certification as tree inspector
Completion of DNR hazardous tree identification program

ADDENDUM
POLICY
12/11/96
Item: 6

ITEM: Consideration of a city response to a chemical leak at Hawkins Chemical on Hennepin Avenue, Minneapolis

SUBMITTED BY: Mayor Gehrz

EXPLANATION/DESCRIPTION:

Summary: Endorse sending letter to Mayor Sharon Sayles-Belton expressing concern over Hawkins Chemical leak and support for measures to eliminate this from occurring in the future.

Hawkins Chemical Company had a chlorine gas release on Friday morning, December 6, 1996. The leak resulted in the evacuation of some housing and business facilities in southeastern Minneapolis as well as in southwestern Lauderdale. The city's fire department and police department assisted with the situation.

It is our understanding that this is the third such release during a two year span at the facility. And, although, this incident did not directly affect Falcon Heights boundaries, it did impact those going to and from downtown Minneapolis and could be a problem in the future.

Therefore, it is appropriate for the city to express concern over the situation to the Mayor of Minneapolis, Sharon Sayles-Belton, and for the city to express support for Minneapolis's efforts to take measures to eliminate this situation from occurring in the future.

GOAL #1: To protect the public health and safety.

ACTION REQUESTED:

Discuss and endorse a letter from Mayor Gehrz to Mayor Sayles-Belton stating concern over the Hawkins Chemical incident and support for taking measures to eliminate such incidents in the future.

Request staff to review the city's Emergency Management Plan, to update it as necessary and to distribute it to the mayor and councilmembers.

DRAFT

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF NOVEMBER 27, 1996**

Mayor Gehrz convened the meeting at 7:00 P.M.

PRESENT

Gehrz, Gibson Talbot, Kuettel, Administrator Hoyt, City Engineer Maurer.

ABSENT

Hustad, Jacobs.

COMMUNITY FORUM

There was no one wishing to take advantage of the community forum.

MINUTES OF OCTOBER 23 AND NOVEMBER 13, 1996

Minutes were approved as submitted.

CONSENT AGENDA APPROVED

Motion was made by Councilmember Kuettel to approve the following consent agenda. Motion passed unanimously.

1. Disbursements
2. Licenses
3. Fund Transfer
4. Request of use of Community Park shelter and site for Lions Club holiday tree sales

POLICY AGENDA

UPDATE ON THE PROPOSED 1997 LINDIG STREET IMPROVEMENTS

City Engineer Terry Maurer updated the council on the proposed plans for improving Lindig Street and the neighborhood meeting held on November 20, 1996. In summary, the proposed plans include extending stormsewer to Tatum Street, constructing a road at the north end of the street where there is currently gravel roadway, milling off the bituminous on the remainder of the street and overlaying it with 3" to 4" of bituminous. The staff is recommending a \$1,300 to \$1,400 per lot assessment for the overlay portion. The properties that front on to Larpenteur

Avenue are proposed to be assessed for the Larpenteur project. Assessments for the lots that have street frontage on Fairview and Lindig will be addressed at a future meeting.

**CONSIDERATION OF A JOINT AND COOPERATIVE AGREEMENT FOR THE
MIDDLE MISSISSIPPI RIVER WATERSHED MANAGEMENT ORGANIZATION
(MMRWMO)**

Administrator Hoyt explained that the state mandate that watersheds be managed through watershed districts or watershed management organizations (WMO's). The MMRWMO is one of four watersheds that the city is located in. It includes the western section of the Grove neighborhood. Administrator Hoyt said she represented the city at the MMRWMO commission. The draft agreement provides an opportunity to do water management projects for any of the cities within the organization. The city's maximum contribution to the operating budget is \$40/year. MMRWMO provides cities with taxing authority for projects that benefit properties. This requires approval by the cities. Given Falcon Heights' location and area within (.2%) of the MMRWMO, there are no such projects anticipated at this time.

Mr. Bill Anderson, representing the City of Minneapolis, explained that the MMRWMO provides Minneapolis, which comprises 93.6% of the watershed, with possible resources to make the Mississippi River a regional asset. Councilmember Gibson Talbot moved to approve Resolution 96-23 agreeing to sign and enter into a joint and cooperative powers agreement creating the Middle Mississippi River Watershed Management Organization. The motion passed unanimously.

**CONSIDERATION OF A RESOLUTION AND ORDINANCE TO
CHAPTER 9 PART 2.07 OF THE ZONING CODE GOVERNING THE
PLACEMENT OF TELECOMMUNICATIONS ANTENNAS**

Mayor Gehrz explained that the planning commission consider the proposed amendment to the zoning code to provide for the location of personal and commercial telecommunication antennas. The commission held a public hearing on the draft ordinance and received no comment.

Mayor Gehrz said that approval of the ordinance would terminate the city's current moratorium on the placement of telecommunication devices. Councilmember Gibson Talbot moved to approve Resolution 96-21 for provision pertaining to towers. Motion passed unanimously. Councilmember Kuettel moved to approve Ordinance 96-08 amending Chapter 9 of the city code related to height limitations and telecommunications antennas. Motion passed unanimously. Councilmember Kuettel

moved to approve Resolution 96-22 authorizing publication of a summary of Ordinance 96-08. Motion passed unanimously.

INFORMATION/ANNOUNCEMENTS

Councilmember Kuettel reminded everyone of the Falcon Heights/Lauderdale Lions's Club Christmas tree sale at Community Park.

Councilmember Gibson Talbot said the next meeting of Human Rights Commission is December 12 at 7 p.m.

Mayor Gehrz expressed thanks for living in such a healthy, vital community.

ADJOURN

The meeting was adjourned at 7:50 p.m.

Mayor

City Administrator/Acting Recording Secretary

CITY OF FALCON HEIGHTS
SPECIAL CITY COUNCIL MEETING
MINUTES OF DECEMBER 4, 1996

DRAFT

Mayor Gehrz convened the meeting at 7:00 p.m.

PRESENT

Gehrz, Hustad, Jacobs, and Kuettel. Also present were Hoyt, Asleson, and Rigdon.

ABSENT

Gibson Talbot (arrived later).

CONSENT AGENDA APPROVED

Motion was made by Councilmember Hustad to approve the following consent agenda. Motion passed unanimously.

1. Acceptance of the voluntary resignation of Joe Rigdon, city accountant

PUBLIC HEARING

Councilmember Gibson Talbot arrived at 7:04 p.m.

Mayor Gehrz opened the public hearing regarding the city budget and proposed levy at 7:05 p.m.

Administrator Hoyt and Accountant Rigdon gave a presentation on the city's proposed 1997 budget and associated levy. Hoyt explained the budget process and the goals that guide the budget. Rigdon identified the specific expenditures and revenues contained in the budget. Hoyt then explained the property tax impact of the city's proposed levy increase. The total proposed budget is \$3,963,879, with \$1,209,143 comprising the general operating fund.

An unidentified man asked why the school system keeps spending more money on new items for school children. Mayor Gehrz thanked the resident for his comments, but noted that the city has no authority over the amount of the school district's levy and hoped that he would communicate his concerns to the school board.

There being no one else wishing to be heard, the public hearing was closed at 7:46 p.m.

POLICY AGENDA

REPORT FROM THE EMS TASK FORCE ON THE CITY'S EMERGENCY MEDICAL SERVICES

Councilmember Jacobs, EMS Task Force Chair, reported on the progress of the transition to using St. Paul Fire for Advanced Life Support (ALS) service. He noted a slight shift from the previous transition plan. Effective January 1, 1997, all 9-1-1 calls

will be routed to St. Paul Fire, who will determine if a Basic Life Support (BLS) response or an ALS response is warranted. If it is a BLS call, Falcon Heights will respond with two to four members. If it is an ALS call, St. Paul Fire will respond with a paramedic unit. A Falcon Heights BLS crew of two will also respond. This arrangement will be modified after the license is approved, at which time there will be no BLS response to an ALS case unless it is a cardiac arrest.

St. Paul Fire EMS Chief Dave Huisenga, Falcon Heights Fire Chief Nick Baumann, and St. Anthony Patrol Captain Jack Thoemke all reported that the partnership has been working well.

REPORT FROM THE FALCON HEIGHTS FIRE DEPARTMENT ON THE PLAN TO IMPLEMENT A CALL SCHEDULE

Administrator Hoyt reported that the Fire Department is in the process of developing a call schedule to restrict the number of personnel at the scene of a medical emergency. Falcon Heights Fire Chief Nick Baumann reported that the department is formalizing the procedures for two to four members to respond to BLS calls and two members only to respond to ALS calls. This call schedule will become effective on January 15, 1997.

INFORMATION AND ANNOUNCEMENTS

Administrator Hoyt publicly thanked Chief Baumann and former Chief Kurhajetz for their work on creating an effective partnership with St. Paul Fire. She also noted for the viewing audience that, while Larpenteur Avenue will be reconstructed over the next two years, only those persons with property abutting Larpenteur will be assessed for project costs.

Mayor Gehrz announced that Falcon Heights would be featured in a Pioneer Press article on Monday, December 9, 1997.

ADJOURNMENT

The meeting was adjourned at 8:08 p.m.

Susan L. Gehrz, Mayor

Carla Asleson
Recording Secretary

ITEM DESCRIPTION: Public Hearing on delinquent utility charges

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: All attached properties are at least two quarters past due on their utility bills. These property owners have received two notices of their delinquency (their 3rd quarter bill due October 31 and a mailed notice of public hearing). The public hearing notice was also published in The Focus newspaper on November 21, 1996 as required by statute.

Those who have not paid their assessment by December 11, 1996 will have the amount placed on their property tax bill as a special assessment. The amounts due, as noted on the attached list, include:

- The standard 10% penalty fee per quarter
- A 3% administrative fee to cover staff time related to processing the delinquent accounts and costs of mailing and publishing the public hearing notices
- An annual interest rate of eight percent, which is charged since the city will not receive revenue collected from property taxes until July and December of 1997

Ramsey County does not charge the city a fee for annual special assessments related to utility bills.

GOAL 4: Strategy 7: Effectively manage the city's financial resources

ATTACHMENTS:

- Assessment roll
- Proposed Resolution 96-26 levying special assessments for delinquent charges

ACTION REQUESTED:

- Hold public hearing on special assessments
- Motion to approve Resolution 96-26 levying special assessments for delinquent utility charges

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: 12/11/96

A RESOLUTION RELATING TO LEVYING SPECIAL ASSESSMENTS FOR
DELINQUENT UTILITY CHARGES

BE IT HEREBY RESOLVED by the city council of the City of Falcon Heights, Ramsey County, Minnesota, as follows:

1. It is hereby determined that there are delinquent utility charges against the properties hereinafter set forth, in the amounts set forth opposite the description of such properties;
2. A special assessment in the amount hereinafter set forth is levied against each of such tracts, with an interest rate of eight percent annually, respectively;
3. A total amount of such special assessment, in each case, shall be payable with the 1996 real estate taxes due and payable during 1997;
4. The clerk shall forthwith transmit a certified copy of the assessment for the County Auditor to be extended on the proper tax lists of the county and such assessment shall be collected and paid over into the same manner as other municipal taxes;
5. Tracts of land and the amount of such special assessments are as follows: (see attached)
6. The delinquent utility assessment roll total is \$2,058.77.

Moved by: _____

Approved by: _____

Mayor

December 11, 1996

Date

GEHRZ ___ In Favor

GIBSON TALBOT

HUSTAD ___ Against

JACOBS

KUETTEL

Attested by: _____

City Clerk

December 11, 1996

Date

DELINQUENT SEWER ACCOUNTS

| NAME & ADDRESS | PIN#/DESCRIPTION | AMOUNT OWED | 3% ADMIN. FEE | TOTAL AMOUNT OWED |
|--|---|-----------------|------------------|-------------------------|
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| OKSANA YONAN 1892 ALBERT ST. FALCON HEIGHTS, MN 55113 | 15-29-23-31-0022-8 LOT 3, BLK 1, KLATT'S ADDN | 218.79 | 6.56 | 225.35 |
| ROGER & ELIZABETH SCHEI 1717 N. FAIRVIEW AVE. FALCON HEIGHTS, MN 55113 | 16-29-23-34-0015-8 SUBJ TO FAIRVIEW AVE THE N 88 37/100' OF S 530 25/100' OF E 224 24/ 100' OF SW 1/4 OF SEC16 TN29 RN23 | 109.90 | 3.30 | 113.20 |
| CYNTHIA KOECHER 1625 HOLLYWOOD COURT FALCON HEIGHTS, MN 55108 | 21-29-23-11-0011-1 E 17' OF LOT 12 & ALL OF LOT 11, BLK 21, CROSSROADS CT. | 218.79 | 6.56 | 225.35 |
| ERNEST & MIRIAM KUTZIK 1910 HOLTON ST. FALCON HEIGHTS, MN 55113 | 15-29-23-31-0042-2 LOT 2, BLK 15, MIDWAY PLAINS | 218.79 | 6.56 | 225.35 |
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| JOHN WEBSTER 1850 SNELLING DRIVE FALCON HEIGHTS, MN 55113 | 15-29-23-32-0057-1 LOT 10, BLK 1, KELLER'S FALCON HEIGHTS | 218.79 | 6.56 | 225.35 |
| TOTAL | | 1,998.82 | 59.95 | 2,058.77 |

CONSENT

Meeting Date: 12/11/96

Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 12/6/96, \$37,696.22
2. Payroll, 11/16/96 to 11/30/96, \$9,776.45

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 12/11/96

| CHECK# | VENDOR NAME | DESCRIPTION | DEPT. | AMOUNT |
|--------|--------------------------------|---|----------|----------|
| | AT&T WIRELESS SERVICES | PUBLIC WORKS PAGER 12/96 | CITY HAL | 13.30 |
| | CARLA ASLESON | ADMN MILEAGE | ADMINIST | 13.64 |
| | AMERICAN LINEN SUPPLY CO. | LINEN CLEANING | FIRE FIG | 36.54 |
| | AMERICAN OFFICE PRODUCTS | PAPER/ CALENDARS | ADMINIST | 228.94 |
| | AMERICAN OFFICE PRODUCTS | MARK & WIPE BOARD/TRANSP | ADMINIST | 195.99 |
| | | *** TOTAL FOR AMERICAN OFFICE PROD | | 424.93 |
| | BROWNING-FERRIS IND. | 12/96 REFUSE SVC | CITY HAL | 138.76 |
| | COLONIAL INSURANCE | BAUMANN 11/96 PREMIUM | FIRE FIG | 29.65 |
| | COLONIAL INSURANCE | IVERSON 11/96 PREMIUM | FIRE PRE | 36.45 |
| | | *** TOTAL FOR COLONIAL INSURANCE | | 66.10 |
| | E-Z RECYCLING, INC. | 11/96 RECYCLING | SOLID WA | 2,500.44 |
| | FERRELLGAS | PROPANE GAS FOR TRAINING | FIRE FIG | 66.76 |
| | FOCUS NEWS | DELINQUENT UTILITES NOTC | SANITARY | 53.46 |
| | FOCUS NEWS | BUDGET HEARING NOTICE | LEGISLAT | 184.90 |
| | | *** TOTAL FOR FOCUS NEWS | | 238.36 |
| | GLENWOOD INGLEWOOD | 15 GAL WATER | CITY HAL | 17.85 |
| | GLENWOOD INGLEWOOD | 12/96 COOLER RENTAL | CITY HAL | 12.60 |
| | | *** TOTAL FOR GLENWOOD INGLEWOOD | | 30.45 |
| | GFOA | 97 GFOA MEMBERSHIP | ----- | 120.00 |
| | HAR MAR LOCK & KEY | REPAIR DEADBOLT COMM PK | PARK MAI | 59.50 |
| | GRAINGER, W. W., INC. | MULTI-FOLD TOWELS, TISSUS | CITY HAL | 88.13 |
| | INSTY-PRINTS PLUS | 11/96 NEWSLETTER | COMMUNIC | 1,376.52 |
| | INSTY-PRINTS PLUS | 11/96 NEWSLETTER | SOLID WA | 123.12 |
| | INSTY-PRINTS PLUS | SELF INKING STAMP | ADMINIST | 15.92 |
| | | *** TOTAL FOR INSTY-PRINTS PLUS | | 1,515.56 |
| | IVERSON, TERRY | 11/96 MILEAGE | ADMINIST | 6.20 |
| | IVERSON, TERRY | 11/96 MILEAGE | FIRE PRE | 43.09 |
| | | *** TOTAL FOR IVERSON, TERRY | | 49.29 |
| | M-75 BUILDING MAINTENANCE | 11/96 CLEANING | CITY HAL | 107.68 |
| | M-75 BUILDING MAINTENANCE | 11/96 CLEANING | CITY HAL | 100.00 |
| | | *** TOTAL FOR M-75 BUILDING MAINTENANCE | | 207.68 |
| | MIKE McPHILLIPS INC | FALL STREET SWEEPING | STREETS | 6,530.75 |
| | STATE OF MINNESOTA | 1996 MN STATUTES SET | ADMINIST | 197.03 |
| | 32802 MINNESOTA BCA | BACKGROUND CHECKS | LEGAL | 16.00 |
| | 32403 MN DEPARTMENT OF REVENUE | STATE WITH 11/30/96 | ADMINIST | 632.81 |

APPROVAL OF BILLS
 PERIOD ENDING: 12/11/96

| CHECK# | VENDOR NAME | DESCRIPTION | DEPT. | AMOUNT |
|--------|--|-----------------------------------|----------|----------|
| | MN STATE FIRE CHIEF ASSOC 1997 MEMBERSHIP-IVERSON | | ----- | 30.00 |
| | MN STATE FIRE CHIEF ASSOC 1997 MEMBERSHIP-BAUMANN | | ----- | 50.00 |
| | *** TOTAL FOR MN STATE FIRE CHIEF | | | 80.00 |
| | NSP | 11/96 ELECTRIC | EMERGENC | 6.28 |
| | NSP | 11/96 ELECTRIC | PARK MAI | 22.06 |
| | NSP | 10/96 GAS /ELECTRIC | PARK MAI | 617.65 |
| | *** TOTAL FOR NSP | | | 645.99 |
| | ON SITE SANITATION | 11/1 TO 11/8/96 SANITATM | PARK MAI | 0.00 |
| | PERA | PRA WITHHELD 11/30/96 | ADMINIST | 1,164.38 |
| | PHILLIPS, PATRICIA | BANK MILEAGE | FINANCE | 1.55 |
| | PHILLIPS, PATRICIA | ADM MILEAGE | ADMINIST | 6.03 |
| | *** TOTAL FOR PHILLIPS, PATRICIA | | | 7.58 |
| | RAMSEY CO FIRE CHIEF ASSC 1997 MEMBERSHIP-BAUMANN | | ----- | 40.00 |
| | 32804 REESE | FOOT GRADING-VESTIBULE | CITY HAI | 209.00 |
| | ROSEVILLE BAKERY | ELECTION REFRESHMENTS | ELECTION | 11.00 |
| | S & S TREE SPECIALISTS IN TREE/STUMP REMOVAL | | TREE PRO | 229.83 |
| | S & S TREE SPECIALISTS IN BRUSH CHIPING-CURTIS FLD | | TREE PRO | 53.25 |
| | *** TOTAL FOR S & S TREE SPECIALIS | | | 283.08 |
| | ST. PAUL PIONEER PRESS | 1997 NEWSPAPER | ----- | 85.80 |
| | STAR TRIBUNE | 26 WK STAR TRIB SUSCRIPT | ----- | 48.10 |
| | SPECIALTY RADIO SERVICES | MOTOROLA RADIO REPAIRS | FIRE FIG | 340.80 |
| | SPECIALTY RADIO SERVICES | REPORGRAMMED PORTBL RADI | FIRE FIG | 50.00 |
| | *** TOTAL FOR SPECIALTY RADIO SERV | | | 390.80 |
| | SUBURBAN HARDWARE | REPAIR TELEPHONE JACK | FIRE PRE | 2.40 |
| | SUBURBAN HARDWARE | HOCKEY BOARDS REPAIR | PARK MAI | 24.64 |
| | SUBURBAN HARDWARE | EPOXY/SUPER GLUE | CITY HAI | 7.51 |
| | SUBURBAN HARDWARE | HARDWARD/CABLE/FASTENERS | STREETS | 7.49 |
| | *** TOTAL FOR SUBURBAN HARDWARE | | | 42.04 |
| | SUPER AMERICA | FUEL 10/28 TO 11/22/96 | RESCUE S | 42.53 |
| | SUPER AMERICA | FUEL 10/28 TO 11/22/96 | FIRE FIG | 39.81 |
| | SUPER AMERICA | FUEL 10/28 TO 11/22/96 | STREETS | 82.87 |
| | SUPER AMERICA | FUEL 10/28 TO 11/22/96 | PARK MAI | 33.91 |
| | *** TOTAL FOR SUPER AMERICA | | | 199.12 |
| | J.O. THOMPSON INC. | COMM PK DOOR PAINT | PARK MAI | 25.95 |
| | 32401 U.S. POSTMASTER | 11/96 NEWSLETTER POSTAGE COMMUNIC | | 360.00 |
| | | 11/96 NEWSLETTER POSTAGE SOLID WA | | 100.00 |
| | *** TOTAL FOR U.S. POSTMASTER | | | 460.00 |
| | UNITED CHURCH OF CHRIST | MCHW APPLE CRISP | MCAD | 146.79 |

APPROVAL OF HILLS
PERIOD ENDING: 12/11/96

| CHECK# | VENDOR NAME | DESCRIPTION | DEPT. | AMOUNT |
|--------|------------------------------------|--------------------------|----------|-----------|
| | UNIVERSITY OF MINNESOTA | BLDG OFFICIALS INSTITUTE | ----- | 86.00 |
| | USWEST COMMUNICATIONS | 11/96 PHONE | PARK & R | 55.39 |
| | VINCENT WRIGHT | PARKS/PWRKS CONSULTING | PARK & R | 131.25 |
| | VINCENT WRIGHT | PLOWING ASSISTANCE | STREETS | 80.00 |
| | *** TOTAL FOR VINCENT WRIGHT | | | 211.25 |
| | ST. PAUL WATER UTILITY | 11/96 WATER | CITY HAL | 15.50 |
| | ST. PAUL WATER UTILITY | 11/96 WATER | PARK MAI | 9.88 |
| | *** TOTAL FOR ST. PAUL WATER UTILI | | | 25.38 |
| | ASSOC. OF METROPOLITAN | 1996 AMM POLICY ADOPTION | ADMINIST | 25.00 |
| | BERNARDY, CONNIE LANNERS | 12/15/96 MCAD SVCS | MCAD | 0.00 |
| | BERNARDY, CONNIE LANNERS | MCAD SUPPLIES | MCAD | 80.88 |
| | BERNARDY, CONNIE LANNERS | MCAD TRANSPARENCIES | MCAD | 25.84 |
| | BERNARDY, CONNIE LANNERS | MCAD POSTGE | MCAD | 410.00 |
| | BERNARDY, CONNIE LANNERS | MCAD PHONE 10&11/96 | MCAD | 69.58 |
| | BERNARDY, CONNIE LANNERS | VARIOUS MCAD MEETINGS | MCAD | 98.63 |
| | BERNARDY, CONNIE LANNERS | MCHW EXPENSES | MCAD | 275.00 |
| | BERNARDY, CONNIE LANNERS | 12/15/96 MCAD SRVS | MCAD | 1,543.85 |
| | *** TOTAL FOR BERNARDY, CONNIE LAN | | | 2,504.78 |
| | BRODERICK, BERNARD | DELIVRY MILEAGE | ADMINIST | 10.39 |
| | SPRINGSTED | BOND ISSUANCE COSTS | LARPENTE | 15,174.51 |
| | SPRINGSTED | TIF STUDY | TIF #1 | 1,395.80 |
| | SPRINGSTED | TIF STUDY | TIF #2 | 1,395.80 |
| | *** TOTAL FOR SPRINGSTED | | | 17,966.11 |
| | ST PAUL BOOK & STATIONERY | LABEL TAPE | FIRE FIG | 3.76 |
| | 32805 BETTY BACKES (MCFOA) | ADMN CLERKS MEETING | ADMINIST | 9.50 |
| | *** TOTAL FOR BANK 01 | | | 37,696.22 |
| | *** GRAND TOTAL *** | | | 37,696.22 |

PERIOD END DATE 11/30/96
SYSTEM DATE 11/27/96

FILE NOT UPDATED

PAGE 1

C H E C K R E G I S T E R

| CHECK TYPE | CHECK DATE | EMPLOYEE NAME NUMBER | CHECK NUMBER | CHECK AMOUNT |
|---------------|---------------|------------------------------|-----------------|-----------------|
| COM | 11 27 96 | 6 SUSAN GHRZ | 24817 | 284.56 |
| COM | 11 27 96 | 8 SAM JACOBS | 24818 | 277.05 |
| COM | 11 27 96 | 10 JAN GIBSON TALBOT | 24819 | 200.00 |
| COM | 11 27 96 | 11 JOHN HUSTAD | 24820 | 277.05 |
| COM | 11 27 96 | 12 LAURA A. KUETTEL | 24821 | 277.05 |
| COM | 11 27 96 | 30 NICHOLAS BAUMANN | 24822 | 302.86 |
| COM | 11 27 96 | 34 CLEMENT KURHAJETZ | 24823 | 12.70 |
| COM | 11 27 96 | 40 KEVIN ANDERSON | 24824 | 64.06 |
| COM | 11 27 96 | 42 MICHAEL D. CLARKIN | 24825 | 55.41 |
| COM | 11 27 96 | 48 JOHN H. HOLMGREN | 24826 | 64.06 |
| COM | 11 27 96 | 56 GREGORY S. PETERSON | 24827 | 96.35 |
| COM | 11 27 96 | 59 GREGORY M. FULLER | 24828 | 106.35 |
| COM | 11 27 96 | 62 BRYON A. SCHULTZ | 24829 | 26.17 |
| COM | 11 27 96 | 1002 SUSAN HOYT TAFF | 24831 | 1486.27 |
| COM | 11 27 96 | 1003 TERRY IVERSON | 24832 | 1008.23 |
| COM | 11 27 96 | 1005 CAROL KRIEGLER | 24833 | 788.52 |
| COM | 11 27 96 | 1007 PATRICIA PHILLIPS | 24834 | 801.51 |
| COM | 11 27 96 | 1008 DELORIS SWENSON | 24835 | 775.97 |
| COM | 11 27 96 | 1010 CARLA ASLESON | 24836 | 323.00 |
| COM | 11 27 96 | 1012 JOSEPH M. RIGDON | 24837 | 896.44 |
| COM | 11 27 96 | 1031 LINDA TREEFUL | 24838 | 127.41 |
| COM | 11 27 96 | 1033 DAVE TRETSVEN | 24839 | 779.65 |
| COM | 11 27 96 | 1102 AUSTIN M. PETERSON | 24840 | 46.86 |
| COM | 11 27 96 | 1110 JULIE OBERMILLER | 24841 | 62.33 |
| COM | 11 27 96 | 1135 CATHERINE M. MACKIEWICZ | 24842 | 31.50 |
| ***TOTALS*** | | | | 9776.45 |

CONSENT
Meeting Date: 12/11/96
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

MUNICIPAL AND LIQUOR LICENSES

#3415 Falcon Bowl

#3417 J's Liquors

CHRISTMAS TREE SALES

#3416 Forestry Club, LDT

ITEM: Request to continue MPCA air monitoring lease agreement

SUBMITTED BY: Rick Strassman, Minnesota Pollution Control Agency

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner
Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

For the past several years, the city has had a lease agreement with the Minnesota Pollution Control Agency (MPCA) for their use of the city hall facility as an air monitoring station. The lease involves the placement of a four foot probe on the city hall roof and of associated equipment inside the maintenance garage. The probe measures levels of sulfur dioxide and nitrogen dioxide to assess long term trends in air quality. There is no city staff time involved with this project; MPCA staff come to city hall each week to record the probe's readings and provide necessary maintenance.

MPCA is requesting that the city enter into another two year lease as a monitoring site. The city would receive \$80.00 per month, which will cover the city's costs of the electricity used by the probe. Unlike a commercial antenna, where the city would negotiate a lease agreement with a for-profit company based upon market lease rates, this probe is being used by a government agency for the purpose of enhancing air quality for the health and safety of residents as a whole. The city's past practice in this type of situation is to cover only the city's actual out of pocket costs.

This probe is a permitted use under the city's antenna ordinance, since it is less than 10 feet above the roof line and is not a commercial antenna.

ATTACHMENTS:

1. Proposed lease agreement
2. Pictures of MPCA probe currently placed at city hall

GOAL: To protect the public health and safety.

ACTION REQUESTED: Approve two year lease with MPCA for air quality monitoring station at city hall, with lease payments at \$80.00 per month.

| FY | AGENCY | FUND | ORG | APPR | REPT | OBJECT | VENDOR | AMOUNT |
|-------|--------|------|-----|-----------|------|--------|-------------|--------|
| REG # | | SOL# | | CONTRACT# | | ORDER# | COST CODE 5 | |

MINNESOTA POLLUTION CONTROL AGENCY
Equipment Monitoring Site Agreement

This Agreement is made by and between City of Falcon Heights, 2077 W. Larpenner Avenue, Falcon Heights, Minnesota 55113-5594 hereinafter referred to as "LESSOR", and the state of Minnesota, Pollution Control Agency, hereinafter referred to as "LESSEE".

WITNESSETH: LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree each with the other as follows:

1. LEASED PREMISES AND TERM:

LESSOR grants and LESSEE accepts the use of the following described premises in the city of Falcon Heights, county of Ramsey of Minnesota 55113, to-wit: Approximately 100 square feet above the Forman's office at the Falcon Heights maintenance garage to be used as a pollution control monitoring site for the term of two years beginning January 1, 1997 through December 31, 1998.

RENT:

As payment for the above described Leased Premises, and in consideration for all covenants, representations and conditions of this Lease Agreement, LESSEE agrees to pay LESSOR the sum of \$80.00 for each month payable on the last day of each rental month.

3. TERMINATION:

This Agreement may be terminated by either party upon giving thirty (30) days prior written notice of such termination to the other party.

4. DUTIES OF LESSOR:

LESSOR shall furnish and provide for the use of LESSEE:

- a. access to the site
- b. electricity to operate monitoring equipment. The cost of any necessary electrical equipment and its installation shall be the responsibility of LESSEE.

5. LESSEE shall be responsible for payment of the costs of electricity used for the monitoring site.

6. DUTIES OF LESSEE:

Except as otherwise provided herein, LESSEE shall furnish all materials and services required for its use of the Leased Premises, and shall maintain the Leased Premises in a reasonably good condition and state of repair during the continuance of its tenancy, and shall surrender the Leased Premises to LESSOR at the termination of such tenancy in such condition as the same was in at the commencement of such tenancy, reasonable wear and damage by the elements excepted. At the termination of the Lease Agreement, LESSEE shall be responsible for any repairs to the Leased Premises caused by removal of its pollution monitoring equipment.

7. LIABILITY:

LESSEE shall be liable for injury to or loss of property or personal injury or death caused by an act or omission of any employee of LESSEE in the performance of this contract, under circumstances where LESSEE, if a private person, would be liable to the claimant, in accordance with Minn. Stat. § 3.736. Nothing in this Lease Agreement is intended to be construed as a waiver of the Tort Claims Act, Minn. Stat. § 3.736 or any other law, legislative or judicial, limiting governmental liability.

8. OTHER CONDITIONS:

- a. Pursuant to Minn. Stat. § 16B.06, subd. 4, the books, records, documents and accounting procedures and practices of LESSOR relevant to this Lease Agreement shall be subject to examination by the state and/or Legislative Auditor during normal business hours and after reasonable notice to LESSOR.
- b. LESSOR agrees to provide and maintain the Leased Premises and the building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for handicapped persons, pursuant to all applicable laws, rules, ordinances and regulations as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.
- c. When applicable, LESSOR certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minn. Stat. § 363.073, or that it has not had more than 20 full-time employees at any time during the previous 12 months and claims exemption from Minn. Stat. § 363.073.
- d. LESSOR agrees that in exercising its management responsibilities of the property which the Leased Premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, recyclable materials and prevailing wage requirements, as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.
- e. LESSEE agrees to observe reasonable precautions to prevent waste of heat, electricity, water, air conditioning any other utility or any service, whether such is furnished by LESSOR or obtained and paid for by LESSEE.

Approved:
LESSOR

Minnesota Pollution Control Agency

By _____

By _____

Title _____

Date _____

Encumbered

Date _____

LESSEE
Pollution Control Agency:

As to form and execution by the
Attorney General

By _____

By Assistant Attorney General

Title _____

Date _____

Date _____

Commissioner of Administration
Delegated to:

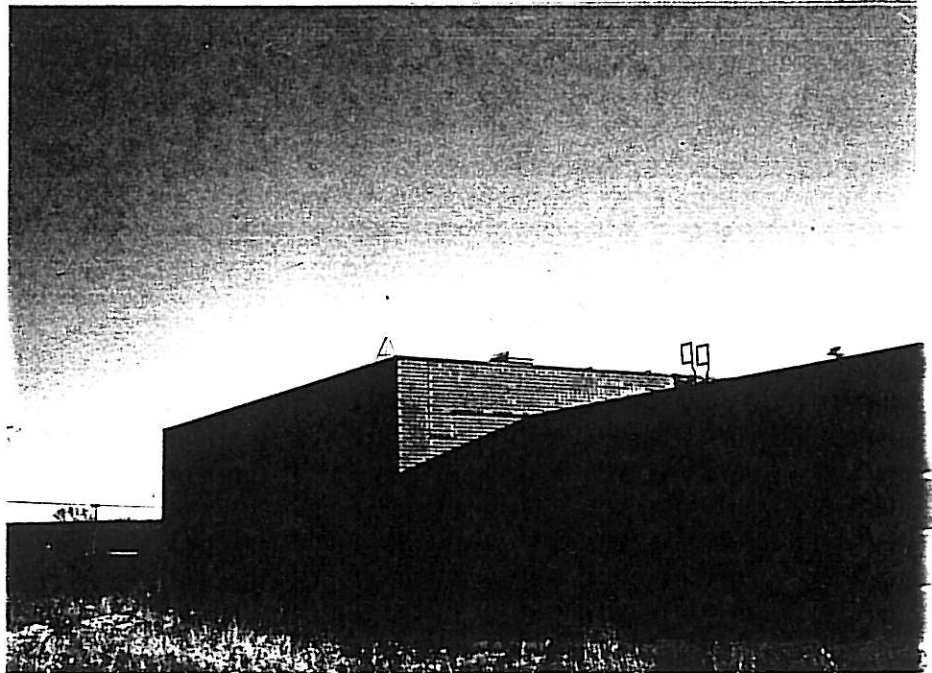
By _____

Title _____

By _____

cc: Fully-executed copy to Dept. of Administration, Real Estate Management Division

GSE:



ITEM: Request for contribution from the North Suburban Tobacco Compliance Project

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Falcon Heights, along with six other cities, have participated in the North Suburban Tobacco Compliance Project since 1993. The project's aim is to reduce the sales of tobacco products to minors through education and through compliance checks in which minors attempt to purchase tobacco under the supervision of a police officer. The most recent compliance check showed that all five Falcon Heights vendors refused to sell to the undercover youth working with the police.

The North Suburban Tobacco Compliance Project hires a part-time (10-15 hours a week) coordinator who recruits the youth checkers, trains them, coordinates checks with police departments, and handles correspondence and training on behalf of all the cities. Until this year, the funding for the coordinator's position and for project expenses came completely from a state ASSIST grant. For 1997, funding for the project has been cut; ASSIST will be covering only 1/2 of the cost of the project. The seven cities in the consortium are being asked to cover the remaining 1/2 of project costs in order to keep the project active. The cost to each city is pro-rated based upon the number of vendors selling tobacco. The 1997 cost for Falcon Heights is still being determined; however, it will not exceed \$405.55, or \$81.10 per vendor.

When the city raised its tobacco license fee to \$250 in 1994, the license cost assumed that the city would one day have to do its own compliance checks without assistance from the tobacco project. Therefore, the cost is covered in the city's tobacco license fee.

GOAL: To protect the public health and safety.

ACTION REQUESTED: Approve payment to the North Suburban Tobacco Compliance Project, to be paid from the Police fund, not to exceed \$405.55.

CONSENT
Meeting Date: 12/11/96
Item: 5

ITEM DESCRIPTION: Tax Increment Administrative Fee Transfer

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

As detailed in the 1997 budget, tax increment administrative fees on tax increments received may be expended. For 1996 these amounts (10% of tax increments received) are as follows:

| | |
|--------------------|------------------|
| T.I.F. District #1 | \$14,690.92 |
| T.I.F. District #2 | <u>10,245.19</u> |
| | 24,936.11 |

These administrative fees will be expended in the tax increment funds, received by the general fund and subsequently transferred to the community development funds.

ACTION REQUESTED: Approve the fund transfer as detailed.

POLICY

Meeting Date: 12/11/96

ITEM: 1

ITEM DESCRIPTION: Proposed Resolution 96-24 adopting the 1997 budget and certifying the 1997 property tax levy

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: On December 4, 1996, the city held its annual 1997 budget presentation and taxation hearing on its proposed 1997 budget of \$3,963,879 with a general operating budget of \$1,209,143. This requires a property tax levy of \$577,309 including ad valorem property tax revenue and fiscal disparities tax revenue to finance 1997 city services.

Adopting the 1997 budget and associated property tax levy finalizes the city's budget process for 1997 and directs the county to levy the associated property taxes. A certified copy of the resolution will be forwarded to the county to place the levied taxes on the tax roll.

PURPOSE: To promote a community that is a good place to live, work and visit.

ATTACHMENTS: Resolution 96-24.

ACTION REQUESTED: Adoption of Resolution 96-24 authorizing a city operating budget of \$1,209,143 for 1997 and a certified tax levy of \$577,309.

CITY OF FALCON HEIGHTS

C O U N C I L R E S O L U T I O N

Date: 12/11/96

A RESOLUTION ADOPTING THE 1997 BUDGET AND
CERTIFYING THE 1997 TAX LEVY

BE IT RESOLVED by the city council of the City of Falcon Heights that the General Operating Budget for the year 1997 in the amount of \$1,209,143 is adopted, and

BE IT FURTHER RESOLVED, that the city council authorizes the city to levy taxes in the amount of \$577,309 for the year 1997; and

BE IT FURTHER RESOLVED, that the county auditor should extend the tax levy in the amount of \$577,309 for the year 1997.

Moved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Approved by: _____

Mayor
December 11, 1996
Date

Attested by: _____

City Clerk
December 11, 1996
Date

POLICY
Meeting Date: 12/11/96
ITEM: 2

ITEM DESCRIPTION: A resolution reducing the 1997 debt levy on general obligation debt

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: The city issued general obligation bonds to finance the 1991 and 1993 street improvement projects. The debt is being paid through assessments and the city's capital funds. Therefore, a property tax levy is not required to pay for these bonds. A resolution removing these general obligations from the tax levy must be adopted by the council and forwarded to the Ramsey County Auditor.

| | |
|-----------------------------|---------------|
| G.O. Improvement Bonds 1993 | \$110,000 |
| G.O. Improvement Bonds 1991 | <u>21,800</u> |
| TOTAL: | \$131,800 |

ATTACHMENTS: Resolution 96-25

ACTION REQUESTED: Adopt Resolution 96-25 reducing the 1997 debt levy on general obligation debt.

CITY OF FALCON HEIGHTS

C O U N C I L R E S O L U T I O N

Date: 12/11/96

A RESOLUTION REDUCING THE 1997 DEBT LEVY ON
GENERAL OBLIGATION DEBT

WHEREAS, the city council of the City of Falcon Heights has funds on hand in the Debt Service Funds in the amount of \$131,800.00; and

WHEREAS, this amount is strictly reserved for the debt payment on the General Obligation Improvement Bonds of 1993, and General Obligation Improvement Bonds of 1991.

NOW THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights that the following be removed from the 1997 tax levy:

G.O. Improvement Bonds 1993 \$110,000.00
G.O. Improvement Bonds 1991 21,800.00

TOTAL REDUCTION: \$131,800.00

Moved by: _____

Approved by: _____

Mayor

December 11, 1996

Date

GEHRZ In Favor

GIBSON TALBOT

HUSTAD Against

JACOBS

KUETTEL

Attested by: _____

City Clerk

December 11, 1996

Date

POLICY
12/11/96
Item: 3

ITEM: Consider turning the city's utility and recycling billing over to the St. Paul Water Utility

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The St. Paul Water Utility is able to bill the city's quarterly sanitary sewer, stormsewer and recycling fees for Falcon Heights. The Utility will charge the city on a per bill basis for a total of \$8,650 per year. There is a start-up fee of \$5,005 for getting the system up and running at St. Paul because of the computer work necessary to add the information and confirm billing addresses.. These charges are itemized in the attachment.

With the departure of the city's accountant on January 3, 1997, it is timely to get this moving along to reduce future accountant's time spent on this activity. The Utility is shooting for a May billing date. There will be a detailed agreement coming forward on this. However, the Utility is reluctant to begin working on this unless there is some commitment from Falcon Heights. At this time, it would be appropriate to authorize the administrator to begin the transition process and to allocate \$5,005 toward the transition. This is included in the sanitary sewer fund for 1997.

Goal # 4: To provide a response and effective city government.
Strategy : 5 Strive to provide citizens with more efficient and convenient city services.
Action item: Investigate having the St. Paul Water Utility process the city's quarterly utility bills in conjunction with the water bills.

ATTACHMENTS:

1. Pros and cons of contracting out
2. Letter from St. Paul Water Utility outlining charges for service

ACTION REQUESTED:

Authorize the city administrator to proceed with the transfer of utility billing to St. Paul Water including allocating \$5,005 for the transition out of the sanitary sewer fund.

CONTRACTING OUT
Sanitary Sewer/Recycling/Storm Sewer Billing

ADVANTAGES

one bill rather than two
for each customer

option to use utility's
automatic payment withdrawal

option to pay both water and
sewer bill at city hall

requires only one telephone call
rather than two to get the status
of outstanding sewer and water
bills when property is being sold

frees up accountant's time for other
city business; staffing flexibility

provides commercial/institutional/large apartment
payments on a monthly rather
than on a quarterly basis, which
increases interest revenue for the city

eliminate delinquency assessments on tax
statement because utility will collect; the
utility pays city regardless of whether fees
are collected or not

maintains city's control over fees and
handling questions on sewer billing

provides the future opportunity to go
to a sewer fee based on flow rather than
a flat fee if ever desired by a council

less likely to have errors in sewer
billing because the utility will be making
all calculations and not transferring
information to another party

demonstrates both the utility's and the
city's willingness to cooperate to provide
more efficient services to their customers

users have a 5% late fee, not city's 10%
late fee

DISADVANTAGES

explaining the billing change
to customers

"letting go" of physical, independent
billing process at city hall (if that is
important to the council)

start-up fee



BOARD OF WATER COMMISSIONERS

Dino Guerin, *President* Janice Rettman, *Vice President*
Stephen Haselmann, *Commissioner* Michael Harris, *Commissioner* Michael Arcand, *Commissioner*

November 12, 1996

Ms. Susan Hoyt, City Administrator
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, Minnesota 55113

RE: Sewer Billing

Dear Ms. Hoyt:

As we discussed, you had requested additional backup information regarding the original \$5,000 estimated startup costs for the Utility to do sewer billing in Falcon Heights. Attached is a detail of the anticipated time necessary to change our data base to accommodate the proposed sewer billing. As you will note, most of the time is with program modifications and software development. The balance of the time is in address rectification and project management. For estimating purposes, we used the time actually spent rectifying addresses when we started sewer billing in West St. Paul. West St. Paul has approximately four times as many accounts as Falcon Heights, i.e. we used one-quarter of the time we spent on their accounts for a \$440 estimate.

I have started on the review of the Maplewood Agreement to modify for a proposed agreement with Falcon Heights and hope to have completed soon.

I hope the attached information is a sufficient explanation of Utility start-up costs to perform the sewer billing for Falcon Heights.

Please call me if there are any questions.

Very truly yours,

Roger A. Mohror
Division Manager

RAM/mja

Attachments: 1

cc: Bernie R. Bullert
Barb Woolsey

Saint Paul Water Utility

Commerce Building, 8 4th Street East, St. Paul, MN 55101-1007
Tel. (612) 266-6274 Fax (612) 292-7811 TTY: (612) 266-6299

Bernie R. Bullert, *General Manager*
Roger A. Mohror, *Central Services Manager*

James M. Graupmann, *Distribution Manager*
James L. Haugen, *Production Manager*

The Saint Paul Water Utility provides quality water service to the following cities:

Arden Hills▲Falcon Heights▲Lauderdale▲Little Canada▲Maplewood▲Mendota▲Mendota Heights▲Roseville▲Saint Paul▲West St. Paul

November 11, 1996

Start-up Responsibilities

Falcon Heights

- supply address, sanitary sewer, storm sewer, recycling data, preferably in electronic form
- notify customers of the sewer billing changes
- provide a point of contact person
- clarify meter out / charges continue issue. (We stop billing when meter is removed)
- provide a script for customer service to follow in answering storm sewer and recycling questions
- schedule point of contact person to attend a customer service staff meeting for a question and answer session
- retain account history to date of cut over

Water Utility

- investigate address inconsistencies and rectify with Falcon Heights contact
- modify software that produces and supports the cycle and special billing systems. Recycling and storm sewer will appear as Miscellaneous Charges on the bill form
- program an occupancy change report
- program a summary report of sanitary sewer, storm sewer, and recycling charges
- load the Utility's data base with Falcon Heights data
- modify bill forms to include contact and phone number for Falcon Heights sewer questions
- assist in providing on-line access to billing records to Falcon Heights
- begin providing sewer billing and account history services in May, 1997. The first billing to residential customers will be less than a three month bill

Ongoing Responsibilities

Falcon Heights

- provide deduct meter readings by fax or email
- provide adequate rate increase warning
- field customer questions about how rates are determined
- identify accounts that have changes in storm sewer, sanitary sewer, and recycling rates

Water Utility

- remit payment of collections within 3 weeks of the end of the billing month
- provide Falcon Heights specific month-end reports within a week after the end of the month
- provide cycle and special bills and answer customer inquiries

November 11, 1996

Estimated Falcon Heights Startup Costs

| | | |
|---|---|------------|
| • | program modifications and new software development 200 hours (at \$22.00 per hour) | \$4,400.00 |
| | - data base modifications | |
| | - modifications to the cycle bill, special bill, and past due notice format and supporting on-line screens | |
| | - modifications to existing management reports | |
| | - development of a Falcon Heights custom management report | |
| | - development of online entry screen for storm sewer and recycling charges | |
| | - development of program to initially load data | |
| • | address rectification 20 hours (at \$22.00 per hour) | \$440.00 |
| • | project management 5 hours (at \$33.00 per hour) | \$165.00 |
| | Total estimate | \$5,005.00 |

POLICY
12/11/96
Item: 4

ITEM: Approve the First Bank as the city's depository for checking account facilities through the 4M fund

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION;

The city has the opportunity to eliminate checking account fees and to increase its interest return by an average of .52%/day on its checking account through the First Bank System 4M fund sponsored by the League of Minnesota Cities. The city currently uses Northstar Bank as its depository. The city would use the Midway First Bank at Raymond Avenue and University for its business due to its proximity to the city.

Goal 4: To provide a responsive and effective city government.

Strategy 7: Effectively manage the city's financial resources.

ATTACHMENTS:

- 1 Letter to Northstar Bank
- 2 Resolution 96-27 approving First Bank as the depository for checking account services starting in 1997

ACTION REQUESTED:

Adopt resolution 96 - 27 making First Bank the city's depository for checking account services starting in 1997.



CITY OF
FALCON HEIGHTS

2077 W. LARPELLE AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

November 25, 1996

Mr. Terry Pratt, President
Northstar State Bank
1820 N. Lexington Ave.
Roseville, MN 55113

Dear Mr. Pratt:

As a long time customer of Northstar Bank of Roseville, Minnesota, this is to notify you that the City of Falcon Heights will be transferring its checking account at the beginning of 1997. Let me assure you that the change in the city's checking account is not due to any dissatisfaction with the services that Northstar Bank provides. The service has been very satisfactory over the past years.

The change results from a checking account opportunity offered through the League of Minnesota Cities 4M fund. This checking account will eliminate all charges for checking services and guarantee a money market return on the checking account balance each day. This averaged a 4.77% return over the past two years. This change may result in as much as \$1,000 in combined savings on banking fees and increased earnings to the city over the course of a year. Although this may not appear significant given the value of the city's annual financial transactions, it represents almost 5% of the increase in the city's proposed 1997 ad valorem property tax levy. As you may know, Falcon Heights has a limited tax base with no opportunities to enhance its revenue through major development or redevelopment activities. This limited revenue outlook plus the need to guarantee good city services to its citizens, makes it incumbent on the city to assure its taxpayers and citizens that it is making the most possible prudent financial decisions.

The 4M fund requires using a checking account at one of the First Banks. The city is considering either the Midway Bank in St. Paul or the St. Anthony Bank in St. Anthony. Both of these locations are convenient for the city. These banks are also located in cities where Falcon Heights has recently initiated cooperative service arrangements.

Finally, the city looks forward to maintaining a banking relationship with Northstar Bank through non-checking related financial transactions and by working together in the greater Falcon Heights and Roseville community.

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



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Mr. Terry Pratt, President

November 25, 1996

Again, thank you for your responsive service over the past years. If you have any questions about the planned transfer, please contact me. I'll be happy to discuss the details with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Hoyt", with a long horizontal flourish extending to the right.

Susan Hoyt

City Administrator

No. 96-27

CITY OF FALCON HEIGHTS

C O U N C I L R E S O L U T I O N

Date: 12/11/96

RESOLUTION APPROVING THE FIRST BANK AS THE CITY'S DEPOSITORY FOR CHECKING ACCOUNT FACILITIES THROUGH THE 4M FUND

WHEREAS, the League of Minnesota Cities offers the 4M fund to member cities;

WHEREAS, the 4M fund provides an opportunity for a checking account with no service charges and a daily money market interest rate;

WHEREAS, to receive the 4M fund benefit on the checking account, the city's depository must be a First Bank;

NOW THEREFORE, BE IT RESOLVED, that the City of Falcon Heights designate The First Bank as its checking account depository.

Moved by: _____

Approved by: _____

Mayor

December 11, 1996

Date

GEHRZ In Favor

GIBSON TALBOT

HUSTAD Against

JACOBS

KUETTEL

Attested by: _____

City Clerk

December 11, 1996

Date

CONSENT
12/23/96

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 12/12/96, \$125,188.22.
2. Payroll, 12/1/96 to 12/15/96, \$12,106.64

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 12/27/96

| CHECK# | VENDOR NAME | DESCRIPTION | DEPT. | AMOUNT |
|--------|---------------------------|------------------------------------|-----------|----------|
| | LUCENT TECHNOLOGIES | 11/26 TO 12/25 | CITY HAL | 73.44 |
| | ACORDIA | ACCOUNTANT BOND | | 350.00 |
| | ACORDIA | ADMINISTRATOR BOND | | 350.00 |
| | | *** TOTAL FOR ACORDIA | | 700.00 |
| | CARLA ASLESON | ADMIN MILEAGE | ADMINIST | 22.01 |
| | CARLA ASLESON | SOLID WASTE MILEAGE | SOLID WA | 5.58 |
| | | *** TOTAL FOR CARLA ASLESON | | 27.59 |
| | AMERICAN LINEN SUPPLY CO. | LINEN CLEANING | FIRE DEPT | 36.54 |
| | AMERICAN OFFICE PRODUCTS | 2 TONERS/PAPER/FOLDERS | ADMINIST | 347.96 |
| | BRC - ASSIST CENTER | ELECTION SUPPLIES | ELECTION | 38.38 |
| | BAUMANN, NICHOLAS | SALES TICKET BOOKS | FIRE FIG | 5.43 |
| | BLOMBERG PHARMACY | FILM DEVELOPING | FIRE FIG | 7.86 |
| | BLOMBERG PHARMACY | FILM & MEETING SUPPLIES | FIRE FIG | 15.73 |
| | BLOMBERG PHARMACY | FILM | FIRE PRE | 4.36 |
| | | *** TOTAL FOR BLOMBERG PHARMACY | | 27.95 |
| | CASH | MEETING SUPPLIES | LEGISLAT | 2.05 |
| | CASH | COFFEE SUPPLIES | CITY HAL | 45.78 |
| | CASH | ELECTION SUPPLIES | ELECTION | 14.57 |
| | | *** TOTAL FOR CASH | | 62.40 |
| | CHAMPION AUTO STORES | ANTIFREEZE/OIL/WASHERFLD | FIRE FIG | 18.53 |
| | CIATTI'S ITALIAN RESTRUNT | EMPLOYEE EVENT | LEGISLAT | 121.44 |
| | DANKO EMERGENCY EQUIPMENT | REPAIR FACE MASK | FIRE FIG | 3.65 |
| | E-Z RECYCLING, INC. | 12/96 RECYCLING | SOLID WA | 2,500.44 |
| | EMERGENCY APPARATUS MAINT | REPAIR 757 OUTRIGGER | FIRE FIG | 889.18 |
| | FIRE MARSHALS ASSOC OF MN | 1997 MEMBERSHIP-TERRY | | 35.00 |
| | FIRE EQUIPMENT SPECIALTIE | 2 SETS FIRE GEAR | FIRE & R | 1,520.00 |
| | FIRE EQUIPMENT SPECIALTIE | 4 HYDRANT ADAPTERS | FIRE & R | 574.00 |
| | | *** TOTAL FOR FIRE EQUIPMENT SPECI | | 2,094.00 |
| | FOCUS NEWS | PUBLIC NOTICES | LEGISLAT | 45.36 |
| | GCR MPLS TRUCK TIRE CTR | JOHN DEERE 955 WHL SVC | PARK MAI | 165.04 |
| | GOPHER SIGN COMPANY | SCHOOL CRSSING STOPSIGNS | STREETS | 467.07 |
| | HERMES FLORAL COMPANY | MCAD AZALEA | MCAD | 31.95 |
| | HERMES FLORAL COMPANY | WREATH-ENTRY CITY HALL | CITY HAL | 38.00 |
| | | *** TOTAL FOR HERMES FLORAL COMPAN | | 61.95 |
| | HOISINGTON KOEGLER GROUP | 11/96 PLANNING DESIGNS | LARPENTE | 4,812.26 |

APPROVAL OF BILLS
PERIOD ENDING: 12/27/96

| CHECK# | VENDOR NAME | DESCRIPTION | DEPT. | AMOUNT |
|--------|------------------------------------|-----------------------------------|----------|-----------|
| | ICMA RETIREMENT TRUST 457 | 12/96 ICMA CONTRIBUTIONS ADMINIST | | 150.00 |
| | ICMA RETIREMENT TRUST 457 | 12/96 ICMA CONTRIBUTIONS FINANCE | | 150.00 |
| | *** TOTAL FOR ICMA RETIREMENT TRUS | | | 300.00 |
| | I PRINT TEXTILES | T-SHIRTS/SWEATS | STREETS | 365.55 |
| | I PRINT TEXTILES | T-SHIRTS/SWEATS | PARK & R | 365.55 |
| | *** TOTAL FOR I PRINT TEXTILES | | | 731.10 |
| | IVERSON, TERRY | 4TH QTR AUTO INSURANCE | FIRE PRE | 75.00 |
| | JANKE, KATHLEEN | DEC 96 CLEANING | FIRE FIG | 80.00 |
| | KNOX LUMBER CO. | CONCRETE COVER/ANCHOR | CITY HAL | 31.61 |
| | KNOX LUMBER CO. | PARK SUPPLIES | PARK MAI | 6.02 |
| | KNOX LUMBER CO. | TARP AND LUMBER | CITY HAL | 49.59 |
| | *** TOTAL FOR KNOX LUMBER CO. | | | 87.22 |
| | DAVID W. KRIESEL, INC. | 12/96 BLDG INSPECTIONS | PLANNING | 550.00 |
| | LEAGUE OF MN CITIES | 97 PREPAID WORKERS COMP | | 5,681.38 |
| | LEAGUE OF MN CITIES | 97 PREPAID WORKERS COMP | | 326.21 |
| | LEAGUE OF MN CITIES | 97 PREPAID WORKERS COMP | | 26.69 |
| | LEAGUE OF MN CITIES | 97 PREPAID WORKERS COMP | | 1,302.61 |
| | LEAGUE OF MN CITIES | 97 PREPAID WORKERS COMP | | 808.11 |
| | *** TOTAL FOR LEAGUE OF MN CITIES | | | 8,345.00 |
| | LEONARD, STREET & DEINARD | 11/96 BOND COUNSEL FEES | LARPENTE | 1,148.35 |
| | LEONARD, STREET & DEINARD | 11/96 ATTORNEY FEES | LEGAL | 1,612.70 |
| | *** TOTAL FOR LEONARD, STREET & DE | | | 2,761.05 |
| | MCI | LONG DIST TO 12/11/96 | CITY HAL | 8.66 |
| | MAIER STEWART & ASSOC. | 10/27 TO 11/30 ENGINEERI | ENGINEER | 595.46 |
| | MAIER STEWART & ASSOC. | 10/27 TO 11/30 ENGINEERI | LARPENTE | 1,201.58 |
| | MAIER STEWART & ASSOC. | 10/27 TO 11/30 ENGINEERI | LINDIG S | 4,505.90 |
| | *** TOTAL FOR MAIER STEWART & ASSO | | | 6,302.94 |
| | METROPOLITAN COUNCIL | PREPAY 1/97 SEWER SVCS | | 29,759.00 |
| | MILES P HENDERSON | PORTRAITS/FIRE FIGHTING | FIRE FIG | 230.00 |
| | MIDWEST DELIVERY SERVICE | DELIVERY CHRGS | ADMINIST | 8.15 |
| | 32850 MINNESOTA BCA | MN BCA CHECK | POLICE | 8.00 |
| | 32853 MN EMERGENCY MEDICAL | ADVANCED LIFE SUPP LICSE | RESCUE S | 96.00 |
| | 32852 MN DEPARTMENT OF REVENUE | STATE WITHHOLDING 12/15 | ADMINIST | 676.50 |
| | MOSBY | TRAINING BOOKS | RESCUE S | 321.40 |
| | MUSKA ELECTRIC CO. | LIGHT RPR/AINING COMM PK | PARK MAI | 258.00 |

APPROVAL OF BILLS
PERIOD ENDING: 12/27/96

| CHECK# | VENDOR NAME | DESCRIPTION | DEPT. | AMOUNT |
|--------|---|--------------------------|----------|----------|
| | MOODY'S INVESTORS SERVICE RATING SVC FEES | | LARPENTE | 5,300.00 |
| | NADEAU UTILITY INC | MATERIAL HOLDING FACILIT | PUBLIC W | 8,502.10 |
| | NSP | 11/96 ELECTRIC | SANITARY | 120.85 |
| | NSP | 11/96 ELECT AND GAS | PARK MAI | 425.23 |
| | NSP | 11/96 ELECTRIC | PARK MAI | 22.38 |
| | NSP | 11/96 ELECTRIC | SANITARY | 17.65 |
| | NSP | 11/96 GAS | CITY HAL | 564.02 |
| | NSP | 11/96 ELECT | CITY HAL | 660.59 |
| | NSP | 11/96 ELECTRIC | SANITARY | 13.58 |
| | NSP | 11/96 ELECTRIC | STREET L | 2,010.44 |
| | *** TOTAL FOR NSP | | | 3,834.74 |
| | NELSON CHEESE FACTORY | MEETING SANDWICHES | LEGISLAT | 20.84 |
| | M. SUBURBAN GAVEL ASSOC. | 1997 MEMBERSHIP DUES | | 15.00 |
| | ON SITE SANITATION | 11/1 TO 11/8/96 SANITATN | PARK MAI | 0.00 |
| | ON SITE SANITATION | 11/1 TO 11/8/96 SANITATN | PARK MAI | 19.63 |
| | *** TOTAL FOR ON SITE SANITATION | | | 19.63 |
| | OXYGEN SERVICE COMPANY | 11/96 OXGEN/ACETLYN | CITY HAL | 9.00 |
| | OXYGEN SERVICE COMPANY | 11/96 OXYGEN CHRGS | RESCUE S | 13.50 |
| | OXYGEN SERVICE COMPANY | 11/96 COMPRESSED AIR | FIRE FIG | 65.67 |
| | *** TOTAL FOR OXYGEN SERVICE COMPA | | | 88.17 |
| | PARK NICOLLET CLINIC | PHYSICAL-MAERTZ | CITY HAL | 62.50 |
| | PERA | PERS WITHHNGS 12/15/96 | ADMINIST | 1,130.05 |
| | PERA | PERS WITHHNGS 12/15/96 | ADMINIST | 0.01 |
| | *** TOTAL FOR PERA | | | 1,130.06 |
| | PERA LIFE | PHILLIPS 12/96 PREMIUM | ADMINIST | 12.00 |
| | PERA LIFE | BAUMANN 12/96 PREMIUM | FIRE FIG | 12.00 |
| | PERA LIFE | IVERSON 12/96 PREMIUM | FIRE PRE | 12.00 |
| | *** TOTAL FOR PERA LIFE | | | 36.00 |
| | PRECISION COMPUTER SYSTEM | 97 ANNUAL LICENSE | ----- | 1,065.00 |
| | PRECISION COMPUTER SYSTEM | 97 ANNUAL LICENSE | ----- | 426.00 |
| | PRECISION COMPUTER SYSTEM | CUSTOM FROM UTILITIES | SANITARY | 100.00 |
| | *** TOTAL FOR PRECISION COMPUTER S | | | 1,591.00 |
| | 32551 ROLLG | ROLLG BANQUET | LEGISLAT | 125.00 |
| | RAMSEY CLINIC | IMMUNIZATION-HERNANDEZ | FIRE FIG | 58.00 |
| | RAMSEY CLINIC | LAI-WOLFSBERGER | FIRE FIG | 33.00 |
| | RAMSEY CLINIC | IMMUNIZATION-KOSKELA | FIRE FIG | 58.00 |
| | *** TOTAL FOR RAMSEY CLINIC | | | 149.00 |
| | RAMSEY COUNTY | 12/96 INS PREMIUMS | ADMINIST | 2,555.61 |
| | RAMSEY COUNTY | 11/96 SNOW PLOWING/SANDG | STREETS | 5,377.55 |

APPROVAL OF BILLS
PERIOD ENDING: 12/27/96

| CHECK# | VENDOR NAME | DESCRIPTION | DEPT. | AMOUNT |
|--------|------------------------------------|--------------------------|----------|-----------|
| | *** TOTAL FOR RAMSEY COUNTY | | | 7,933.16 |
| | SCHARBER & SONS | JOHN DEERE 955 | PARK MAI | 49.69 |
| | T.R.F. SUPPLY COMPANY | ICE MELTER | CITY HAL | 47.34 |
| | T.R.F. SUPPLY COMPANY | ICE MELTER | PARK MAI | 47.33 |
| | *** TOTAL FOR T.R.F. SUPPLY COMPAN | | | 94.67 |
| | TRUCK UTILITIES MFG CO. | FLOW REPAIR | STREETS | 161.77 |
| | TAFF, SUSAN HOYT | 12/96 CAR ALLOWANCE | ADMINIST | 165.00 |
| | TOLL GAS & WELDING SUPPLY | COMPRESSED AIR | FIRE FIG | 33.32 |
| | TRANSWORLD SYSTEMS INC | COLLECTION AGENCY FEES | RESCUE S | 447.75 |
| | UNITED WAY | 4TH QTR UNITED WAY | ADMINIST | 18.00 |
| | UNITED WAY | 4TH WTR UNITED WAY | FINANCE | 1.00 |
| | UNITED WAY | 4TH WTR UNITED WAY | EMERGENC | 3.38 |
| | UNITED WAY | 4TH WTR UNITED WAY | FIRE PRE | 20.47 |
| | UNITED WAY | 4TH WTR UNITED WAY | PARK & R | 9.00 |
| | UNITED WAY | 4TH WTR UNITED WAY | SOLID WA | 1.80 |
| | UNITED WAY | 4TH WTR UNITED WAY | SANITARY | 1.80 |
| | UNITED WAY | 4TH WTR UNITED WAY | RESCUE S | 2.25 |
| | *** TOTAL FOR UNITED WAY | | | 58.50 |
| | UNIVERSITY OF MINNESOTA | PUBLIC PERFORMANCE MONT | | 130.00 |
| | USWEST COMMUNICATIONS | 11/96 TELE CHRGS | CITY HAL | 331.64 |
| | USWEST COMMUNICATIONS | 11/96 TELE CHARGES | FIRE FIG | 59.64 |
| | USWEST COMMUNICATIONS | 11/96 TELEHPNE CHRGS | PARK & R | 57.29 |
| | *** TOTAL FOR USWEST COMMUNICATION | | | 448.57 |
| | WAGERS | CALCULATOR | FINANCE | 149.10 |
| | BERNARDY, CONNIE LANNERS | 12/31/96 NCAD SVCS | NCAD | 1,543.85 |
| | ST. ANTHONY VILLAGE | 12/96 POLICE SVCS | POLICE | 27,209.17 |
| | BRODERICK, BERNARD | DELIVERY MILEAGE | ADMINIST | 9.24 |
| | MN POLLUTION CTRL AGENCY | CERTIFICATION EXAM-TRETS | | 32.00 |
| | MN POLLUTION CTRL AGENCY | SEMINAR-TRETSVAN | ----- | 125.00 |
| | *** TOTAL FOR MN POLLUTION CTRL AG | | | 157.00 |
| | G.T. PARTS CO. | BATTERY FOR JOHN DEERE | STREETS | 53.63 |
| | HUGHES & COSTELLO | 12/96 PROSECUTION FEES | PROSECUT | 2,112.25 |
| | NATHANIEL HEROLD | TRAUMA CONF REGISTRATION | RESCUE S | 90.00 |
| | LOT LINES INC | PAINTING CROSSWALKS | STREETS | 180.00 |
| | RECYCLING ASSOC. OF NH | 1997 MEMBERSHIP CARLA | | 55.00 |

2.

PERIOD END DATE 12/15/96
SYSTEM DATE 12/13/96

FILE NOT UPDATED

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C H E C K R E G I S T E R

| CHECK TYPE | CHECK DATE | EMPLOYEE NAME | CHECK NUMBER | CHECK AMOUNT |
|----------------|------------|--------------------------|--------------|--------------|
| COM | 12 13 96 | 30 NICHOLAS BAUMANN | 24846 | 50.67 |
| COM | 12 13 96 | 31 ROSS BERNDT | 24847 | 6.47 |
| COM | 12 13 96 | 32 RAYMOND BROWN | 24848 | 233.77 |
| COM | 12 13 96 | 34 CLEMENT KURHAJETZ | 24849 | 128.03 |
| COM | 12 13 96 | 35 LEO LINDIG | 24850 | 97.10 |
| COM | 12 13 96 | 40 KEVIN ANDERSON | 24851 | 56.73 |
| COM | 12 13 96 | 42 MICHAEL D. CLARKIN | 24852 | 137.60 |
| COM | 12 13 96 | 45 JAMES D. FULLER | 24853 | 147.19 |
| COM | 12 13 96 | 47 NATHANIEL HEROLD | 24854 | 66.26 |
| COM | 12 13 96 | 48 JOHN H. HOLMGREN | 24855 | 127.51 |
| COM | 12 13 96 | 49 DOUGLAS LEMAY | 24856 | 25.85 |
| COM | 12 13 96 | 50 JOSEPH L. MARTINEZ | 24857 | 170.50 |
| COM | 12 13 96 | 56 GREGORY S. PETERSON | 24858 | 155.40 |
| COM | 12 13 96 | 59 GREGORY M. FULLER | 24859 | 154.16 |
| COM | 12 13 96 | 60 TERRY D. IVERSON | 24860 | 40.53 |
| COM | 12 13 96 | 61 DENNIS G. LEMAY | 24861 | 65.66 |
| COM | 12 13 96 | 63 RACHELLE L. MARVIN | 24862 | 77.63 |
| COM | 12 13 96 | 66 ALFRED HERNANDEZ | 24863 | 88.09 |
| COM | 12 13 96 | 67 BRENT W. KOSKELA | 24864 | 187.91 |
| COM | 12 13 96 | 69 JASON J. HYATT | 24865 | 105.98 |
| COM | 12 13 96 | 70 JUSTIN T. NOVAK | 24866 | 89.70 |
| COM | 12 13 96 | 71 THOMAS R. REITAN | 24867 | 271.06 |
| COM | 12 13 96 | 72 JOHN R. WOLFSBERGER | 24868 | 229.02 |
| COM | 12 13 96 | 1002 SUSAN HOYT TAFF | 24869 | 1486.27 |
| COM | 12 13 96 | 1003 TERRY IVERSON | 24870 | 996.23 |
| COM | 12 13 96 | 1005 CAROL KRIEGLER | 24871 | 707.75 |
| COM | 12 13 96 | 1007 PATRICIA PHILLIPS | 24872 | 789.51 |
| COM | 12 13 96 | 1008 DELORIS SWENSON | 24873 | 775.97 |
| COM | 12 13 96 | 1010 CARLA ASLESON | 24874 | 928.09 |
| COM | 12 13 96 | 1012 JOSEPH M. RIGDON | 24875 | 896.44 |
| COM | 12 13 96 | 1026 JASON CIERNIA | 24876 | 73.88 |
| COM | 12 13 96 | 1031 LINDA TREEFUL | 24877 | 165.50 |
| COM | 12 13 96 | 1033 DAVE TRETSVEN | 24878 | 754.68 |
| COM | 12 13 96 | 1083 JAMES W. SNOWDEN | 24879 | 225.11 |
| COM | 12 13 96 | 1088 DONALD R. MEISSNER | 24880 | 330.89 |
| COM | 12 13 96 | 1102 AUSTIN M. PETERSON | 24881 | 123.52 |
| COM | 12 13 96 | 1103 DIANE MEYER | 24882 | 131.59 |
| COM | 12 13 96 | 1111 NANCY L. KNUTSEN | 24883 | 37.17 |
| COM | 12 13 96 | 1115 MICHAEL D. LASSER | 24884 | 196.46 |
| COM | 12 13 96 | 1118 SHAWN M. STRONG | 24885 | 59.00 |
| COM | 12 13 96 | 1130 JAYME K. NELSON | 24886 | 187.93 |
| COM | 12 13 96 | 1131 JEFFREY W. STELMACH | 24887 | 22.62 |
| COM | 12 13 96 | 1136 ROLAND O. OLSON | 24888 | 505.21 |
| ****TOTALS**** | | | | 12106.64 |