

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Ave.

April 26, 2000
AGENDA

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ HUSTAD ___ KUETTEL ___
 LINDSTROM ___ TALBOT ___
 WORTHINGTON ___ PHILLIPS ___
 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: April 12, 2000
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General disbursements through 4/20/00, \$76,796.08
Payroll, 4/1/00 to 4/15/00, \$9,133.35
 2. Licenses
 3. Request to approve seal coating bid for Pearson Brothers, Inc.
 4. Request to accept proposals for the sale of the 1979 and 1989 Ford ambulances
 5. Request to accept low bid for the purchase of new helmets and fronts for the Fire Department.
 6. Request to approve the donation of one soil shredding machine, manufactured by Lindig Manufacturing, Inc. in Falcon Heights, c. 1940
- G. POLICY AGENDA: 7. Addendum
 8. "
- No Policy Agenda
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN TO WORKSHOP
1. Discussion re development options for SE and SW corners of Larpenteur and Snelling with Jim Prosser and Shelly Eldridge of Ehlers & Associates

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 LINDSTROM ___ TALBOT ___
 WORTHINGTON ___ PHILLIPS ___
 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: April 12, 2000 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General disbursements through 4/20/00, \$76,796.08
Payroll, 4/1/00 to 4/15/00, \$9,133.35 (Tab #2)
 2. Licenses (Tab #3)
 3. Request to approve seal coating bid for Pearson Brothers, Inc. (Tab #4)
 4. Request to accept proposals for the sale of the 1979 and 1989 Ford
ambulances (Tab #5)
 5. Request to accept low bid for the purchase of new helmets and fronts for
the Fire Department. (Tab #6)
 6. Request to approve the donation of one soil shredding machine,
manufactured by Lindig Manufacturing, Inc. in Falcon Heights, c. 1940
(Tab #7)
- G. POLICY AGENDA:
- No Policy Agenda
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN TO WORKSHOP
1. Discussion re development options for SE and SW corners of Larpenteur
and Snelling with Jim Prosser and Shelly Eldridge of Ehlers & Associates

CONSENT 1
Meeting Date: 4/26/00

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 4/20/00, \$76,796.08
2. Payroll, 4/1/00 to 4/15/00, \$9,133.35

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: _4-20-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	MINNESOTA STATE TREASURER	1ST QTR BLDG SURCHARGES	-----	68.23
	*** TOTAL	FOR DEPT 00		68.23
	CONSTRUCTION BULLETIN	BID ADVERTZMT SEALCOATNG	LEGISLAT	58.90
	*** TOTAL	FOR DEPT 11		58.90
	AMERICAN OFFICE PRODUCTS	9 X 12 LAMINATING FILM	ADMINIST	21.41
	AMERICAN OFFICE PRODUCTS	PENS/LABELS	ADMINIST	26.48
38708	US BANCORP	AIRFARE CHANGE-SUE HOYT	ADMINIST	75.00
38708	US BANCORP	AM PLANNING ASSOC.HEATHR	ADMINIST	177.00
	INSTY-PRINTS PLUS	WINDOW ENVELOPES	ADMINIST	120.22
	LEAGUE OF MN CITIES	ANNUAL CONF REGISTRATION	ADMINIST	295.00
38711	MN DEPARTMENT OF REVENUE	APRIL 15TH FED TAX DEPST	ADMINIST	639.68
	LEAGUE MN CITIES INS TRUS	ADDITIONAL W.C. INS PREM	ADMINIST	287.00
38710	PERA	APRIL 15 PERA WITHHOLDIN	ADMINIST	1,070.57
	RAMSEY COUNTY	4/00 INS PREMIUMS	ADMINIST	2,938.27
	SHIRLEY ZERR	PRORATED REFUND BUSINESS	ADMINIST	35.41
	COORDINATED BUS. SYSTEMS,	2ND QTR COPIER MAINTENAN	ADMINIST	714.30
	*** TOTAL	FOR DEPT 12		6,400.34
	CAMPBELL KNUTSON	3/00 LEGAL SVCS	LEGAL	297.00
	*** TOTAL	FOR DEPT 14		297.00
	FBN, INC	3-MAIL & PC PROBLEMS	COMMUNIC	170.00
	USWEST COMMUNICATIONS	TELE TO 4-10	COMMUNIC	609.40
	*** TOTAL	FOR DEPT 16		779.40
	DAHLGREN SHARDLOW & UBAN	HARVEST STATES DEVLOPMNT	PLANNING	402.55
	*** TOTAL	FOR DEPT 17		402.55
	NSP	CIVIL DEFENSE SIREN ELEC	EMERGENC	6.28
	*** TOTAL	FOR DEPT 21		6.28
	ST ANTHONY VILLAGE	MAY/00 POLICE SVCSS	POLICE	33,063.92
	*** TOTAL	FOR DEPT 22		33,063.92
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	60.06
	BEARCOM	REPAIR PAGER	FIRE FIG	57.90
	BEARCOM	REPAIR RADIO	FIRE FIG	57.90
	CAPITOL CITY REGIONAL	2000 MEMBERSHIP	FIRE FIG	35.00
	JOHNSON-POWERS,DAN	REIMB ST FIRE SCHOOL	FIRE FIG	128.58
	AL HERNANDEZ	REIMB FIRE TNG- DULUTH	FIRE FIG	250.10
	OXYGEN SERVICE COMPANY	AIR AND OX TANK RENTALS	FIRE FIG	27.00
	MARY RIGNEY	REIMB STATE FIRE SCHOOL	FIRE FIG	161.13
	AIRTOUCH CELLULAR	CELL PHONE CHARGES	FIRE FIG	19.66
	USWEST COMMUNICATIONS	TELE TO 4-1	FIRE FIG	170.76
	MN FIRE SVC CERT. BOARD	4 CERTIFICATION EXMAS	FIRE FIG	140.00
	*** TOTAL	FOR DEPT 24		1,108.09
	KNOX LUMBER CO.	SAND	CITY HAL	5.92
	KNOX LUMBER CO.	PAINTING SUPPLIES	CITY HAL	57.63
	*** TOTAL	FOR DEPT 31		63.55
	GOPHER STATE ONE-CALL	2 LOCATES	STREETS	3.50

APPROVAL OF BILLS
 PERIOD ENDING: _4-20-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GRAINGER, W. W., INC.	5 STREET LIGHTS	STREETS	121.65
	RAMSEY CTY PUBLIC WORKS	E.V.S. MAINTENANCE	STREETS	74.58
	RAMSEY CTY PUBLIC WORKS	MARCH SNOWPLOWING/SANDNG	STREETS	389.79
	D-ROCK CENTER & SMALL ENG	MULCH/BLACK DIRT	STREETS	92.66
	*** TOTAL FOR DEPT 32			682.18
	HONEYWELL INC.	ALARM MAINTENANCE	PARK & R	80.00
	HONEYWELL INC.	2ND QTR SECURITY CHRGS	PARK & R	112.25
	ICMA RETIREMENT TRUST 457	3/00 MAERTZ	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	4/00 MAERTZ	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	3/00 TRETSTVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	4/00 TRETSTVEN	PARK & R	100.00
	NSP	ELECT/GAS COMM PARK	PARK & R	854.23
	NSP	AUTO PROTECTIVE LITES	PARK & R	22.97
	UNITED RENTALS	SPRAYER RENTAL	PARK & R	90.76
	USWEST COMMUNICATIONS	TELE TO 4-10	PARK & R	66.52
	*** TOTAL FOR DEPT 41			1,626.73
	INSTY-PRINTS PLUS	SPORTS NEWSLETTER/INSERT	PARK PRO	589.99
	*** TOTAL FOR DEPT 50			589.99
38712	PHILLIPS, PATRICIA	REIMB SUSAN'S PARTY	EMPLOYEE	150.91
	*** TOTAL FOR DEPT 52			150.91
	ROWEKAMP ASSOCIATES INC	GIS CLASS/BILL & HEATHER	GENERAL	1,200.00
	ROWEKAMP ASSOCIATES INC	SOFTWARE LICENSE-HEATHER	GENERAL	1,031.45
	ROWEKAMP ASSOCIATES INC	SOFTWARE LICENSE-BILL	GENERAL	1,031.45
	*** TOTAL FOR DEPT 63			3,262.90
	FIRE EQUIPMENT SPECIALTIE	FIRE HOSE COUPLINGS	FIRE & R	624.95
	FIRE EQUIPMENT SPECIALTIE	SALVAGE COVERS	FIRE & R	371.95
	*** TOTAL FOR DEPT 64			996.90
	METROPOLITAN COUNCIL	5/00 S.S.	SANITARY	21,924.00
	*** TOTAL FOR DEPT 75			21,924.00
	BERNARDY, CONNIE LANNERS	APRIL 16-30 PROF SVCS	MCAD	1,288.49
	*** TOTAL FOR DEPT 84			1,288.49
	RAMSEY COUNTY PROP/RECORD	SPEC ASSESMT RECEIPTBOOK 2000	ALL	14.00
	*** TOTAL FOR DEPT 87			14.00
	MN DEPT ECONOMIC SECURITY	UNEMPLOYMT BENEFIT-TERRY	CONTINGE	3,850.00
	MN DEPT ECONOMIC SECURITY	UNEMPLOYMT BENEFIT-ANITA	CONTINGE	161.72
	*** TOTAL FOR DEPT 92			4,011.72
	*** TOTAL FOR BANK 01			76,796.08
	*** GRAND TOTAL ***			76,796.08

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	4 14 00	34 CLEMENT KURHAJETZ	30134	67.43
COM	4 14 00	35 LEO LINDIG	30135	35.55
COM	4 14 00	40 KEVIN ANDERSON	30136	39.60
COM	4 14 00	42 MICHAEL D. CLARKIN	30137	146.90
COM	4 14 00	66 ALFRED HERNANDEZ	30138	107.47
COM	4 14 00	70 JUSTIN T. NOVAK	30139	17.51
COM	4 14 00	73 JEREMY HUTCHISON	30140	92.12
COM	4 14 00	74 MARK J. ALLEN	30141	71.52
COM	4 14 00	75 JOSEPH P. KRAJEWSKI	30142	33.23
COM	4 14 00	77 BARBARA J. LEMAY	30143	89.24
COM	4 14 00	80 MARY K RIGNEY	30144	136.62
COM	4 14 00	81 LAUREL F SANDBERG	30145	35.55
COM	4 14 00	82 DUSTIN P THUNE	30146	207.04
COM	4 14 00	85 DANIEL S JOHNSON-POWERS	30147	124.75
COM	4 14 00	86 GREGORY R YOUNGS JR	30148	85.74
COM	4 14 00	1002 SUSAN HOYT TAFF	30149	1707.89
COM	4 14 00	1007 PATRICIA PHILLIPS	30150	981.13
COM	4 14 00	1013 WILLIAM MAERTZ	30151	1234.88
COM	4 14 00	1026 JASON CIERNIA	30152	45.71
COM	4 14 00	1033 DAVE TRETSVEN	30153	904.55
COM	4 14 00	1102 AUSTIN M. PETERSON	30154	357.48
COM	4 14 00	1136 ROLAND O. OLSON	30155	949.56
COM	4 14 00	1173 ELIZABETH M. POSTIGO	30156	648.30
COM	4 14 00	1185 HEATHER M WORTHINGTON	30159	1013.58

COMPUTER CHECKS	9133.35
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

*****TOTALS***** 9133.35

DRAFT

City of Falcon Heights
City Council Minutes
April 12, 2000

The meeting was called to order by Mayor Gehrz at 7:00 p.m.

PRESENT: Gehrz, Hustad, Kuettel, Lindstrom, Talbot. Also present: Susan Hoyt, City Administrator, Heather Worthington, Assistant to the Administrator, Pat Phillips, Deputy Clerk

COMMUNITY FORUM: There was no one present wishing to speak.

MINUTES: The minutes of March 22, 2000 were approved.

CONSENT AGENDA:

Councilmember Kuettel moved to approve the following consent agenda. The motion passed unanimously.

1. General disbursements and licenses
2. Approval of R-00-11 granting a variance of 6 feet in the required rear yard setback of 30 feet for 1821 Asbury
3. Approval of agreement with St. Paul Water Utility and Questwood Development
4. Transfer of funds to 1999 NE Quadrant street improvement bonds from sanitary sewer fund and amend the budget line items within these funds
5. Consent to proceed with replacement of the hockey rink light pole at Curtiss Field
6. Set interest rate for the 2000 alley assessments at 6.4%

POLICY AGENDA:

1. Approve hiring a part-time secretary

Administrator Hoyt said that Elizabeth Postigo has been working for the city in a temporary capacity for almost one year and recommended she be hired as a permanent part-time secretary working about 16 hours per week. With the promotion of the assistant to the administrator's position, the city finds it needs more than usual support staff to meet the needs of the citizens. Councilmember Hustad moved approval to hire Elizabeth Postigo for this position. The motion passed unanimously.

2. Approve the hiring of a city administrator

Mayor Gehrz explained that seven requests for proposals from consultants to help in the process of selecting a city administrator had been received. After going

over the proposals, it became apparent that the city had a viable, uniquely qualified person for the administrator position already on staff. The position was offered to Heather Worthington, who had been recently hired as the assistant to the administrator. Heather accepted the offer and councilmember Hustad moved to approve the appointment effective April 15, 2000. The motion passed unanimously.

3. Approve hiring a part-time recreation director

Administrator Hoyt recommended that the part-time recreation director position be given to Kristin Wolverton who has worked for the city for a number of years in the summer recreation programs. Wolverton has coordinated the programs and supervised and trained the coaches under the general direction of the former recreation director. This position is a part-time regular position at 15 to 20% time a year. Kristin could begin work at city hall after college graduation in May. After brief discussion, councilmember Kuettel moved to approve the hiring of Kristin Wolverton as the city's part-time recreation director. The motion passed unanimously.

4. Consideration of a proposal for Community Park entrance planning services

Administrator Hoyt indicated that a proposal from Scott Midness of Barton Aschman is being recommended for park planning services to work with the Park Commission to prepare plans for upgrading the entrance and tot lot area and shelter for Community Park. Midness said the architectural service fee would be \$6,250 and after brief questions and answers, councilmember Lindstrom moved to approve the proposal from Barton Aschman. The motion approved unanimously.

5. Thank you from the city administrator

Administrator Hoyt thanked the current and past mayor and councilmembers, the current and past staff members and the current and past community members for "allowing me to stretch my talents in so many ways". The mayor and council then expressed their personal appreciation to her.

ADJOURN

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Pat Phillips
Deputy Clerk

CONSENT 2
Meeting Date: 4/26/00

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

TREE TRIMMING/TREATING/REMOVAL

Twin City Tree #1311

ACTION REQUESTED: Approval

Consent 3
Date: 4/26/00

ITEM: Request to approve seal coating bid for Pearson Brothers, Inc.

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Terry Maurer, City Engineer

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to approve a bid for seal coating in the Maple Knoll area, and the Northwest Quadrant (see attached map). The lowest of four bidders was Pearson Brothers, Inc. The City seal coats a section of the city each year on a four-year rotating schedule. The budget includes \$22,000 for seal coating. This year's bids were high due to higher-than-usual petroleum costs, and a greater demand for seal coating services in the Metro area.

The bids were as follows:

Pearson Brothers, Inc.	\$24,397.90
Allied Blacktop	\$25,989.75
Astech Corporation, Inc.	\$31,074.50
Bituminous Roadways	\$31,999.00

Goal 2: To maintain and promote the assets of the City's unique neighborhoods.

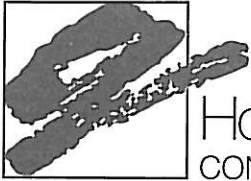
Strategy 4: To maintain the city's infrastructure.

ATTACHMENT:

- 1 Letter from the city engineer, dated April 12, 2000
- 2 Map showing streets to be seal coated in 2000

ACTION REQUESTED:

Approve the bid from Pearson Brothers, Inc. in the amount of \$24,397.90 for seal coating the Maple Knoll area and Northwest Quadrant neighborhoods.



Howard R. Green Company
CONSULTING ENGINEERS

April 12, 2000
File: 809910j

Honorable Mayor and City Council
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113-5594

RE: 2000 SEAL COAT IMPROVEMENT BIDS

Dear Council Members:

We have tabulated the bids opened on Wednesday, April 12, 2000 for the 2000 Seal Coat Improvements. There were a total of four bidders. The following list provides the bidders and their total bids:

Pearson Brothers, Inc.	\$24,397.90
Allied Blacktop	25,989.75
Astech Corporation, Inc.	31,074.50
Bituminous Roadways	31,999.00

We have worked with Pearson Brothers, Inc. on seal coat projects with several other communities, and found their work to have met all specifications and to be of good quality. We recommend award of the 2000 Seal Coat Improvements project to Pearson Brothers, Inc., as the lowest responsible bidder.

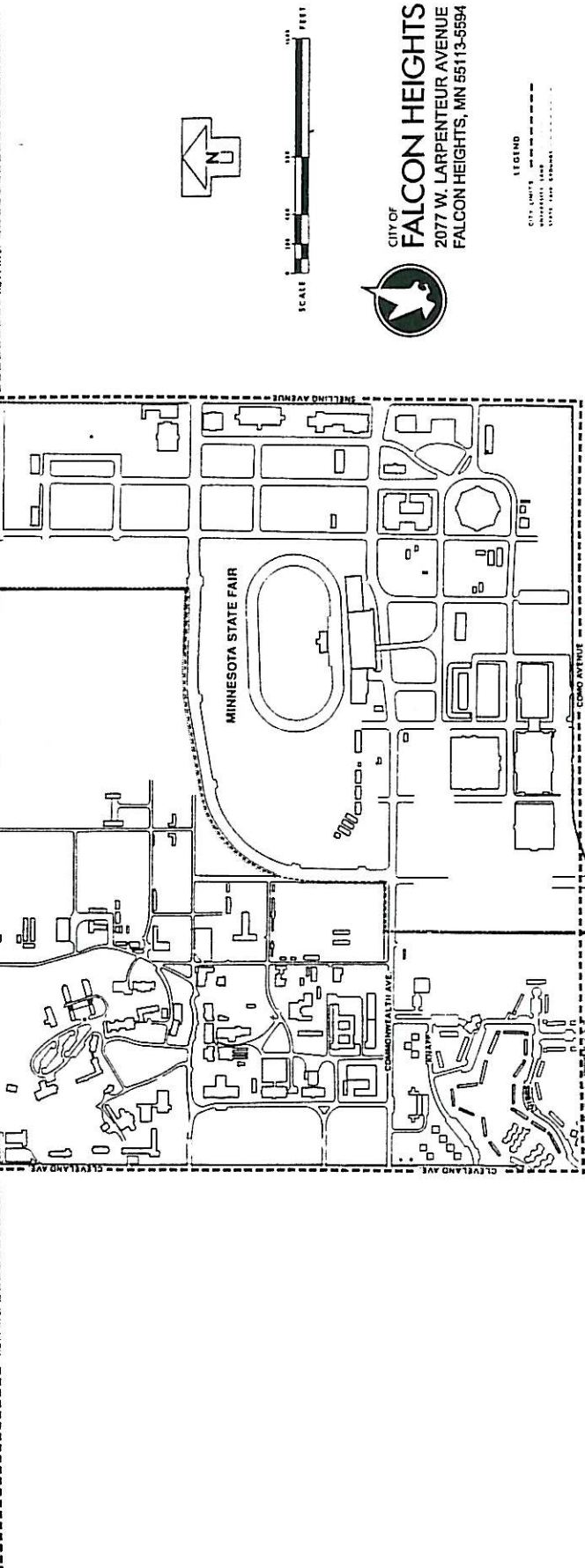
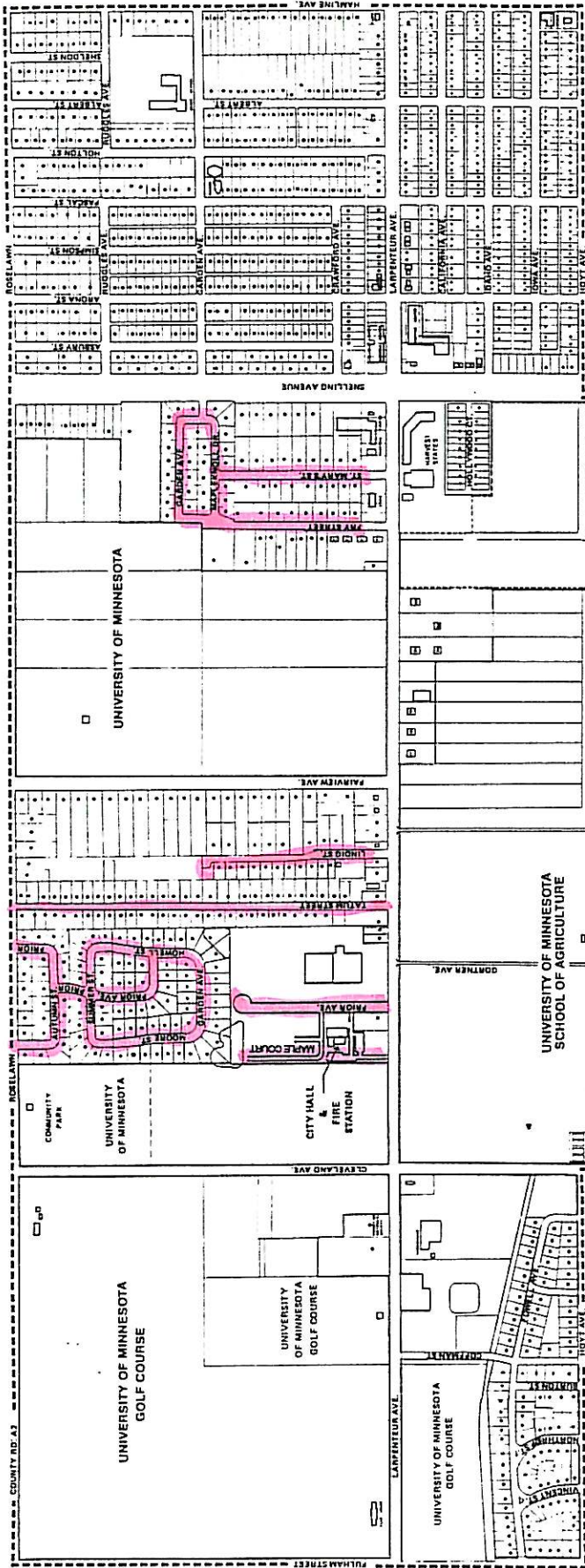
Attached is a resolution accepting the bid. If you have any questions or would like to discuss this further, please feel free to contact me at 651/644-4389.

Sincerely,

Howard R. Green Company

Kristina Thompson

Encs.





CITY OF
FALCON HEIGHTS
 2077 W. LARPELLEUR AVENUE
 FALCON HEIGHTS, MN 55113-5594

LEGEND
 CITY LIMITS
 UNIVERSITY LIMITS
 STATE ROAD 130/160

Consent 4
Date: 4/26/00

ITEM: Request to accept proposals for the sale of the 1979 and 1989 Ford Ambulances

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to accept the two high proposals for the sale of our 1979 and 1989 ambulances. The lights, sirens and radios on the 1979 Ambulance will be removed prior to disposition. The removal of that equipment from the 1989 Ford is not necessary as the high ambulance proposal was from a neighboring fire department.

The proposals received were as follows:

1989 Ford Road Rescue	
East Bethel Fire Department	\$8,111.00
Wolf's Den Gun Shop	\$4,111.00
Janesville Equipment Co.	\$2,755.00
1979 Ford	
John Zelina	\$1,240.00
Janesville Equipment Co.	\$ 755.00
Wolf's Den Gun Shop	\$ 610.00

Goal 2: To provide a responsive and effective city government.

Strategy 4: To effectively manage the city's financial resources.

ACTION REQUESTED:

Accept the high proposal by East Bethel Fire Department for the 1989 Ford Road Rescue Ambulance, and the high proposal by John Zelina for the 1979 Ford Ambulance.

Consent 5
Date: 4/26/00

ITEM: Request to accept low bid for the purchase of new-helmets and fronts for the Fire Department.

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Clem Kurhajetz, Chief, Falcon Heights Fire Dept.

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to accept the low bid for the purchase of new helmets and fronts for the 16 active firefighters now serving on the Falcon Heights Fire Department.

This equipment will allow the Fire Department to comply with the NFPA (National Fire Protection Association) Standards of 1997, whereas the current equipment complies only with the 1971 Standards.

This item is budgeted for under Machinery and Equipment in the Public Safety Capital Improvements section of the 2000 Budget.

The following bids were received:

Danko	Helmets:	\$2,800.00
	Fronts:	\$432.00
Fire Equipment	Helmets:	\$3,344.00
	Fronts:	\$480.00
Gall's	Helmets:	\$3,599.84
	Fronts:	\$479.84

Goal 1: To protect the public health and safety.

Strategy 1: Providing public safety services to citizens.

ACTION REQUESTED:

Approve the purchase of 16 new helmets and fronts for the Falcon Heights Fire Department at the total cost of \$3,232.00, to be purchased from the lowest bidder, Danko Emergency Equipment Company.

Consent 6
Date: 4/26/00

ITEM: Request to approve the donation of one soil shredding machine, manufactured by Lindig Manufacturing, Inc. in Falcon Heights, c. 1940.

SUBMITTED BY: Heather Worthington, City Administrator

EXPLANATION/DESCRIPTION:

The City has been approached by Mr. John Lindig, of Lindig Manufacturing, Inc. regarding the donation of the first soil shredding machine built here in Falcon Heights in 1940, on Larpenteur Avenue (see attached letter).

Mr. Lindig would like the soil shredder to be placed on permanent display in the City Hall Lobby area near the historic photographs. He will supply a wooden platform and interpretive materials for the display of the machine which measures approximately two feet square.

ATTACHMENT:

- 1 Letter from Mr. John Lindig

ACTION REQUESTED:

Accept the donation of the Lindig Soil Shredding machine for permanent, static display in the lobby of the City Hall Building.

LINDIG

April 17, 2000

City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, Minnesota 55113

Att: Heather M. Worthington
Assistant to City Administrator

In conformation of our discussion at the City offices:

We are offer to transfer to the City of Falcon Heights, for inclusion in the City's historical display area, the first soil shredder built and sold by the Lindig Manufacturing Co.

The machine was built in the family dairy barn at 1875 West Larpenteur Avenue, and sold to Roselawn Greenhouses on January 30, 1940.

It is the first commercially manufactured soil processor in the United States, designed for the professional greenhouse grower and horticultural industry.

It has all its original parts, except that the electric motor has been removed, and has been cleaned and repainted.

The shredder is mounted onto two wheels and can be moved by hand. We will supply a display wood platform with four caster wheels, onto which the shredder can be placed, and thus conveniently moved with your building.

Additionally, we will supply a written description and photos of the machine, including a brief history of it and the company.

Sincerely,



John Frank Lindig
President
Lindig Manufacturing Co.

Director
The Lindig Good Earth Foundation

CONSENT # 7
Date: 04/24/00

ITEM: Designation of City Administrator as City Clerk.

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Jennifer Thienes, CPA, Kern, DeWenter, Viere ltd.

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to designate the city administrator as the city clerk so she will act as the administrator/clerk for Falcon Heights. This is typical of most smaller municipalities, where there is not substantial amounts of record keeping that require a city clerk. Susan Hoyt was previously designated as city clerk while serving as city administrator. The designation of the city administrator does not change the administrator's duties nor level of responsibility, and, therefore does not require additional compensation.

ACTION REQUESTED:

Designate the city administrator as the city clerk.

ITEM: Designated Signors for Orders Drawn on City Funds.

SUBMITTED BY: Roland O. Olson, City Accountant

REVIEWED BY: Jennifer Thienes, CPA, Kern, DeWenter, Viere ltd.

EXPLANATION/DESCRIPTION:

Summary and action requested. In accordance with Minnesota Statute 412.271 the Mayor and City Clerk are required to be the designated signors for any orders drawn on the city's funds. The signors would be the Mayor, Susan Gehrz, and the City Administrator designated as the City Clerk, Heather Worthington. Request authorization to utilize facsimile signatures of the two signatures required on each order drawn on the city's funds.

Meets Goal # 4: To provide a responsive and effective city government.
Strategy# 6: To effectively manage the city's financial resources.

ACTION REQUESTED:

Designate the Mayor, Susan Gehrz, and the City Administrator, Heather Worthington as authorized signors on orders drawn on the city's funds. Also, authorize use of facsimile signatures of the two signatures.