

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

AGENDA
November 28, 2001

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ____ KUETTEL ____ LAMB ____
 LINDSTROM ____ TALBOT ____
 WORTHINGTON ____ PHILLIPS ____
 ATTORNEY ____ ENGINEER ____
- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: November 14, 2001
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General disbursements through 11/21/01, \$293,599.95
Payroll, 11/1/01 to 11/15/01, \$9,985.03
 2. Licenses
 3. Fund transfers from the General Fund to selected other funds
 4. Authorize the replacement of two existing rooftop heating and cooling units at city hall
- G. POLICY AGENDA:
1. Approval of changes to the city's personnel policies having to do with sick leave, vacation, tuition reimbursement, part-time benefits and performance reviews.
 2. Close the Fiduciary Recreation Trust Fund 802 and transfer the fund balance in this fund to the Special Revenue Park and Recreation Fund 201 effective as of January 1, 2001. In addition, label this amount as "Designated for Scholarships".
 3. Accept tree trimming proposal from Rainbow Tree Care, 2239 Edgewood Ave. S., St. Louis Park, MN 55426 and authorize additional trimming up to the budgeted amount.
- H. REPORTS FROM COUNCILMEMBERS:
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

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Regular Meeting of the City Council
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- B. ROLL CALL: GEHRZ ___ KUETTEL ___ LAMB ___
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 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: November 14, 2001 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General disbursements through 11/21/01, \$293,599.95
Payroll, 11/1/01 to 11/15/01, \$9,985.03 (Tab #2)
 2. Licenses (Tab #3)
 3. Fund transfers from the General Fund to selected other funds (Tab #4)
 4. Authorize the replacement of two existing rooftop heating and cooling
units at city hall (Tab #5)
- G. POLICY AGENDA:
1. Approval of changes to the city's personnel policies having to do with sick leave,
vacation, tuition reimbursement, part-time benefits and performance reviews. (Tab #6)
 2. Close the Fiduciary Recreation Trust Fund 802 and transfer the fund balance in this
fund to the Special Revenue Park and Recreation Fund 201 effective as of January
1, 2001. In addition, label this amount as "Designated for Scholarships". (Tab #7)
 3. Accept tree trimming proposal from Rainbow Tree Care, 2239 Edgewood Ave. S.,
St. Louis Park, MN 55426 and authorize additional trimming up to the budgeted amount.
(Tab #8)
- H. REPORTS FROM COUNCILMEMBERS:
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

DRAFT

City of Falcon Heights
City Council Minutes
Nov. 14, 2001

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

PRESENT: Gehrz, Kuettel, Lamb, Lindstrom, Talbot. Also present was Engineer John Anderson, City Administrator Heather Worthington and Deputy Clerk, Pat Phillips

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

APPROVAL OF MINUTES: The minutes of October 24, 2001 were approved.

CONSENT AGENDA

Mayor Gehrz recommended the Municipal Business License that was listed under Item #2 be removed from the agenda at this time. The following consent items were:

1. General disbursements and payroll
2. Christmas Tree Sales Licenses
3. Approval of the third partial pay estimate to Hardrives, Inc. for the Northome street repairs and alley improvement project
4. Adoption of resolution 01-27 eliminating the 2002 debt levy on general obligation debt.
5. Authorize an additional \$5,200 for sidewalk repair in the University Grove

Councilmember Kuettel noted a correction in the general disbursements which appeared on the agenda page. Issues regarding the additional \$5,200 for sidewalk repair in the University Grove were brought forward and discussed. Councilmember Kuettel then made a motion to approve the consent agenda. The motion passed unanimously.

POLICY

Purchase of a new network server for the administrative offices

Administrator Worthington said the city's present network server is approximately six years old and does not have enough memory and processing capabilities. Staff is proposing to replace the network server at a cost of \$6,000 which includes installation. After brief consideration, councilmember Lamb moved to approve the purchase of a network server. The motion passed unanimously.

Approval of pager contract for staff

Administrator Worthington said that in the event of an emergency, she is recommending certain staff begin carrying a numerical pager. After brief discussion, councilmember Talbot moved to approve the purchase of five pagers. The motion passed unanimously.

Establish Storm Drainage Fund 602 as a new enterprise fund and close the Special Revenue Sewer Fund 202 as of January 1, 2001.

Finance Director Roland Olson explained that with the implementation of GASB 34, it would be prudent to establish a new enterprise fund, Storm Drainage Fund 602, and close the existing Special Revenue Sewer Fund 202 as of January 1, 2001. Olson said that with this new enterprise fund, all depreciation expense calculated for 2001 would be recognized in an enterprise fund instead of the general governmental activities funds. After brief questioning, councilmember Kuettel moved to approve establishment of Storm Drainage Fund 602 as a new enterprise fund and close the Special Revenue Sewer Fund 202 as of January 1, 2001. The motion passed unanimously.

Request for action on the option to waive the statutory tort limits under the LMCIT insurance plan

Administrator Worthington said The League of Minnesota Cities Insurance Trust has requested that cities determine if they wish to waive the statutory tort limits of \$1,000,000. Under these limits, an individual can settle for no more than \$300,000 for a single claim and a single claim for all parties cannot exceed \$1,000,000. Over the past three years, the city voted not to waive the statutory limits and after brief discussion, councilmember Lindstrom made a motion not to waive the statutory tort limits for next year. The motion passed unanimously.

Resolution 01-29 authorizing the transfer of excess 1999 Street Improvement Project capital funds to the 2001 Alley Improvement Project capital fund

Finance Director Olson explained that excess funds remain in the 1999 NE quadrant street improvement capital project fund. The city is permitted by law to apply those unspent proceeds to other capital projects. Olson said the exceed proceeds of the 1999 street improvement capital fund can be spent on costs associated with the 2001 alley improvement project. When the 2001 alley improvement capital expenses are paid in total, any remaining balance in the alley capital fund would be transferred to the 1999 street improvement bond fund. After brief questions were answered, councilmember Lindstrom made a motion to adopt resolution 01-29 authorizing the transfer of excess 1999 funds to the 2001 alley improvement capital fund. The motion passed unanimously.

INFORMATION

Mayor Gehrz said the St. Paul City Council has passed new water rates for its users. Falcon Heights' rates will be \$1.64/100 cu. ft. for its winter rate and \$1.76/100 cu. ft. for its summer rate.

INFORMATION AND ANNOUNCEMENTS:

Councilmember Talbot reminded everyone that the DAV will pick up your 1988 or newer vehicle in running condition. Donations are tax deductible and the number to call is 1-888-317-2291.

Councilmember Lamb encouraged people to sign up as an election judge.

Councilmember Kuettel reminded everyone of the Town Hall Meeting on November 15 at 7 p.m. at city hall. This is a follow-up to the "Falcon Heights Fights Back" meeting held on October 29, 2001.

Councilmember Lindstrom said he and Administrator Worthington attended the East Metro meeting on homeland security held on November 12, 2001.

ADJOURN

The meeting adjourned to a workshop at 7:50 p.m.

Respectfully submitted,

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: 11/28/01

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through November 21, 2001, \$293,599.95
2. Payroll, 11/1/01 to 11/15/01, \$9,985.03

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: 11/21/01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
40603	RCLLG	ANNUAL MEETING- MAYOR	LEGISLAT	35.00
40603	RCLLG	ANNUAL MEETING - LINDSTM	LEGISLAT	35.00
*** TOTAL FOR DEPT 11				70.00
40598	AMERICAN OFFICE PRODUCTS	LABELS/FOLDERS/TAPE DISP	ADMINIST	108.08
40598	US BANCORP	OFFICE SUPPLIES	ADMINIST	37.71
	CASH	POSTAGE	ADMINIST	3.95
	INSTY-PRINTS PLUS	LETTERHEAD ENVELOPES	ADMINIST	368.72
40600	PERA	NOV 1-15 PERA WITHHOLDGS	ADMINIST	1,083.56
40603	RCLLG	ANNUAL MEETING-HEATHER	ADMINIST	35.00
	RAMSEY COUNTY	11/01 INS PREMIUMS	ADMINIST	3,042.07
40601	U.S. POSTMASTER	POSTAGE STAMPS	ADMINIST	1,235.00
	WORTHINGTON, HEATHER	PARKING EXP UOFM MEETING	ADMINIST	8.00
	WORTHINGTON, HEATHER	PARKING/HOMELAND SECURIT	ADMINIST	10.00
*** TOTAL FOR DEPT 12				5,932.09
40596	CIERNIA, KATHLEEN	REIMB ELECTION EXPS	ELECTION	88.30
*** TOTAL FOR DEPT 15				88.30
	KINKO'S INC.	COPYING	COMMUNIC	2.68
	DAVID L. WASSON GRAPHIC	OCT-DEC NEWSLETTER	COMMUNIC	1,145.50
*** TOTAL FOR DEPT 16				1,148.18
40597	US BANCORP	ITEMS FOR FIGHTS BACK CO	EMERGENC	58.42
40598	US BANCORP	FLAG PINS FOR FIRE DEPT	EMERGENC	38.52
40598	US BANCORP	FLAG PINS FOR FIRE DEPT	EMERGENC	25.68
	CASH	FIGHT BACK MEETNG TREATS	EMERGENC	78.67
	XCEL ENERGY	CIVIL DEFENS SIREN ELECT	EMERGENC	12.56
*** TOTAL FOR DEPT 21				213.85
	ST ANTHONY VILLAGE	DEC/01 POLICE SVCS	POLICE	34,221.17
*** TOTAL FOR DEPT 22				34,221.17
	AMERIPRIDE LINEN&APPAREL	LENNEN CLEANING	FIRE FIG	43.55
	GLENWOOD INGLEWOOD	FIRE HALL H2O & COOLER	FIRE FIG	47.94
	KINGS TRUE VALUE	CLEANING SUPPLIES/TRASHB	FIRE FIG	46.72
	MN STATE FIRE DEPT. ASSOC	MEMBERSHIP	FIRE FIG	150.00
	OXYGEN SERVICE COMPANY	TANK RENTALS	FIRE FIG	45.00
	VERIZON WIRELESS	CELLPHONE FIRE TRK	FIRE FIG	21.27
*** TOTAL FOR DEPT 24				354.48
	CASH	OSHA TNG MEETING TREATS	CITY HAL	12.87
	CARE AIR CONDITIONING &	SVC CALL ON FURNACE	CITY HAL	116.00
	GLENWOOD INGLEWOOD	CITY HALL H2O & COOLER	CITY HAL	47.94
	KURHAJETZ, CLEM	3 FLAGS	CITY HAL	22.33
	OLSEN FIRE INSPECTION	SPRINKLER TEST/INSPECT	CITY HAL	155.00
*** TOTAL FOR DEPT 31				354.14
	ONE CALL CONCEPTS, INC	LOCATES	STREETS	3.10
*** TOTAL FOR DEPT 32				3.10
	HOWARD GREEN COMPANYC.	GENERAL SVCS	ENGINEER	1,020.00
*** TOTAL FOR DEPT 33				1,020.00
	CARE AIR CONDITIONING &	FURNACE REPAIR PARKS	PARK & R	296.00

APPROVAL OF BILLS
 PERIOD ENDING: 11/21/01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	XCEL ENERGY	AUTO PROTECTIVE LITES	PARK & R	45.61
	OLSEN FIRE INSPECTION	SPRINKLER TEST/INSPECT	PARK & R	205.00
	*** TOTAL FOR DEPT 41			546.61
	INDEPENDENT SCHOOL 623	WTR REC GYM RENTALS	PARK PRO	855.00
	*** TOTAL FOR DEPT 50			855.00
40597	US BANCORP	PRINTER FOR CHECKS&W-2S	GENERAL	455.38
	*** TOTAL FOR DEPT 63			455.38
	HOWARD GREEN COMPANYS.	2000 ALLEY ENG	INFRASTR	11.25
	MIDWEST CONCRETE DRIVEWAY	2001 SIDEWALK REPAIRS	INFRASTR	10,000.00
	*** TOTAL FOR DEPT 71			10,011.25
40595	BOARD OF WATER COMMISSNRS	FOLEY SS PYMT # 20451	SANITARY	62.48
	METROPOLITAN COUNCIL	12/01 S.S.	SANITARY	21,507.47
	*** TOTAL FOR DEPT 75			21,569.95
	MIKE McPHILLIPS INC	FALL STREET SWEEPING	RESCUE S	9,100.00
	*** TOTAL FOR DEPT 76			9,100.00
	EHLERS AND ASSOCIATES	INCREMENT PROJECTIONS	TIF #1	101.25
	*** TOTAL FOR DEPT 77			101.25
	EHLERS AND ASSOCIATES	INCREMENT PROJECTIONS	TIF #2	101.25
	*** TOTAL FOR DEPT 78			101.25
	EHLERS AND ASSOCIATES	SEC CORNER ISSUES	COMM. DE	33.75
	SHORT ELLIOTT HENDRICKSON	OCT SE CORNER DEVELOP	COMM. DE	1,397.72
	*** TOTAL FOR DEPT 79			1,431.47
	N. SUBURBAN GAVEL ASSOC.	YEARLY MEMBERSHIP	MCAD	15.00
40599	CAROLE L. SMITH	NOV 1-15 PROF SVCS	MCAD	1,083.33
	CAROLE L. SMITH	BLANK TAPES	MCAD	10.64
	CAROLE L. SMITH	GAVEL MEETING EXPS	MCAD	6.25
	CAROLE L. SMITH	SUBWAYS FOR CABLE CREW	MCAD	41.57
	CAROLE L. SMITH	MCAD PROG SHARING COSTS	MCAD	21.55
	CAROLE L. SMITH	ROOM COST:PROG SHARING	MCAD	83.63
	CAROLE L. SMITH	SUBWAYS, CABLE CREW	MCAD	30.81
	CAROLE L. SMITH	GAVEL CLUB MEETING EXPS	MCAD	6.50
	CAROLE L. SMITH	MCAD MEETING TREATS	MCAD	25.17
	CAROLE L. SMITH	NOV 16-30 PROF SERVICES	MCAD	1,083.33
	*** TOTAL FOR DEPT 84			2,407.78
	HARDRIVES INCORPORATED	PAY ESTIMATE # 3	NORTHOME	148,857.40
	HOWARD GREEN COMPANYS.	NORTHOME ST ANALYSIS	NORTHOME	1,502.61
	*** TOTAL FOR DEPT 88			150,360.01
	HARDRIVES INCORPORATED	PAY EST # 3 2001 ALLEY 2001 ALL		53,254.69
	*** TOTAL FOR DEPT 89			53,254.69

*** GRAND TOTAL *** 293,599.95

Please tear payment coupon at perforation.

U.S. Bank Visa® Business Platinum Card
 Issued by U.S. Bank National Association ND

New Balance Summary

Previous balance		\$613.01
Payments & credits	-	\$613.69
New purchases & advances	+	\$101.91
Finance charges	+	\$0.00
Cash advance fees	+	\$0.00
Other fees	+	\$0.00
New Balance		\$101.23

Credit Available

Credit limit	\$5,000.00
New balance	- \$101.23
Credit available	\$4,898.77

Account & Payment Information

Customer name:	HEATHER WORTHINGTON
Company name:	CITY OF FALCON HEIGHTS
Account number:	4251 2400 0599 8794
Statement date:	Nov 05, 2001
Minimum payment due:	\$10.00
Payment must be received:	Nov. 25, 2001
Amount and Date Paid:	<input type="text"/>

Your Resources for Help

24 Hour Customer Service	1-800-344-5696
Text telephone (TTY)	1-800-585-5035

Transactions

Post Date	Tran Date	Reference Number	Transaction Description	Amount
Payment & Credits				
Oct 15	Oct 15	74798261288000000000747	PAYMENT - THANK YOU 44767 C	- \$613.01
Oct 22	Oct 22	74798261295000000041452	FINANCE CHARGE ADJUSTMENT	- \$0.68
Total Payments and Credits				- \$613.69
Purchases				
Oct 08	Oct 06	24323011280117128016581	THE BIBELOT SHOPS ST PAUL MN	\$38.52
Oct 08	Oct 06	24323011280117142010099	THE BIBELOT SHOPS ST PAUL MN	\$25.68
Oct 31	Oct 29	24389001302188002410293	OFFICE MAX 00000240 ROSEVILLE MN	\$37.71
Total Purchases				\$101.91

flag pins for FD
office supplies

Finance Charge Summary

	Average Daily Balance	Variable Monthly Periodic Rate	Corresponding APR	Interest Charges
PURCHASES	\$0	1.1583%	13.90%	\$0.00
ADVANCES	\$0	1.3250%	15.90%	\$0.00
Total APR the Cycle:				0.00%

OK to pay thru 11/9/01

Please tear payment coupon at perforation.

Bank Visa® Business Platinum Card
by U.S. Bank National Association ND

New Balance Summary

Previous balance		\$60.00
Payments & credits	-	\$60.00
New purchases & advances	+	\$513.80
Finance charges	+	\$0.00
Cash advance fees	+	\$0.00
Other fees	+	\$0.00
New Balance		\$513.80

Credit Available

Credit limit	\$2,000.00
New balance	- \$513.80
Credit available	\$1,486.20

Account & Payment Information

Customer name:	PATRICIA PHILLIPS
Company name:	CITY OF FALCON HEIGHTS
Account number:	4251 2400 0599 8802
Statement date:	Nov 05, 2001
Minimum payment due:	\$15.00
Payment must be received:	Nov. 25, 2001
Amount and Date Paid:	<input type="text"/>

Your Resources for Help

24 Hour Customer Service	1-800-344-5696
Text telephone (TTY)	1-800-585-5035

Transactions

Post Date	Tran Date	Reference Number	Transaction Description	Amount
Payment & Credits				
Oct 18	Oct 18	7479826129100000000635	PAYMENT - THANK YOU 20551 C	- \$60.00
				Total Payments and Credits - \$60.00
Purchases				
Oct 23	Oct 22	24388941295253295937128	A MATTER OF FAX 973-482-3700 NJ	\$455.38
Oct 24	Oct 23	24717051297642970874531	PAPER WAREHOUSE #6 ROSEVILLE MN	\$58.42
				Total Purchases \$513.80

Printed for checks and W-2's

for Fight Back Meeting

Finance Charge Summary

	Average Daily Balance	Variable Monthly Periodic Rate	Corresponding APR	Interest Charges
PURCHASES	\$0	1.1583%	13.90%	\$0.00
ADVANCES	\$0	1.3250%	15.90%	\$0.00
Total APR the Cycle: 0.00%				

SYSTEM DATE 11/15/01

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 14 01	34 CLEMENT KURHAJETZ	31398	56.11
COM	11 14 01	35 LEO LINDIG	31399	48.48
COM	11 14 01	40 KEVIN ANDERSON	31400	75.44
COM	11 14 01	42 MICHAEL D. CLARKIN	31401	125.14
COM	11 14 01	66 ALFRED HERNANDEZ	31402	299.81
COM	11 14 01	74 MARK J. ALLEN	31403	19.40
COM	11 14 01	80 MARY K RIGNEY	31404	155.27
COM	11 14 01	81 LAUREL F SANDBERG	31405	39.60
COM	11 14 01	82 DUSTIN P THUNE	31406	40.41
COM	11 14 01	85 DANIEL S JOHNSON-POWERS	31407	152.53
COM	11 14 01	86 GREGORY R YOUNGS JR	31408	19.40
COM	11 14 01	87 MICHAEL A. MCKAY	31409	42.02
COM	11 14 01	89 RICKY REVERING	31410	42.83
COM	11 14 01	90 ANDREW P SCHIPPEL	31411	64.64
COM	11 14 01	91 RICHARD H. HINRICHS	31412	64.64
COM	11 14 01	94 CALEB H SORENSON	31413	72.73
COM	11 14 01	95 MICHAEL J POESCHL	31414	25.85
COM	11 14 01	96 DAVID R HOLTZ	31415	6.47
COM	11 14 01	1003 HEATHER WORTHINGTON	31366	1198.29
COM	11 14 01	1007 PATRICIA PHILLIPS	31367	1033.21
COM	11 14 01	1013 WILLIAM MAERTZ	31368	1382.30
COM	11 14 01	1033 DAVE TRETSVEN	31369	1049.33
COM	11 14 01	1038 DEBORAH K JONES	31370	486.72
COM	11 14 01	1039 CRAIG A. STIER	31371	191.09
COM	11 14 01	1043 GLADYS A. BROWN	31372	43.88
COM	11 14 01	1045 FLORENCE M. RICHARDS	31373	52.00
COM	11 14 01	1046 MARY MCGUIRE	31374	58.50
COM	11 14 01	1072 DONNA LOU REYNOLDS	31375	42.25
COM	11 14 01	1089 KATHLEEN A. CIERNIA	31376	477.90
COM	11 14 01	1094 KATHLEEN A. BALDWIN	31377	50.38
COM	11 14 01	1095 MARGARET M. BARRETT	31378	43.88
COM	11 14 01	1096 JANE ADAMS DEHLIN	31379	52.00
COM	11 14 01	1097 TAI SHIGAKI	31380	94.25
COM	11 14 01	1103 DIANE MEYER	31381	90.04
COM	11 14 01	1109 DELAINE E. MEYER	31382	42.25
COM	11 14 01	1136 ROLAND O. OLSON	31383	1100.00
COM	11 14 01	1143 COLIN B. CALLAHAN	31384	364.04
COM	11 14 01	1158 STEVEN R. GRAHAM	31385	42.25
COM	11 14 01	1173 ELIZABETH M. POSTIGO	31386	429.32
COM	11 14 01	1197 VALETTA M GYURCI	31387	52.00
COM	11 14 01	2002 VICTORIA L LONG	31388	65.00
COM	11 14 01	2003 SARAH L.H. BRAND	31389	56.88
COM	11 14 01	2004 MANELY E OLSON	31390	68.25
COM	11 14 01	2005 MARYHELEN J TAPIO	31391	68.25

COMPUTER CHECKS	9985.03
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 9985.03

CONSENT 2
Meeting Date: 11/28/01

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

MUNICIPAL BUSINESS LICENSE (for 2001)

Chelsey Flooring Lic. #01-636

MASSAGE THERAPIST (employed by Hair Design Unlimited)

Kimberly Dwyer Lic. #01-201

ACTION REQUESTED: Approval

ITEM : Fund Transfers from the General Fund to Selected Other Funds

SUBMITTED BY: Roland O. Olson, Finance Director

**REVIEWED BY: Matt Mayer, CPA, Kern DeWenter Viere
Heather Worthington, City Administrator**

EXPLANATION:

Summary: Staff requests transfers from the General Fund to support future capital acquisitions to enhance and maintain the quality of life in Falcon Heights.

With the increasing emphasis on Emergency Preparedness and the importance to have sufficient capital funds available to address this issue, staff recommends a transfer of \$150,000 from the General Fund to the Public Safety Capital Fund 402. This would increase the fund balance in this fund to approximately \$250,000 as of 12/31/01.

In our 2001 Budget, we had previously transferred \$75,000 from the Parks/Public Facilities & Works Capital Fund 403 to the Public Safety Capital Fund 402 to fund the purchase of the new fire truck this year. Staff requests a transfer of \$75,000 from the General Fund to the Parks/Public Facilities & Works Capital Fund 403 to replace this amount for future capital expenditures in our parks and public works area.

In addition, General Capital Improvements Fund 401, requires funding. From this capital account, expenditures are made to improve city telecommunications, computer equipment, voting machines, the office copier, and other miscellaneous general capital items to improve the operations of our municipal government. Staff recommends a transfer of \$75,000 from the General Fund to the General Capital Improvement Fund 401 for future improvements.

Staff also requests that the budgeted line items be amended in regard to these transfers. In summary:

	Transfer Out	Transfer In
General Fund (101)	\$300,000	
Public Safety Capital Fund (402)		\$150,000
Parks, Public Facilities & Works (403)		75,000
General Capital Improvements Fund (401)		75,000

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

Strategy 6: To effectively manage the city's financial resources

ACTION REQUESTED:

Approve the transfers of funds and amendments to the budgeted line items.

ITEM: Authorize the replacement of two existing roof top heating and cooling units at City Hall.

SUBMITTED BY: Bill Maertz, Director of Parks and Public Works

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The four roof-top heating and cooling units at City hall are twenty years old. The two that provide the bulk of the heating and cooling for City Hall need replacement. These two units have been breaking down in extreme weather. The capital budget for 2001 includes \$20,000.00 for this project. Proposals were requested from three vendors and two proposals were received. Proposals are for identical model, high efficiency, Trane brand roof top units with economizers. The proposal costs are as follows:

- CARE AIR CONDITIONING AND HEATING INC **\$14,387.00**
1211 OLD HIGHWAY EIGHT
NEW BRIGHTEN, MN 55112

- ES EQUIPMENT SUPPLY INC **\$16,790.00**
593 NORTH FAIRVIEW AVENUE
ST. PAUL, MN 55104

Permits and inspections will be an additional \$300.00. Removal of the old units will allow inspection of the existing electrical wiring and ductwork. If required, repairs to this ductwork and wiring will not exceed \$1000.00.

ATTACHMENTS:

Proposals from two vendors.

ACTION REQUESTED:

The Council is being asked to accept the proposal from Care Air Conditioning and Heating Inc to replace two existing roof top heating and cooling units at a maximum cost of \$15,687.00.

PROPOSAL

CARE AIR CONDITIONING AND HEATING INC.
1211 OLD HIGHWAY EIGHT
NEW BRIGHTON, MN 55112

651-644-5050

11/05/01

CITY OF FALCON HEIGHTS
2077 WEST LARPENTUER
FALCON HEIGHTS, MN 55113
ATTN: BILL MERTZ

JOB SITE:
Same

HVAC WORK AS FOLLOWS:

Replacement of two existing roof top units to include new equipment, removal of old, curb adapters, thermostats, re-gassing, re-wiring, sheet metal supply and return reconnections, economizers, associated materials and all labor with first class workmanship. All to code.

One - Trane model YCD090C3HAB - 90,000 btu/hr cooling

Two - Trane model YSC060A3RH002R - 60,000 btu/hr cooling

Note: Above estimate assumes existing duct work, gas supply, electrical power, etc. are all adequate.

PRICE \$ 14,387.00

Warranty: One year full parts and labor then manufactures extended warranties apply.

THANK-YOU FOR THE OPPORTUNITY TO OFFER OUR SERVICES


Falconheights.mn

PAYMENT TERMS
PAYMENT UPON COMPLETION OF THE ABOVE


MICHAEL J. RASMUSSON, PRESIDENT

Proposal good for 30 days.

ACCEPTED _____ DATE _____ TOTAL _____

AIR CONDITIONING HEATING REFRIGERATION 24 HR SERVICE PHONE # 651-646-5711 FAX: 651-646-5711

PROPOSAL

ES EQUIPMENT SUPPLY, INC.
593 NORTH FAIRVIEW AVENUE
ST. PAUL, MN 55104

Submitted To: City of Falcon Heights Phone # 651-917-1285 Date: November 16, 2001
Attention: William D. Maertz Job Name:
Street: 2077 West Larpenter Job Location:
City, State, Zip: Falcon Heights, MN. 55113

Scope of work: Replace 2 - Bryant package rooftops, Model # 585CP060125C, Serial# 2282080291
and Model# 579C090250, Serial # 1582G01239 with 2- Trane package rooftop
Model# Y5C060A3RHA002R 5 ton and Model# YCD090C3AAB 7.5 ton

We include the following:

- 1 Smoke detector on the 7 1/2 ton only
2 Curb adapters
3 Economizers
4 New thermostats
5 New electrical disconnects
6 Taxes, licenses and insurance
7 Crane
8 Reclaiming and unit disposal
9 1 Year parts and labor warranty

Price based on changing both units on the same day at the same time.

Exclusions: Roofing - None expected
Existing power run to be used

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
Sixteen Thousand Seven Hundred Ninety Dollars and NO/100 Dollars: \$16 790 00

Payment to be made as follows:

All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices.
Any alterations of deviation from above specifications, involving extra costs will be executed only upon written orders, and will
become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our
control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation insurance.

Note: This proposal may be withdrawn by us if not accepted within 30 days

Authorized Signature: [Signature]
Ted Truckenbrod

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby
accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: Date

AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER

**Policy 1
11/28/01**

ITEM: Approval of changes to the City's personnel policies having to do with sick leave, vacation, tuition reimbursement, part-time benefits and performance reviews

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Roland Olson, Finance Director

EXPLANATION:

Summary: Staff has reviewed the current personnel policies as they relate to the issues below, and is now recommending some changes and updates to the current policy to better reflect current practices.

Sick Leave:

Staff recommends a new cap on accrual for any employee with 10 years of service or more. Currently, the cap on accrual of sick leave is 960 hours for any employee. Employees with 10 years or more would be capped at 1,260 hours. Employees are compensated at 50% of the value of their sick leave upon retirement.

Vacation:

Currently, vacation benefits are accrued at 6.7 hours per month. Staff recommends simplifying the current accrual to 8 hours per month for full-time employees, with a pro-rated amount for part-time employees based on their work hours per month.

Tuition Reimbursement:

Staff recommends an increase from \$1,800.00 per year, per employee, to \$2,000.00 per employee/per year. This more accurately reflects the cost of undergraduate and graduate work in the metro area currently, and will cover the costs of approximately two classes per year at any Twin Cities university or college. Tuition reimbursement differs from employee training in that a tuition reimbursement is made when the employee is enrolled in a degree program. Training opportunities are budgeted for separately, and generally involve educational opportunities related specifically to an employee's duties with the city on a daily basis.

Part-time pro-rated benefits:

Staff recommends that part-time regular employees with variable schedules accrue vacation and sick leave on a pro-rated basis depending on hours worked each month, rather than hours worked each pay period.

Performance Review:

Staff recommends that the city's policy be changed to read: "Employees will be eligible for review at their anniversary date of hire each year." Currently, all staff is reviewed at the same time each year, with no consideration given to their anniversary date of hire.

ACTION REQUESTED:

- Discussion
- Approval of above changes to the Falcon Heights Personnel Policy

ITEM : Close the Fiduciary Recreation Trust Fund 802 and transfer the fund balance in this fund to the Special Revenue Park and Recreation Fund 201 effective as of January 1, 2001. In addition, label this amount as "Designated for Scholarships" .

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Matt Mayer, CPA, Kern DeWenter Viere
Heather Worthington, City Administrator

EXPLANATION:

Summary: The fiduciary trust fund 802 has continued to have extremely small fund balances throughout the years. As of December 31, 2000 the fund balance was \$209. As of December 31, 1999 the fund balance was \$193. This fund was originally set up to account for assets held for recreation scholarships. With GASB 34 this fund would not be reported and should therefore be closed. Staff recommends that the Special Revenue Park and Recreation Fund 201 receive these funds, with the stipulation that they be designated for scholarships. The effective date of closing the Recreation Trust Fund 802 and transferring the assets of this fund to the Special Revenue Recreation Trust Fund should be retroactive to January 1, 2001 since the fund balance to transfer is already an audited number. Staff also recommends adjusting the appropriate budget line items to reflect this change.

ACTION REQUESTED:

Close the Fiduciary Recreation Trust Fund 802 as of January 1, 2001, transfer the assets of the fund to the Special Revenue Park and Recreation Fund 201, label the amount transferred as "Designated for Scholarships" and adjust the appropriate budget line items associated with this transfer.

**TREE TRIMMING AND TREE REMOVAL PROPOSAL - 2001
CITY OF FALCON HEIGHTS**

Firm Name: Precision Landscape & Tree, Inc.

Contact Name: Chris Muehleck

Address: 942 East County Road D Zip 55109

Phone: 651 484-2726

Tree trimming equipment hourly rate schedule:

- bucket truck w/operator \$ 85/hr
- chipper and chip truck w/operator \$ 60/hr

Tree trimming labor rate schedule:

- 3 person crew w/required equipment \$ 165/hr

\$ 7900.00 Total cost, not to be exceeded for trimming

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

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

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

Christopher Muehleck Consulting Arborist 10-23-01
title date

PRECISION Landscape & Tree, Inc.



CHRIS MUEHLECK
CONSULTING ARBORIST



(651) 484 2726

942 E. COUNTY RD. D
LITTLE CANAN, MN 55109

**TREE TRIMMING AND TREE REMOVAL PROPOSAL - 2001
CITY OF FALCON HEIGHTS**

Firm Name: S & S Tree and Horticultural Specialists, Inc.

Contact Name: Steve Sylvester

Address: 6214 Concord Zip 55076

inver Grove Heights, MN

Phone: 651-451-8907

Tree trimming equipment hourly rate schedule:

Our company when billing by the hour includes the total cost of all labor & equipment in one cost of \$75.00 per hour per man.

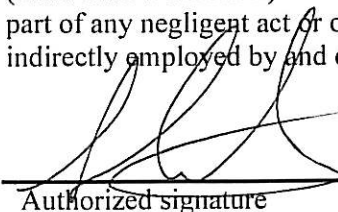
Tree trimming labor rate schedule:

\$8,050.00 Total cost, not to be exceeded for trimming

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

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

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



C. E. O.
title

10/23/01
date

Rec'd by mail
10-23-01

TREE TRIMMING AND TREE REMOVAL PROPOSAL - 2001
CITY OF FALCON HEIGHTS

Firm Name: Rainbow Tree Care

Contact Name: Amy Caldwell

Address: 2239 Edgewood Ave S Zip 55426

Phone: 952)922-3810

Tree trimming equipment hourly rate schedule:

\$75/Hour/Person (Includes all equipment)

Tree trimming labor rate schedule:

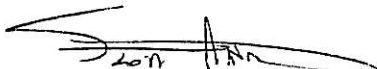
\$ 3600.00 Total cost, not to be exceeded for trimming

Optional \$700.00 additional cost to trim deadwood from cottonwoods over play area in University Grove Park.

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

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

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



Authorized signature

Sales Manager

title

10-22-01

date