



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F7
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Appointment of City Engineer
Description	For several years the city has contracted with the City of Roseville for city engineering services. Staff is seeking to continue this relationship and appoint Deb Bloom the City Engineer for 2011.
Budget Impact	Funds have been allocated in the 2011 budget.
Attachment(s)	
Action(s) Requested	Approval of Deb Bloom and the City of Roseville as City Engineer for 2011.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F8
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Appointment of City Attorneys
Description	<p>For several years, the City of Falcon Heights has contracted our prosecuting attorney services to outside attorneys. The law firm of Anderson, Helgen, Davis and Nissen has provided this service for the past year (taking over for Hughes and Costello, but using the same attorneys) and has done so in quite satisfactory fashion.</p> <p>Likewise, the city has used the law firm of Campbell Knutson, P.A. for civil attorney services for many years. Roger Knutson is the main contact, but the city uses various attorneys in the firm for our daily needs.</p>
Budget Impact	Funds have been allocated in the 2011 budget.
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the law firm of Anderson, Helgen, Davis and Nissen to provide prosecution legal services and the firm of Campbell Knutson, P.A. for civil legal services for 2011.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F9
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Appointment of City Auditor
Description	<p>Each year the city is required to have an independent firm audit our financial records. For the past several years, we have used Kern-DeWenter-Viere as our auditors, and we have been very happy with their services.</p> <p>A formal contract will be presented to the council at a coming meeting to establish their rates for the coming year, but in the meantime staff is asking the council to appoint KDV as our city's auditor in case any issues arise before a contract can be approved.</p>
Budget Impact	Funds have been allocated in the 2011 budget.
Attachment(s)	
Action(s) Requested	Approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2011.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F10
Attachment	Applications
Submitted By	Mayor Peter Lindstrom

Item	City Commission Appointments
Description	<p>I recommend that the following individuals be appointed to Falcon Heights city commissions:</p> <p>Stan Sveen - Environment Commission (2nd term) Nina Semmelroth - Environment Commission (2nd term) Richard Carlson - Human Rights Commission (2nd term) Judy Connolly - Human Rights Commission (2nd term) Melissa Weber-Sanders - Parks and Recreation Commission (2nd term) Gary Kwong - Human Rights Commission Timothy Heaney - Human Rights Commission Jacob Brown - Planning Commission</p>
Budget Impact	N/A
Attachment(s)	Gary Kwong's application, Timothy Heaney's application and Jacob Brown's application
Action(s) Requested	Approval of above appointments.

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: 12/15/10_____

NAME: _____ GaryKwong_____

ADDRESS: _____1700 Fry St., Falcon Heights, MN 55113-5710_____

PHONE: [REDACTED]_____ (W)_____

EMAIL ADDRESS: _____ [REDACTED]_____

HOW LONG AT ABOVE ADDRESS? _____26 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? _____Human Rights
Commissioner_____

REASON YOU WISH TO SERVE ON ABOVE: _____I am committed to anti-racism and
human rights.

PRIOR PUBLIC (OR RELATED) SERVICE: _____see attached
volunteer activity summary_____

OTHER RELEVANT BACKGROUND (OR COMMENTS): I have Diversity Committee
(Northern Star Boy Scout Council), 3M Multicultural Advisory Committee, MICAH Anti-
Racism Team, MN Conference of the United Church of Christ Emmaus Anti-Racism Team.

CITY OF FALCON HEIGHTS
COMMISSION APPLICATION

NOV 08 2010

DATE: 11/4/10

NAME: TIMOTHY M. HEANEY

ADDRESS: 1665 QUESTWOOD DRIVE, F.H. 55113-

PHONE: (H) [REDACTED] (W) [REDACTED] 5600

EMAIL ADDRESS: [REDACTED]

HOW LONG AT ABOVE ADDRESS? 10 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? Commission
on Human Rights

REASON YOU WISH TO SERVE ON ABOVE: To become more
involved in community

PRIOR PUBLIC (OR RELATED) SERVICE: Many volunteer
positions: St Joseph Home for Children,
teaching chess at Mpls public schools,
Hennepin County Juvenile Detention Center

OTHER RELEVANT BACKGROUND (OR COMMENTS): Retired; attorney with Fredrikson & Byson
1973-1999; Vice President, Director
and Consultant to Tedone Corp and
R+D Systems Inc. 1999-2004;
grandparent of racially diverse family.

**City of Falcon Heights
Commission Application**

Date: November 5, 2010

Name: Jacob A. Brown

Address: 1634 Snelling Ave N, Apt 7

Phone: [REDACTED]

Email Address: [REDACTED]

How long at above address? Since December 1, 2009

In what capacity do you wish to serve? Planning Commission

Reason you wish to serve on above? I am looking for an opportunity to serve my community that will allow me to put my experience in local and state government to use. I have a great deal of interest in local and regional development and feel the Planning Commission would be a perfect fit for my experiences and interests.

Prior public (or related) service: From May 2004 to May 2006 I worked as the administrative assistant to Minneapolis Mayor R.T. Rybak. In that capacity I supported the mayor and policy staff in scheduling/logistics, research, constituent services, and general administration.

In May 2006 I received a promotion and transferred to a position supporting the Director of Community Planning & Economic Development. As the Program Assistant I assisted the director and executive staff in implementation and promotion of department initiatives in planning, housing, and economic and workforce development. Additionally, I was responsible for producing the department's quarterly and annual reports, supporting communications and public relations activities, and budget and business plan development. I held this position until October 2007 when I resigned to become the Government Affairs Director at a local REALTOR® association.

From October 2007 to September 2008, I was responsible for the public policy program at the Southern Twin Cities Association of REALTORS®. I was the chief lobbyist for the association, representing over 2,000 members throughout Dakota, Scott, Rice and Goodhue Counties. In this role I monitored local regulations and industry issues and represented REALTOR® interests in local planning and economic development.

I am currently employed at Minnesota Management & Budget (MMB), the state's finance department as a debt analyst. In this capacity I am responsible for coordinating debt management activities for the state's \$6 billion of outstanding debt. Activities include: selling general obligation and trunk highway bonds, certificates of participation, revenue bonds, and other federally-authorized bond programs (i.e., BABs, Recovery Zone, QECBs, etc.); administering lease-purchase programs; and providing analysis of debt service impacts for proposed capital projects.

Other relevant background (or comments): In addition to my experience in local and state government, I have served as operations manager at a local community center in St. Paul, as an administrative assistant at a prominent Minneapolis law firm, and as an intern with a Washington, DC, lobbying firm representing local municipal clients at the Federal level.

I have a B.A. in political science from the University of Minnesota, Morris, and have completed 36 credits toward a Master of Public Administration at Metropolitan State University, with coursework in organizational development, policy development and analysis, marketing, and public finance and budgeting. Additionally, in July 2007, I completed the Basic Economic Development Course at the University of Minnesota, Duluth's Center for Economic Development. The 40 hour course is accredited by the International Economic Development Council and provides a comprehensive training on the theory and practice of economic development fundamentals, and fulfills one of the prerequisites for the Certified Economic Developer Exam.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F11
Attachment	
Submitted By	Peter Lindstrom, Mayor

Item	Appointment of Acting Mayor
Description	<p>Periodically, the mayor's absence requires that official duties (such as signing official documents, running city council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various city councilmembers. The 2010 acting mayor was Councilmember Beth Mercer-Taylor.</p> <p>The mayor still retains the right to name other council members as acting mayor when planned absences are anticipated, but the formal designation of an acting mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	I recommend that the Falcon Heights City Council approve Councilmember Chuck Long as the 2011 acting mayor.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F12
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Council/City Commission Liaison Assignments
Description	<p>Council members are each assigned to serve as a liaison between city council and various commissions each year. Assignments for 2011 are as follows:</p> <ul style="list-style-type: none"> • Planning Commission – Pam Harris • Human Rights Commission – Chuck Long • Parks and Recreation Commission – Keith Gosline • Environment Commission – Peter Lindstrom • Neighborhood Commission – Beth Mercer-Taylor • Northwest Youth and Family Services – Keith Gosline • Ramsey County League of Local Governments – Beth Mercer-Taylor • U of MN Campus Area Coordinating Committee and Stadium Area Advisory Group – Peter Lindstrom • North Suburban Cable Commission – Rick Talbot (Justin Miller alternate)
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	Staff recommends approval of the above assignments.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F13
Attachment	Quotes
Submitted By	Justin Miller, City Administrator

Item	2011 Tree Trimming and Removal Contract
Description	<p>Each year the City of Falcon Heights solicits proposals from companies to serve as our tree trimming and removal contractor. This task has grown in the amount of work over the past two years due to the city's aggressive ash tree removal program. In December the city sent proposals to area tree trimming companies and asked them to provide quotes for work in 2011. Five companies responded:</p> <p>St. Croix Tree Service, Inc. Upper Cut Tree Services BJ Haines Tree Service Rainbow Treecare Hugo Tree, Inc.</p> <p>Based upon their responses, staff is recommending that the city select St. Croix Tree Service as the city's tree trimming and removal contractor for 2011.</p>
Budget Impact	Funds have been allocated in the 2011 budget.
Attachment(s)	Quotes received
Action(s) Requested	Staff recommends that the Falcon Heights City Council select St. Croix Tree Service, Inc. as the city's tree trimming and removal contractor for 2011.

AGREEMENT FOR REMOVAL OF TREES AND STUMPS

Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees-\$ 15⁰⁰ Cost per diameter inch
- B. Limited/No access-\$ 19⁰⁰ Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 3⁰⁰ per DBH inch
- B. Dead Wood \$ 4⁰⁰ per DBH inch
- C. Full Prune \$ 6⁰⁰ per DBH inch

Article III - Stump Removal

Stump Only 3⁵⁰ per inch diameter of cut face,
plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City 215⁰⁰ / 1000d per load per hour
- B. Dump site outside of City 290⁰⁰ / 1000d per load per hour

Article V - Brush and Wood pile

- A. Brush Pile, easy access 250⁰⁰ per 20 yard load
- B. Brush Pile, difficult access 500⁰⁰ per 20 yard load
- C. Wood Pile, easy access 16⁰⁰ per cubic yard
- D. Wood Pile, difficult access 22⁰⁰ per cubic yard

Signed Chris M... ..
Firm Name St. Croix Tree Service, Inc.
Address 675 Grape St.
Roberts, WI 54023
Phone 651-770-3744

Date 12-10-2010

AGREEMENT FOR REMOVAL OF TREES AND STUMPS

Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees-\$ 15.00 Cost per diameter inch
- B. Limited/No access-\$ 20.00 Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 5.00 per DBH inch
- B. Dead Wood \$ 10.00 per DBH inch
- C. Full Prune \$ 15.00 per DBH inch

Article III - Stump Removal

Stump Only \$ 2.90 per inch diameter of cut face,
plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City 200.00 per load per hour
- B. Dump site outside of City 280.00 per load per hour

Article V - Brush and Wood pile

- A. Brush Pile, easy access 200.00 per 20 yard load
- B. Brush Pile, difficult access 280.00 per 20 yard load
- C. Wood Pile, easy access 200.00 per cubic yard
- D. Wood Pile, difficult access 280.00 per cubic yard

Signed John Olsen
Firm Name HUGO TREE INC.
Address 14728 Irish N
Hugo Mn 55038
Phone 651 4294705

Date 12/30/10

AGREEMENT FOR REMOVAL OF TREES AND STUMPS

Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees-\$ 17.00 Cost per diameter inch
- B. Limited/No access-\$ 22.00 Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 3.00 per DBH inch
- B. Dead Wood \$ 6.00 per DBH inch
- C. Full Prune \$ 8.00 per DBH inch

Article III - Stump Removal

- Stump Only 2.65 per inch diameter of cut face,
plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City 283⁰⁰ per load per hour
- B. Dump site outside of City 345.00 per load per hour

Article V - Brush and Wood pile

- A. Brush Pile, easy access 283.00 per 20 yard load
- B. Brush Pile, difficult access 516.00 per 20 yard load
- C. Wood Pile, easy access 17.00 per cubic yard
- D. Wood Pile, difficult access 23.00 per cubic yard

Signed Bonnie Hainer
Firm Name B J Hainer Tree Service
Address 9264 Otchipwe Ave. N.
Stillwater, MN 55082
Phone 651-439-8370

Date 12-29-10

AGREEMENT FOR REMOVAL OF TREES AND STUMPS
Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees-\$ 23.00 Cost per diameter inch
- B. Limited/No access-\$ 28.00 Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 3.50 per DBH inch
- B. Dead Wood \$ 5.00 per DBH inch
- C. Full Prune \$ 4.83 per DBH inch

Article III - Stump Removal

- Stump Only 4.00 per inch diameter of cut face,
plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City 215.00 per load per hour
- B. Dump site outside of City 325.00 per load per hour

Article V - Brush and Wood pile

- A. Brush Pile, easy access 250.00 per 20 yard load
- B. Brush Pile, difficult access 350.00 per 20 yard load
- C. Wood Pile, easy access 15.00 per cubic yard
- D. Wood Pile, difficult access 22.00 per cubic yard

Signed [Signature]
Firm Name Rainbow Treecare
Address 11571 K-Tel Dr
Minnetonka, MN 55343
Phone (952) 922-3810

Date 12-29-10

AGREEMENT FOR REMOVAL OF TREES AND STUMPS

Quotation FORM

Article I - Tree Removal and Disposal

- A. Accessible trees-\$ 23⁰⁰ Cost per diameter inch
- B. Limited/No access-\$ 32⁰⁰ Cost per diameter inch

Article II - Tree Trimming Only

- A. Broken Branches \$ 4²⁵ per DBH inch
- B. Dead Wood \$ 5²⁵ per DBH inch
- C. Full Prune \$ 8⁷⁵ per DBH inch

Article III - Stump Removal

Stump Only 3⁰⁰ per inch diameter of cut face,
plus 1/3 diameter of longest root flare(s), if applicable.

Article IV - Storm Damage

- A. Dump site within City 300⁰⁰ per load per hour (30 yd)
- B. Dump site outside of City 375⁰⁰ per load per hour (30 yd)

Article V - Brush and Wood pile

- A. Brush Pile, easy access 250⁰⁰ per 20 yard load
- B. Brush Pile, difficult access 400⁰⁰ per 20 yard load
- C. Wood Pile, easy access 15⁰⁰ per cubic yard
- D. Wood Pile, difficult access 20⁰⁰ per cubic yard

Signed J. E. M. [Signature]
Firm Name Upper Cut Tree Service
Address 8841 167th Lane
Forest Lake MN 55025
Phone 651 779 3729

Date 12-20-10



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F14
Attachment	Amended 2011 fee schedule, page nine
Submitted By	Justin Miller, City Administrator

Item	Amendment to 2011 Fee Schedule
Description	<p>At the December 8th city council meeting, the city council approved the 2011 City of Falcon Heights fee schedule. Among the fees that were approved was a new sanitary sewer rate structure.</p> <p>Upon reviewing the language that St. Paul Regional Water Services places on the back side of utility bills, it was discovered that the base rate was approved as "25.00 per month plus..." when it should have read "\$25.00 per quarter plus..." In order for the correct rate structure to be implemented as designed by the city council, an amendment to the fee schedule needs to be approved.</p>
Budget Impact	None
Attachment(s)	Amended 2011 fee schedule, page nine
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the attached amended fee schedule changing the sanitary sewer base fee from \$25.00 per month to \$25.00 per quarter.

F. MISCELLANEOUS FEES.

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) ¹	\$15.00/year
City Council Minutes ¹	\$35.00/year
Planning Commission Minutes ¹	\$20.00/year
Single copies	\$.25/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$25.00

¹ The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES

1. Fire False Alarms

\$175.00 for second false alarm and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.

2. Security False Alarms

\$60.00 for second call and \$75.00 for the third and each subsequent false alarm at an address within one calendar year.

3. Penalties and Assessment

Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee for residential area permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 7.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure	\$ 10.00

J. RENTAL HOUSING RE-INSPECTIONS

\$50.00 for third and subsequent inspections

K. SANITARY SEWER

The sanitary sewer fee for residential units is \$25.00 per ~~month~~ quarter plus \$.0163735 per cubic foot of water usage during the months of November - January. For apartment units, the rate will be \$25.00/unit/~~month~~ quarter plus \$.016375 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$.0163735 per cubic foot of water usage during each month.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12 , 2010
Agenda Item	Consent F15
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Statutory Tort Limits Liability Coverage for City in 2011
Description	<p>Effective January 1, 2011, the statutory tort limits for the City of Falcon Heights under our insurance policy with the League of Minnesota Cities Insurance Trust will be \$1,500,000. An individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which statutory tort limits apply would be limited to \$1,500,000.</p> <p>The League of Minnesota Cities Insurance Trust is requesting that cities determine if they wish to waive the statutory tort limits for 2011. Under certain circumstances the LMCIT, which represents the city in these claims, may negotiate above the legal liability limit if necessary because some claims like employment are exempt from the cap. The general council from the LMCIT states that cities make different choices depending upon their circumstances. However, they perceived that maintaining the limit was prudent in many cases. The city has had no claims for settlements for several years. Since 2000, the city council has voted <u>not to waive</u> the statutory tort limits.</p>
Budget Impact	NA
Attachment(s)	NA
Action(s) Requested	Staff recommends that the city council approve a motion <u>not to waive</u> the city's statutory tort limits for 2011.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F16
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Lawful Gambling Permit for Falcon Heights Elementary PTA
Description	<p>The Falcon Heights Elementary PTA desires to hold raffles at their annual carnival to be held at the Falcon Heights Elementary School. Since the dollar value of the prizes are expected to be over \$1,500, an exempt permit to hold lawful gambling activity is required. The Falcon Heights Elementary PTA is asking the city to approve their application to conduct this lawful gambling activity. They are requesting the approval be with no waiting period so the raffle tickets can be printed and the students can start selling them as soon as possible.</p> <p>Because the gambling premise is within the city limits, the city must sign on the LG220 Application Form. There are three choices for the city: (1) The City approves the application with no waiting period. (2) The City approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days. (3) The City denies the application. Once the City signs their approval of the application, the organization would then submit it to MN Lawful Gambling Board. The Board usually completes their process within a couple of days and mails out the permit or arranges with the organization to pick it up at the Board's office. The organization must also complete a Financial Report that must be returned to MN Lawful Gambling within 30 days of the gambling activity.</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve this temporary permit request with no waiting period by the Falcon Heights Elementary PTA to conduct lawful gambling activity at their annual carnival.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F17
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Cost of Living Increase for City Employees
Description	Each year the city council is required to formally approve pay adjustments for city employees. Included in the approved 2011 budget is a 1% cost of living adjustment for all city employees. There was no increase for employees in 2010 and a mid-year adjustment was made in 2009.
Budget Impact	Funds have been allocated in the 2011 budget.
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve a 1% cost of living adjustment for all regular city employees.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F18
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Amendment to City's Flexible Benefits Plan
Description	When the recent health care legislation was passed by the federal government, several changes to how flexible benefit plans were included. Most notably was the change in how payments for over-the-counter drugs would be reimbursed as well as extending the time that children could remain as a dependent on their parent's health insurance plans. These changes require that our flexible benefits plan be amended, and our plan's administrator, Benefit Extras, is recommending that all of their clients do so.
Budget Impact	These funds are taken from employee's paychecks on a pre-tax basis, so there is no financial impact to the city.
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council authorize the city administrator to execute any documents needed to bring the city's flexible benefits plan into conformance with federal law.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F19
Attachment	Recreation Agreement with the City of Lauderdale
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	Recreation Agreement with the City of Lauderdale
Description	The City of Lauderdale does not offer recreation programs to their residents. In 2009, Lauderdale asked Falcon Heights Parks and Recreation to offer programs to their residents at a residential rate. In return, Lauderdale provides facility and park space for Falcon Heights Parks and Recreation programs. At the end of each year, Falcon Heights invoices Lauderdale the difference in resident rate and non-residential rate for each registrant. In 2010, there were 22 Lauderdale registrations. Therefore, Lauderdale paid \$105.00 to Falcon Heights Parks and Recreation. This agreement is updated annually.
Budget Impact	With more sites available for programming, registration revenue in the recreation budget increases.
Attachment(s)	Recreation Services Agreement for the City of Falcon Heights and City of Lauderdale.
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the Recreation Agreement with the City of Lauderdale.

**City of Falcon Heights
City of Lauderdale**

Recreation Agreement

THIS AGREEMENT is effective January 1, 2011, through December 31, 2011, by and between the City of Lauderdale (LAUD), 1891 Walnut Street ~ Lauderdale, MN 55113, and Falcon Heights Parks and Recreation (FHPR), 2077 W. Larpenteur Ave ~ Falcon Heights, Minnesota 55113. Falcon Heights agrees to provide recreation programs within the City of Lauderdale. Lauderdale agrees to provide facility space for the programs.

City of Lauderdale and Falcon Heights Parks and Recreation agree to the following obligations:

1. FHPR agrees to:

Provide recreation programs and experiences to Lauderdale residents for the same fee as paid by Falcon Heights' residents. Lauderdale will reimburse Falcon Heights the difference between the resident and non-resident rate for recreation programs and experiences held at Falcon Heights' facilities. Lauderdale will not reimburse Falcon Heights if the programs are held at Lauderdale facilities.

- Coordinate registration, supervision, and program curriculum appropriate for the recreation program.
- The recreation program held at Lauderdale City Hall will include, but not be limited to, Tae Kwon Do and Yoga Classes.
- The recreation programs held at Lauderdale Community Park will include, but not be limited to, Instructional Tennis.
- Provide program staff, program supplies and equipment, and program maintenance support for the agreed upon recreation program.

2. LAUD agrees to:

- Provide program space at Lauderdale City Hall and at Lauderdale Community Park. The City of Lauderdale agrees to provide regular facility and park maintenance such as sweeping the floor and supplying tables requested by Falcon Heights.
- Provide facilities access and keys to Falcon Heights Park and Recreation Staff.

Liability

Falcon Heights shall defend and indemnify Lauderdale and its employees, officers, volunteers and agents for any claims against Lauderdale arising from Falcon Heights's performance or failure to perform its duties under this Agreement.

Lauderdale shall defend and indemnify Falcon Heights and its employees, officers, volunteers and agents for any claims against Falcon Heights arising from Lauderdale's performance or failure to perform its duties under this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for any party.

Employees of Falcon Heights and Lauderdale shall remain employees of their respective cities regardless of where services are provided under this Agreement. Each party shall be responsible for injuries to or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing services pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employees or their dependants, even if the injuries were caused wholly or partially by the negligence of the other party.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Falcon Heights

City of Lauderdale

By: _____

By: _____

Title: Mayor

Title: Mayor

Date: _____

Date: _____

By: _____

By: _____

Title: City Administrator

Title: City Administrator/Clerk

Date: _____

Date: _____



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Consent F20
Attachment	State of Minnesota Pay Equity Report
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	Approve State of Minnesota Pay Equity Report
Description	<p>In 1984, the Minnesota Legislature passed the Local Government Pay Equity Act. This act created a three-year cycle whereby each unit of local government is required to provide a report on levels of pay for each class of employee, with the goal of achieving equity among male and female classes. The City of Falcon Heights is required to submit a report by January 31, 2011 based on salary levels as of December 31, 2010.</p> <p>Staff used Minnesota Department of Employee Relations software to tabulate our most recent pay equity report. Using a point system established by the State of Minnesota, the attached report was produced.</p> <p>Due to our small size a statistical analysis is used to determine if we are complaint with state statues. Looking at Section II B. of the report, our T-Test results show that our degrees of freedom are six (6), and our value of T is 1.897. According to the T-Test table provided by the Department of Employee Relations, these levels indicate that there is no underpayment of female employees or that the underpayment is not statistically significant.</p>
Budget Impact	
Attachment(s)	State of Minnesota Pay Equity Report
Action(s) Requested	Staff recommends that the Council approve the attached State of Minnesota Pay Equity Report.

Minnesota Pay Equity Management System - Falcon Heights(11-No Submission)

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Compliance Report

Jurisdiction: Falcon Heights

Report Year: 2011

Case:1 - Shared (Jur and MMB)

Contact:	Name Title	Phone	Email
	Justin City	651-	
	Miller Administrator	792-	justin.miller@falconheights.org
		7611	

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	5	3	0	8
# Employees	5	3	0	8
Avg.Max Monthly Pay Per Employee	5,643.25	3,599.82		4,876.96

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 90.00 * Male Classes Female Classes

a. # at or above Predicted Pay	2	1
b. # Below Predicted Pay	3	2
c. TOTAL	5	3
d. % Below Predicted Pay (b divided by c = d)	60.00	66.67

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 6	Value of T = 1.897
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- a. Avg.diff.in pay from predicted pay for male jobs = \$45
- b. Avg.diff.in pay from predicted pay for female jobs = (\$179)

III. SALARY RANGE TEST = 0.00% (Result is A divided by B)

- A. Avg.# of years to max salary for male jobs = 0.00
- B. Avg.# of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 100.00% (Result is B divided by A)

- A. % of male classes receiving ESP 100.00 *
- B. % of female classes receiving ESP 100.00

*(If 20% or less, test result will be 0.00)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up.
Thank you.

Job Class Data Entry Verification List

Case: 2010 Data

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
9	Office Assistant	0	1	F	113	\$2,119.46	\$2,119.46	0.00	0.00	Longevity
1	Public Works Worker	1	0	M	163	\$3,564.50	\$3,564.50	0.00	0.00	Longevity
3	Assistant to the City Admir	0	1	F	265	\$3,937.50	\$3,937.50	0.00	0.00	Longevity
4	Public Works Lead Worker	1	0	M	270	\$4,430.08	\$4,430.08	0.00	0.00	Longevity
5	Plan and Zoning Administr	0	1	F	275	\$4,742.50	\$4,742.50	0.00	0.00	Longevity
6	Public Works Director	1	0	M	308	\$6,219.50	\$6,219.50	0.00	0.00	Longevity
7	Finance Director	1	0	M	314	\$6,308.66	\$6,308.66	0.00	0.00	Longevity
8	City Administrator	1	0	M	483	\$7,693.50	\$7,693.50	0.00	0.00	Longevity

Job Number Count: 8

Part A: Jurisdiction Identification

Jurisdiction: City Of Falcon Heights
2077 W. Larpenteur Ave W.
Falcon Heights, MN 55113

Jurisdiction Type: CITY

Contact: Justin Miller
City Administrator

Phone: (651) 792-7611

E-Mail: justin.miller@falcon
heights.org

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

State Job Match

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage

- 3. An official notice has been posted at:

City Hall Copy Room
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Falcon Heights City Council
(governing body)

Peter Lindstrom
(chief elected official)

Mayor
(title)

Part C: Total Payroll

\$570229.73

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1-12-2011



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Policy G1
Attachment	Resolution 11-01
Submitted By	Justin Miller, City Administrator

Item	Resolution of Intent to Become a GreenStep City
Description	<p>Earlier this year the City of Falcon Heights was selected as a GreenStep Cities pilot city. As one of the five cities selected, we were able to provide input into the program design and receive free consultant assistance in developing our plan to eventually become a “GreenStep City”.</p> <p>According to the Minnesota Pollution Control Agency, the Minnesota GreenStep Cities is a challenge, assistance and recognition program to help cities achieve their sustainability goals through implementation of 28 best practices. Each best practice can be implemented by completing one or more specific actions from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage innovation.</p> <p>In order to achieve the GreenStep City designation, cities must approve a resolution and then achieve a set number of the best practices, based on community size. Falcon Heights would be a category B city, therefore 12 of the 28 best practices must be completed.</p> <p>The environment commission and the city council have been discussing the various best practices that still need to be accomplished, but in order to formally join the GreenStep program, a resolution needs to be approved by the city council.</p>
Budget Impact	Dependent on strategies taken
Attachment(s)	Resolution 11-01
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve resolution 11-01 declaring the city’s intent to become a Minnesota GreenStep City.

CITY OF FALCON HEIGHTS

RESOLUTION 11-01

JANUARY 12, 2011

**A RESOLUTION AUTHORIZING THE CITY OF FALCON HEIGHTS
TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM**

WHEREAS, uncertainty in energy prices and the transition away from fossil fuel energy sources present new challenges and opportunities to both the City of Falcon Heights and to the economic health of its citizens and businesses; and

WHEREAS, climate changes have been observed in Minnesota and have the potential to negatively impact local, regional and state economies; infrastructure development; habitat; ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

WHEREAS, local governments have the unique opportunity to achieve both energy use and climate change gas reductions through building and facilities management; land use and transportation planning; environmental management; and through economic and community development; and

WHEREAS, efforts to address energy and climate issues provide an opportunity to move toward energy self-reliance and greater community resiliency; provide environmentally healthy and cheaper-to-operate public buildings; encourage new economic development and local jobs; and support local food and renewable energy production; and

WHEREAS, the City of Falcon Heights strives to be a leader in municipal efforts to reduce greenhouse gas emissions; and

WHEREAS, Minnesota Session Laws 2008, Chapter 356, Section 13 directed the Minnesota Pollution Control Agency ("MPCA") and Office of Energy Security in the Department of Commerce ("Office of Energy Security"), in collaboration with Clean Energy Resource Teams ("CERTs"), to recommend municipal actions and policies that work toward meeting the State's greenhouse gas emissions reduction goals; and

WHEREAS, the Next Generation Act of 2007, Minnesota Session Laws 2007 - Chapter 136:

- (1) sets State greenhouse gas emissions reduction goals of cutting emissions to 15 percent below 2005 levels by 2015, 30 percent below 2005 levels by 2025, and 80 percent below 2005 levels by 2050;
- (2) sets a State energy conservation goal of achieving annual energy savings equal to 1.5 percent of annual retail energy sales of electricity and natural gas;
- (3) establishes an energy policy goal that the per capita use of fossil fuel as an energy input be reduced by 15 percent by the year 2015, through increased reliance on energy efficiency and renewable energy alternatives;
- (4) establishes an energy policy goal that 25 percent of the electricity used in the state be derived from renewable energy resources by the year 2025; and

WHEREAS, a broad coalition of public and private stakeholders including the League of Minnesota Cities, the MPCA, Office of Energy Security and CERTs responded to the 2008 legislation by establishing the Minnesota GreenStep Cities program to provide a series of sustainable development best practices focusing on local government opportunities to reduce energy use and greenhouse gases; and

WHEREAS, the Minnesota GreenStep Cities program assists in facilitating technical assistance for the implementation of these sustainable development best practices; and

WHEREAS, the Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development

NOW, THEREFORE, be it resolved that the City Council of the City of Falcon Heights does hereby authorize the City of Falcon Heights (the "City") to participate in the Minnesota GreenStep Cities program. Be it further resolved that the City:

Appoints City Administrator Justin Miller to serve as the city's GreenStep coordinator to facilitate best practice implementation; and

Will facilitate the involvement of community members, civic, business and educational organizations, and other units of government as appropriate in the planning, promoting and implementing of GreenStep Cities best practices; and

Plans to take actions to implement the following best practices:

- Public Buildings
- Private Buildings
- Comprehensive Plan
- Higher Density
- Complete Green Streets
- Mobility Options
- Environmental Purchasing
- Urban Forests
- Green Infrastructure
- Local Air Quality
- Benchmarks and Community Engagement
- Green Business Development
- Local Food

Will claim credit for having implemented and will implement in total at least 12 of the required and optional GreenStep best practices that will result in energy use reduction, economic savings and reduction in the community's greenhouse gas footprint. A summary of the city's implementation of best practices will be posted on the Minnesota GreenStep Cities web site.

Moved by:

Approved by: _____
Peter Lindstrom, Mayor
January 12, 2011

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

Attested by: _____
Justin Miller
City Administrator
January 12, 2011



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 12, 2011
Agenda Item	Policy G2
Attachment	Building Inspector Agreement - Third Amendment
Submitted By	Justin Miller, City Administrator

Item	Amendment to Building Inspector Services Contract with the City of Little Canada
Description	<p>For several years, the City of Falcon Heights has shared a building inspector with the City of Little Canada. This arrangement has been very satisfactory to both parties, and has created numerous financial and operational benefits.</p> <p>Steve Westerhaus, the current building official, has in the past conducted all of our building inspection services except mechanical inspections. These duties had been performed by Gene Pakoy, who retired at the end of 2010. Staff saw this as an opportunity to further consolidate inspections services into one office, and contacted Little Canada about amending our contract to include mechanical inspections.</p> <p>The current contract calls for the City of Falcon Heights to pay 80% of each building permit fee to Little Canada. However, there is a minimum and maximum amount set in the contract so that we can better predict expenses for budget purposes. The current contract calls for the City of Falcon Heights to pay at least 25% and no more than 35% of the total salary and benefit costs associated with the building inspector. The proposed contract amendment retains the 25% floor, but increases the ceiling to 40% to address the added inspections that the employee will be conducting. It is estimated that the increase to the contract with Little Canada will be an additional \$6,200. However, this is offset by an almost equal reduction in payments to the now vacant mechanical inspector position, which results in no change to the overall estimated inspections budget for 2011.</p>
Budget Impact	Funds have been allocated in the 2011 budget.
Attachment(s)	Building Inspector Agreement - Third Amendment

Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the attached revision to the building services agreement with the City of Little Canada.
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THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO THE AGREEMENT for Building Official Services (“Amendment”) is entered into by and between The City of Little Canada, Minnesota hereinafter referred to as “Little Canada”) and the City of Falcon Heights, Minnesota, (hereinafter referred to as “Falcon Heights”).

Whereas, Little Canada and Falcon Heights entered into an Agreement for Building Official Services effective January 1, 2003, and

Whereas, Little Canada and Falcon Heights executed the First Amendment to Agreement effective January 1, 2004, and the Second Amendment effective January 1, 2008, and

Whereas, Little Canada and Falcon Heights desire to approve a Third Amendment to Agreement to ensure an equitable arrangement exists between the two parties and to update the Agreement to reflect current conditions,

NOW, THEREFORE, In consideration of the understanding herein set forth, Little Canada and Falcon Heights agree to amend the Agreement as follows:

1. **Section 3. Payment** is hereby amended as follows:

It is agreed that Falcon Heights shall remit to Little Canada, on a quarterly basis, 80% of Falcon Heights’ actual building permit, plan check, plumbing permit and mechanical permit revenues. Said remittance shall occur within fifteen days of the end of each calendar quarter and shall be accompanied by supporting documentation. Further more, the total remittance to be made to Little Canada is subject to the annual minimum and maximum calculations depicted in Exhibits B and C respectively. In no event shall the 80% remittance for any quarter be below one fourth of the annual minimum outlined in Exhibit B. No further remittance shall be made if the maximum amount depicted in Exhibit C has been achieved. The fourth quarter (October, November, and December) remittance shall be adjusted, as necessary, to ensure compliance with the annual minimum and maximum provisions.

It is further understood that the minimum and maximum amounts will be adjusted based upon any change (increase or decrease) to the components with appropriate supporting documentation. Revised Exhibits B and C shall be prepared and forwarded to Falcon Heights upon any adjustment to the rate components. It is also understood that adjustments shall be made retroactively to the effective date of any changes in the billing components.

2. This Third Amendment shall be effective on January 1, 2011, regardless of the date of execution.

In witness hereof, the parties have executed this Amendment on the respective dates indicated below.

CITY OF LITTLE CANADA

CITY OF FALCON HEIGHTS

By: _____
William Blesener
Its: Mayor

By: _____
Peter Lindstrom
Its: Mayor

By: _____
Joel R. Hanson
Its: City Administrator

By: _____
Justin Miller
Its: City Administrator

Dated this ____ day of January, 2011.

Dated this ____ day of January, 2011.

Exhibit B / MINIMUM

BUILDING INSPECTOR COMPENSATION

2011 SALARY
Building Official

Salary Scale:

Start	6 Month	1	2	3	4	5
64,156	65,114	66,732	67,991	69,684	71,829	73,744

BILLING RATE COMPUTATION

HOURLY RATE	35.45	HOURLY RATE BASED ANNUAL SALARY AT THE TOP SCALE LEVEL	
FICA	2.71	FICA BASED ON ABOVE HOURLY RATE	
PERA	2.57	PERA BASED ON ABOVE HOURLY RATE	
WORKER'S COMPENSATION	0.15	W.C. BASED ON ABOVE HOURLY RATE	
HEALTH INSURANCE	5.39	BASED ON \$11,208 ANNUAL CAP FOR 2011	
LIFE INSURANCE/DISABILITY	0.16	BASED ON DISABILITY RATES PER WAGES PLUS .05 PER HOUR LIFE INS	
VAC/HOLIDAY/SICK	5.18	BASED ON 96 HOURS SICK, 88 HOURS HOLIDAY, 120 HOURS VACATION	
ADMIN SUPPORT	4.06	5 HOURS PER WEEK STAFF SUPPORT @ \$32.46	
OVERHEAD	3.84	OVERHEAD @ \$7,707 ANNUALLY (FACILITY COSTS, CELL PHONE, TRAINING GENERAL LIABILITY, ETC)	
BILLING RATE	59.52		
ANNUAL POSITION COST (Hourly x 2080)	123,802		
		\$7,707.34	2010
		3.75%	
25%	30,950.45		
		\$7,996.37	
2011 Minimum	\$ 30,950.45		

Note: MILEAGE CHARGES WILL BE BASED ON THE ACTUAL MILEAGE DRIVEN IN EACH CITY, WITH THE UNDERSTANDING THAT MILES GENERATED COMMUTING BETWEEN EACH CITY WILL BE SHARED 50/50.

BUILDING INSPECTOR COMPENSATION

2011 SALARY
Building Official

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OVERHEAD	3.84	OVERHEAD @ \$7,707 ANNUALLY (FACILITY COSTS, CELL PHONE, TRAINING GENERAL LIABILITY, ETC)
BILLING RATE	59.52	
ANNUAL POSITION COST (Hourly x 2080)	123,802	\$7,707.34 2010
		3.75%
	40%	\$7,996.37
2011 Maximum	\$ 49,520.72	

Note: MILEAGE CHARGES WILL BE BASED ON THE ACTUAL MILEAGE DRIVEN IN EACH CITY, WITH THE UNDERSTANDING THAT MILES GENERATED COMMUTING BETWEEN EACH CITY WILL BE SHARED 50/50.