

CITY OF FALCON HEIGHTS  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

AGENDA  
June 8, 2011

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_\_\_\_ HARRIS \_\_\_\_ GOSLINE \_\_\_\_  
LONG \_\_\_\_ MERCER-TAYLOR \_\_\_\_  
MILLER \_\_\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: May 25, 2011
- E. PUBLIC HEARINGS:
  - 1. John Doán, Metropolitan Council District 10 Representative
- F. CONSENT AGENDA:
  - 1. General Disbursements through 6/2/2011: \$83,780.03  
Payroll through 5/27/2011: \$16,284.79
  - 2. City License Renewal
  - 3. Ratification of Fire Department Officer Election
- G. POLICY ITEMS:
  - 1. Revised Letter of Intent - City Hall Solar Panel Project
  - 2. 2012-13 Police Contract
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

The council workshop will commence after the council meeting adjourns.

**Falcon Heights City Council Workshop**  
**City Hall**  
**2077 W Larpenteur Ave.**  
**Starting at the conclusion of council meeting**

**AGENDA**  
**Wednesday, June 8, 2011**

**1) 2011-2012 City Council Goals Discussion**

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

CITY OF FALCON HEIGHTS  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

AGENDA  
May 25, 2011

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_ab\_ HARRIS \_X\_ GOSLINE \_X\_  
LONG \_X\_ MERCER-TAYLOR \_ab\_  
MILLER \_X\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: May 11, 2011 Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Pam Harris Motion Approved 3-0  
1. General Disbursements through 5/19/2011: \$194,261.00  
Payroll through 5/11/2011: \$12,308.93  
2. City License Renewal  
3. Resolution in Support of Ramsey County s Redistricting Request  
4. City Hall Summer Hours  
5. Appointment to Parks and Recreation Commission  
6. Sanitary Sewer Cleaning Program  
7. Acceptance of Source Comics and Games Donation
- G. POLICY ITEMS:
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 7:10pm



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 8, 2011
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through 6/2/2011: \$83,780.03 Payroll through 5/27/2011: \$16,284.79
<b>Budget Impact</b>	
<b>Attachment(s)</b>	General Disbursements and Payroll
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

PACKET: 00566 PAYABLE AS OF MAY 27

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00255		AMERICAN OFFICE PRODUCTS				
I-117999		PRINTER PAPER	85.68			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		PRINTER PAPER		101 4112-70100-000	SUPPLIES	85.68
		=== VENDOR TOTALS ===	85.68			
=====						
01-00250		AMERIPRIDE SERVICES				
I-1000844174		LINEN CLEANING	39.13			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	39.13
		=== VENDOR TOTALS ===	39.13			
=====						
01-00892		BEARCOM				
I-4026076		PAGER REPAIRS	99.72			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		PAGER REPAIRS		101 4124-87092-000	REPAIR RADIOS	99.72
		=== VENDOR TOTALS ===	99.72			
=====						
01-05072		BRANCH AND BOUGH TREE SERVICE				
I-5/27/11		ASH BORER CONSULTING	2,022.95			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		ASH BORER CONSULTING		205 4205-80330-000	FORESTRY CONSULTING	2,022.95
		=== VENDOR TOTALS ===	2,022.95			
=====						
01-05379		DONNA TILSNER				
I-201105272867		REC STAFF TRAINING	15.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		REC STAFF TRAINING		201 4201-73000-000	RECREATION EQUIPMENT	15.00
		=== VENDOR TOTALS ===	15.00			
=====						
01-00218		E L REINHARDT CO INC				
I-190682		KEYS	20.07			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		KEYS		101 4141-70100-000	SUPPLIES	20.07
		=== VENDOR TOTALS ===	20.07			

PACKET: 00566 PAYABLE AS OF MAY 27

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-04084		FIRE EQUIPMENT SPECIALTIES				
I-7068		RESCUE 4 POINT LITTER BRIDLE	123.07			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		.
		RESCUE 4 POINT LITTER BRIDLE		101 4124-70100-000	SUPPLIES	123.07
		=== VENDOR TOTALS ===	123.07			
=====						
01 05166		GRAINGER, W. W., INC.				
I-9539455932		BATHROOM FAN MOTOR	103.59			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		BATHROOM FAN MOTOR		101 4131-70110-000	SUPPLIES	103.59
		=== VENDOR TOTALS ===	103.59			
=====						
01-05133		PAM HILDEBRANDT				
I-201105272862		PARK RENTAL REFUND	80.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		PARK RENTAL REFUND		101 34101-000	CITY FACILITY RENTAL	80.00
		=== VENDOR TOTALS ===	80.00			
=====						
01 05380		KDV				
I-128254		AUDITTING SERVICES	9,500.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		AUDITTING SERVICES		101 4113-80310-000	AUDIT	9,500.00
		=== VENDOR TOTALS ===	9,500.00			
=====						
01-05555		MEDICS TRAINING				
I-9022		EMT TNG	525.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		EMT TNG		101 4124-86020-000	TRAINING	525.00
		=== VENDOR TOTALS ===	525.00			
=====						
01-05664		METRO FIRE				
I-41042		SCBA TESTING REPAIR	1,325.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		SCBA TESTING REPAIR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,325.00
		=== VENDOR TOTALS ===	1,325.00			

PACKET: 00566 PAYABLE AS OF MAY 27

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05585	METROPOLITAN AREA MANAGEMENT A					
I-56		MEETTING EXP JUSTIN	20.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		MEETTING EXP JUSTIN		101 4112-86100-000	CONFERENCES/EDUCATION/AS	20.00
-----						
I-572		MEETING EXP : MICHELLE	30.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		MEETING EXP : MICHELLE		101 4112-86100-000	CONFERENCES/EDUCATION/AS	30.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-201105272860		JUNE 11 LIFE INSURANCE	32.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		JUNE 11 LIFE INSURANCE		101 21709-000	OTHER PAYABLE	31.20
		JUNE 11 LIFE INSURANCE		206 21709-000	OTHER PAYABLE	0.80
		=== VENDOR TOTALS ===	32.00			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-610189225-095		CELL PHONE	170.26			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		CELL PHONE		101 4121-85015-000	CELL PHONE	60.40
		CELL PHONE		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONE		101 4141-85015-000	CELL PHONE	21.57
		CELL PHONE		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONE		602 4602-85015-000	CELL PHONES	20.00
		CELL PHONE		601 4601-85015-000	CELL PHONE	48.89
		=== VENDOR TOTALS ===	170.26			
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM 001172		APRIL FLEET SUPPORT FEE	80.64			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		APRIL FLEET SUPPORT FEE		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	80.64
		=== VENDOR TOTALS ===	80.64			
=====						
01-06535	SPEEDWAY SUPERAMERICA					
I-201105272861		REFUND: FALSE ALARMS	198.00			
5/27/2011	APBNK	MANUAL CK# 077828 5/27/2011		1099: N		
		REFUND: FALSE ALARMS		101 34222-000	FALSE ALARMS SECURITY	198.00
		=== VENDOR TOTALS ===	198.00			

PACKET: 00566 PAYABLE AS OF MAY 27

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-201105272866		WATER AND SS	290.62			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		WATER		101 4131-85040-000	WATER	26.85
		SS		101 4131-85070-000	SEWER	23.07
		WATER		101 4141-85040-000	WATER	150.36
		SS		101 4141-85070-000	SEWER	90.34
		=== VENDOR TOTALS ===	290.62			
=====						
01-05303		MICHELLE TESSER				
I-201105272863		PARK SIGN AT FEDEX	54.90			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		PARK SIGN AT FEDEX		201 4201-70100-000	SUPPLIES	54.90
		=== VENDOR TOTALS ===	54.90			
=====						
01-06930		U.S. POSTMASTER				
I-201105272864		10 ROLLS OF STAMPS	440.00			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		10 ROLLS OF STAMPS		101 4112-70500-000	POSTAGE	440.00
		=== VENDOR TOTALS ===	440.00			
=====						
01-05870		XCEL ENERGY				
I-201105272865		FIRE SIREN/ NITE LIGHT SERVIC	34.98			
5/27/2011	APBNK	DUE: 5/27/2011 DISC: 5/27/2011		1099: N		
		FIRE SIREN		209 4209-85020-000	STREET LIGHTING POWER	14.94
		NITE LIGHT SERVICE		209 4209-85020-000	STREET LIGHTING POWER	20.04
		=== VENDOR TOTALS ===	34.98			
		=== PACKET TOTALS ===	15,290.61			
		federal withholding	5,163.23			
		state withholding	876.21			
		pera	2,611.39			
		ICMA	<u>2,239.00</u>			
		TOTAL:	26,180.44			



PACKET: 00568 PAYABLES AS OF JUNE 2

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00800		ALLIED WASTE SERVICES				
I-0923-001757841		JUNE 2011 WASTE REMOVAL	292.63			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		JUNE 2011 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	292.63
		=== VENDOR TOTALS ===	292.63			
=====						
01-00900		BEISSWENGER'S				
I-992707		TORO MOWER BLADES	140.95			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		TORO MOWER BLADES		101 4141-70100-000	SUPPLIES	140.95
		=== VENDOR TOTALS ===	140.95			
=====						
01-03123		CINTAS CORPORATION #470				
I-470654368		SHOP AND BATHROOM SUPPLIES	205.53			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		SHOP AND BATHROOM SUPPLIES		101 4131-70110-000	SUPPLIES	102.26
		SHOP AND BATHROOM SUPPLIES		101 4141-70100-000	SUPPLIES	103.27
		=== VENDOR TOTALS ===	205.53			
=====						
01-05375		FERGUSON WATERWORKS				
I-S01306472.001		CURTISS FIELD SANITARY SEWER	338.11			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		CURTISS FIELD SANITARY SEWER		601 4601-87200-000	SEWER LINE REPAIRS	338.11
		=== VENDOR TOTALS ===	338.11			
=====						
01-05171		FRA DOR INC				
I-1151535		BLVD REPAIRS	44.88			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		BLVD REPAIRS		101 4132-87010-000	BOULEVARD MAINTENANCE	44.88
		=== VENDOR TOTALS ===	44.88			
=====						
01-05166		GRAINGER, W. W., INC.				
I-9546995573		SUPPLIES	244.62			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		EAR MUFFS/ EAR PLUGS/ EYEWEAR		101 4131-70110-000	SUPPLIES	189.20
		LEATHER AND RUBBER GLOVES		101 4141-70100-000	SUPPLIES	43.56
		RUBBER GLOVES		101 4141-70100-000	SUPPLIES	11.86
		=== VENDOR TOTALS ===	244.62			

PACKET: 00568 PAYABLES AS OF JUNE 2

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05153	HOME DEPOT CRC/GEFC					
I-201106022870		SUPPLIES	127.30			
6/02/2011	APBNK	MANUAL CK# 077849 6/01/2011		1099: N		
		SAND MIX		101 4132-70120-000	SUPPLIES	15.27
		LUMBER		101 4141-70100-000	SUPPLIES	59.65
		TENNIS COURT FENCE		101 4141-70100-000	SUPPLIES	22.20
		ECOGUARD		101 4141-70100-000	SUPPLIES	30.18
		=== VENDOR TOTALS ===	127.30			
=====						
01-05178	LUTHER-NORTH COUNTRY					
I-201106022869		F-250 TURN SIGNAL SWITCH	87.79			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		F-250 TURN SIGNAL SWITCH		101 4132-87000-000	REPAIR EQUIPMENT	87.79
		=== VENDOR TOTALS ===	87.79			
=====						
01-05670	METRO PRODUCTS INC					
I-78222		SUPPLIES	153.61			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		SUPPLIES		101 4132-70120-000	SUPPLIES	29.26
		SUPPLIES		101 4141-70100-000	SUPPLIES	124.35
		=== VENDOR TOTALS ===	153.61			
=====						
01-06535	SPEEDWAY SUPERAMERICA					
I-201106022868		FUEL	591.45			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	591.45
		=== VENDOR TOTALS ===	591.45			
=====						
01-07228	CITY OF ST ANTHONY					
I-2554		JUNE POLICE SERVICES	49,180.58			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		JUNE POLICE SERVICES		101 4122-81000-000	POLICE SERVICES	49,180.58
		=== VENDOR TOTALS ===	49,180.58			

PACKET: 00568 PAYABLES AS OF JUNE 2

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	----- DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-05374 TENNIS SANITATION LLC

I-551969		MAY 11 RECYCLING	5,769.00			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		MAY 11 RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
=== VENDOR TOTALS ===			5,769.00			

01-06585 THE OFFICE CLEANERS

I-2010531		MAY 11 CLEANINGS	423.14			
6/02/2011	APBNK	DUE: 6/02/2011 DISC: 6/02/2011		1099: N		
		MAY 11 CLEANINGS		101 4131-87010-000	CITY HALL MAINTENANCE	423.14
=== VENDOR TOTALS ===			423.14			
=== PACKET TOTALS ===			57,599.59			

PACKET: 00568 PAYABLES AS OF JUNE 2

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

**\*\* T O T A L S \*\***

INVOICE TOTALS	57,599.59
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	57,599.59
--------------	-----------

**\*\* G/L ACCOUNT TOTALS \*\***

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2011		101-20200-000	ACCOUNTS PAYABLE	51,492.48-*				
		101-4122-81000-000	POLICE SERVICES	49,180.58	590,167	295,083.52		
		101-4131-70110-000	SUPPLIES	291.46	6,600	2,604.66		
		101-4131-82010-000	WASTE REMOVAL	292.63	4,000	2,283.55		
		101-4131-87010-000	CITY HALL MAINTENANCE	423.14	9,000	6,746.68		
		101-4132-70120-000	SUPPLIES	44.53	2,000	911.01		
		101-4132-74000-000	MOTOR FUEL & LUBRICANTS	591.45	5,000	2,756.72		
		101-4132-87000-000	REPAIR EQUIPMENT	87.79	3,500	2,006.20		
		101-4132-87010-000	BOULEVARD MAINTENANCE	44.88	800	742.26		
		101-4141-70100-000	SUPPLIES	536.02	300	1,570.79- Y		
		206-20200-000	ACCOUNTS PAYABLE	5,769.00-*				
		206-4206-82030-000	RECYCLING CONTRACTS	5,769.00	74,000	45,155.00		
		601-20200-000	ACCOUNTS PAYABLE	338.11-*				
		601-4601-87200-000	SEWER LINE REPAIRS	338.11	17,000	16,291.89		
		999-13100-000	DUE FROM OTHER FUNDS	57,599.59 *				
			<b>** 2011 YEAR TOTALS</b>	<b>57,599.59</b>				

PACKET: 00568 PAYABLES AS OF JUNE 2

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	6/2011	51,492.48
206	6/2011	5,769.00
601	6/2011	338.11

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	5/27/2011	280.26	077820
0018	LONG, CHARLES E	R	5/27/2011	283.05	077821
0034	KURHAJETZ, CLEMENT	R	5/27/2011	362.19	077822
0095	POESCHL, MICHAEL J	R	5/27/2011	99.07	077823
0105	FEHRENBACH, ANTON M	R	5/27/2011	96.38	077824
2172	ARCAND, MICHAEL W	R	5/27/2011	203.80	077825
1034	PITTMAN, GERALD J	R	5/27/2011	708.46	077826
2178	JORDAN, JOSHUA L	R	5/27/2011	472.85	077827

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\*

PAY PERIOD ENDING 5/31/2011  
DIRECT DEPOSIT EFFECTIVE DATE 5/27/2011

EMP #	NAME	AMOUNT
01-0013	PETER C LINDSTROM	316.68
01-0016	PAMELA M HARRIS	283.05
01-0019	KEITH P GOSLINE	283.05
01-1002	JUSTIN J MILLER	2,581.03
01-1010	MICHELLE C TESSER	1,409.75
01-1012	JESSICA A ANDERSON	439.30
01-1136	ROLAND O OLSON	943.20
01-2154	MAUREEN A ANDERSON	99.07
01-1038	DEBORAH K JONES	1,678.69
01-0086	RICHARD H HINRICHS	251.78
01-0097	PATRICK GAFFNEY	99.07
01-1145	ANTHONY N SCARDIGLI	977.45
01-1030	TIMOTHY J PITTMAN	1,883.44
01-1033	DAVE TRETSVEN	1,470.69
01-1143	COLIN B CALLAHAN	1,062.48

TOTAL PRINTED: 15 13,778.73

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	8	2,506.06
DIRECT DEPOSIT REGULAR CHECKS:	15	13,778.73
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	23	16,284.79

\*\*\* NO ERRORS FOUND \*\*\*



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 8, 2011
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	
<b>Submitted By</b>	Michelle Tesser, Assistant to the City Administrator

<b>Item</b>	City License Applications
<b>Description</b>	<p>The following individuals have applied for a <u>Business License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Merwin Liquors</li> <li>2. Hamline Hoyt Service</li> </ol> <p>The following individuals have applied for a <u>Cigarette License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Merwin Liquors</li> </ol> <p>The following individuals have applied for a <u>Liquor License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Merwin Liquors</li> </ol>
<b>Budget Impact</b>	
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the 2011 City License Applications



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 8, 2011
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	
<b>Submitted By</b>	Justin Miller, City Administrator

<b>Item</b>	Ratification of Fire Department Officer Election
<b>Description</b>	<p>Earlier this spring the Falcon Heights Fire Department held elections for their officers. The term of these officers is for three years, beginning June 1, 2011. Elected to their positions were:</p> <p>Chief Clem Kurhajetz Assistant Chief Rich Hinrichs</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the election of the officers listed above for the Falcon Heights Fire Department.





*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 8, 2011
<b>Agenda Item</b>	Policy G1
<b>Attachment</b>	Revised Letter of Intent
<b>Submitted By</b>	Justin Miller, City Administrator

<b>Item</b>	Revised Letter of Intent – City Hall Solar Panel Project
<b>Description</b>	<p>In December 2010, the city council received a report from TenK Solar and Rural Renewable Energy Alliance (RREAL) about the possibility of installing solar panels on the rooftop of city hall. At that time the City entered into a letter of intent to work with RREAL and Electrical Consulting Solutions (ECS) to further investigate and develop a proposal specific to Falcon Heights.</p> <p>Since this time, staff and the various parties have been working on finalizing a proposal, but the details of the various rebates and incentives have been a moving target. As a result, ECS has withdrawn their interest in working on the project. However, another company, Energy Alternatives Solar (EAS), a subsidiary of Dakota Electric, is interested in stepping in.</p> <p>To capitalize on State of Minnesota incentives, Xcel Energy rebates, and federal tax credits, an agreement with a third party will eventually be required. However, there is still significant work that needs to be completed in terms of how to structure the third party agreement, financial payback, and physical infrastructure. In order to keep this project moving forward, ECS and TenK Solar are requesting that the city approve the revised letter of intent.</p>
<b>Budget Impact</b>	No direct impact with this action. Details of the impact that the solar panels may produce is still being investigated.
<b>Attachment(s)</b>	Revised letter of intent
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council adopt the attached letter of intent with TenK Solar and Energy Alternatives Solar (EAS) for the city hall solar panel project.



CITY OF  
**FALCON HEIGHTS**

---

2077 W. LARPELLE AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7600 FAX (651) 792-7610

---

June 8, 2011

Dale Gundberg  
President  
Energy Alternatives Solar  
17685 Juniper Path, Suite 301  
Lakeville, MN 55044

James P. (Jim) Losleben  
Vice President of Business Development  
tenKsolar  
9549 Penn Avenue S., Suite D  
Bloomington, MN 55431

Dear Sirs,

We are writing to express our interest in negotiating with tenKsolar, Inc. (tenK) and Energy Alternatives Solar (EAS) for the development of a 40-kilowatt solar electric project on the rooftop of the Falcon Heights City Hall. This project will be funded by utility rebates from Xcel Energy, tax equity from the Federal Investment Tax Credit (FITC), and other financing that may be developed by the project team and made available to the City.

The City of Falcon Heights has decided to continue further negotiations with tenKsolar and EAS as the preferred solar technology providers. This non-binding Letter of Intent is our request of tenK and EAS to work with Falcon Heights to develop a detailed development plan for the projects. It is our desire to complete the detailed development plan as soon as practical so that the City may make a final decision on the projects and proceed with the procurement and installation and completion of the solar electric generation system as soon as possible.

To the extent allowed by state law, this letter is our indication that we will work with tenK and EAS on an exclusive basis until an agreeable detailed development plan is finalized or until such time as the City, at its option, notifies tenK or EAS that it has decided not to continue work on the projects. As the preferred vendors, tenK and EAS shall also have the right, upon notice to the City, to terminate discussions for either technical or financial reasons that it believes may make the projects not feasible.

It is understood that this letter merely constitutes a statement of City of Falcon Heights intentions with respect to the projects contemplated herein and does not contain all matters upon which agreement must be reached in order for the projects to be commenced and, therefore, that nothing in this letter will constitute a legally binding agreement by the City, tenKsolar, Inc., EAS or any other vendor or contractor with respect to this

potential transaction. Neither does this expression of intent on the part of Falcon Heights obligate the City to accept the utility rebates or any other financing in order to complete the projects.

On behalf of the City of Falcon Heights we look forward to working with your staff to complete a successful project.

Sincerely,

Justin Miller  
City Administrator  
City of Falcon Heights

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 8, 2011
<b>Agenda Item</b>	Policy G2
<b>Attachment</b>	Proposed 2012-13 Police Contract
<b>Submitted By</b>	Justin Miller, City Administrator

<b>Item</b>	2012-13 Police Contract
<b>Description</b>	For several years the City of Falcon Heights has contracted with the City of St. Anthony for police services. The current contract expires at the end of 2011, and for the past few months the city council and staff have been reviewing a new proposal. The proposed contract from St. Anthony calls for a two year contract (2012 and 2013) with 1% increases in the rate charged in each year. The rest of the contract is similar to the version currently in force.
<b>Budget Impact</b>	The proposed contract calls for 1% increases in both 2012 and 2013: 2011 \$590,167 2012 \$596,069 2013 \$602,030
<b>Attachment(s)</b>	Proposed 2012-12 Police Contract
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the 2012-13 police contract with the City of St. Anthony.



3301 Silver Lake Road, St. Anthony, Minnesota 55418-1699

Office: (612) 782-3301 • Fax: (612) 782-3302 • www.ci.saint-anthony.mn.us

March 15, 2011

Justin Miller  
City of Falcon Heights  
2077 Larpenteur Avenue  
Falcon Heights, Minnesota 55113

Dear Justin:

Enclosed is the Contract Agreement for police services for 2012 and 2013 between Falcon Heights and the City of St. Anthony. The proposed increase for each contract year is 1% respectively.

St. Anthony is sensitive to the current economic conditions and the potential impact of losing of Local Government Aid and Market Value Credits. The proposed budget submitted for your consideration was kept to a minimum; however a slight increase in cost is necessary to balance the budget. Some of the increases in costs include:

- ✓ Labor/Salaries increases.
- ✓ Health insurance premiums continue to increase each year.
  - 7.4% in 2009
  - 7.7% in 2010
  - 10.1% in 2011
- ✓ Vehicle maintenance (labor, tires, parts & etc.).
- ✓ Fuel costs remain volatile and have the potential to go higher.
- ✓ Phase out of Ford (Crown Victoria's) to Chevy or Dodge.
- ✓ Employer pension contributions were increased by the State (PERA).

The proposed cost of the contracts is listed below and is contingent on a favorable approval of the St. Anthony City Council. A summary of the cost for services is as follows:

	2011	Proposed	Proposed
	<u>Contract</u>	<u>2012</u>	<u>2013</u>
	\$590,167	\$596,069	\$602,030

If you have any questions, please contact me at 612-782-3311 or email me at [mike.mornson@ci.saint-anthony.mn.us](mailto:mike.mornson@ci.saint-anthony.mn.us)

Sincerely,

Michael J. Mornson  
City Manager  
Enclosures

*Our Mission is to be a progressive and livable community, a walkable village, which is safe and secure.*

## 2-Year Contract

### Summary of Falcon Heights Budget For Fiscal Years 2012 & 2013

2011 Contract \$590,167  
 2012 Contract 1.00%  
 \$596,069

2012 Contract \$596,069  
 2013 Contract 1.00%  
 \$602,030

Total Falcon Heights Budget \$590,167.00 1.00% 1.00%  
 \$596,069.00 \$602,030.00

Revenues: - Falcon Heights	General Fund	TOTAL	2011	2012	2013
			Falcon Heights	Falcon Heights	Falcon Heights
			<u>\$590,167.00</u>	<u>\$596,069.00</u>	<u>\$602,030.00</u>
			\$590,167.00	\$596,069.00	\$602,030.00

Personal Services		TOTAL	2011	2012	2013
			Falcon Heights	Falcon Heights	Falcon Heights
101-41100-110	Salaries		\$369,400.00	\$373,100.00	\$376,800.00
101-41100-111	Overtime Salaries		\$6,100.00	\$6,300.00	\$6,500.00
101-41100-114	Employers Contribution/Pension		\$42,300.00	\$43,400.00	\$44,500.00
101-41100-115	Employers Contribution/Insurance		\$55,300.00	\$56,700.00	\$58,100.00
101-41100-117	Overtime Court		<u>\$2,500.00</u>	<u>\$2,600.00</u>	<u>\$2,700.00</u>
	Total Personal Services		\$475,600.00	\$482,100.00	\$488,600.00

Supplies		TOTAL	2011	2012	2013
			Falcon Heights	Falcon Heights	Falcon Heights
101-41100-226	General Supplies		<u>\$10,300.00</u>	<u>\$10,600.00</u>	<u>\$10,900.00</u>
	Total Supplies		\$10,300.00	\$10,600.00	\$10,900.00

Other Services & Charges		TOTAL	2011	2012	2013
			Falcon Heights	Falcon Heights	Falcon Heights
101-41100-321	Other Services		\$5,300.00	\$5,500.00	\$5,700.00
101-41100-331	Communications		\$7,600.00	\$7,800.00	\$8,000.00
101-41100-333	Care & Support/Booking Fees		\$5,700.00	\$5,900.00	\$6,100.00
101-41100-334	Printing & Publishing		\$2,900.00	\$3,000.00	\$3,100.00
101-41100-339	Maintenance & Repair		\$1,700.00	\$1,800.00	\$1,900.00
101-41100-341	Travel/School/Conference		\$2,900.00	\$3,000.00	\$3,100.00
101-41100-342	Subscriptions/Membership		<u>\$1,060.00</u>	<u>\$1,090.00</u>	<u>\$1,120.00</u>
	Total Other Services & Charges		\$27,160.00	\$28,090.00	\$29,020.00

TOTAL POLICE BUDGET \$513,060.00 \$520,790.00 \$528,520.00

Other Budget Line Items		2011	2012	2013
101-40510-335	Workers Compensation	\$11,600.00	\$11,900.00	\$12,200.00
101-41900-320	Animal Control	\$1,800.00	\$1,900.00	\$2,000.00
101-42200-222	Public Works/Fuels & Lubricants	\$10,700.00	\$11,000.00	\$11,300.00
101-42200-339	Public Works/Maintenance & Repair	\$13,400.00	\$13,800.00	\$14,200.00
401-47200-453	Squad Car/Capital Equipment	\$27,000.00	\$28,400.00	\$29,800.00
101-50000-349	Contingency For Unanticipated/Emergency Expenditures	<u>\$12,607.00</u>	<u>\$8,279.00</u>	<u>\$4,010.00</u>
	TOTAL	\$590,167.00	\$596,069.00	\$602,030.00

Percentage Increase	1.00%	1.00%
Dollar Increase	\$5,902.00	\$5,962.00

CONTRACT AGREEMENT  
FOR POLICE SERVICES

This Agreement is made and entered into as of \_\_\_\_\_, 2011 between the CITY OF ST. ANTHONY, a municipal corporation under the laws of the State of Minnesota ("St. Anthony") and the CITY OF FALCON HEIGHTS, a municipal corporation under the laws of the State of Minnesota ("Falcon Heights"). The services to be performed under this Agreement will commence January 1, 2012.

I. PURPOSE

St. Anthony and Falcon Heights have the power within their respective cities to provide for the prevention of crime and for police protection. Under Minnesota Statutes, Section 471.59, the cities may, by agreement, provide for the exercise of the police power by one city on behalf of the other city.

This Agreement sets forth the terms and conditions under which St. Anthony will provide police services for Falcon Heights. St. Anthony will have full authority and responsibility to provide services in accordance with all enabling legislation under the laws of the State of Minnesota and the ordinances of Falcon Heights. St. Anthony will provide feedback to the Falcon Heights City Administrator and City Council on a regular and timely basis, and will actively support the creation of a Joint Advisory Committee pursuant to Section IX of this Agreement, whose members come from both cities, and whose purpose is to review, monitor, and ensure a successful relationship between the two cities under this Agreement.

II. INTERPRETATION

This Agreement is entered following the preparation by Falcon Heights of a Request for Proposal for Police Services and the submission of a Responsive Proposal by St. Anthony (the "Proposal"). To the extent that any of the provisions of this Agreement are inconsistent with the provisions of the Proposal, the provisions of this Agreement will control. If any provision of this Agreement is ambiguous, the parties agree that the Proposal may be looked to as evidence of the parties' intent.

III. SERVICES

St. Anthony will provide Falcon Heights with 24 hour police service, and will physically place a certified officer within the boundaries of Falcon Heights 24 hours each day, except in those instances when the officer makes an arrest and transports a prisoner, during mutual aid situations, when providing a backup for another officer, or when called away for a court appearance, booking or similar police matter. Subject to these exceptions and in normal circumstances, St. Anthony will provide 24-hour police protection and police presence each day within the City of Falcon Heights. In those instances stated above when an officer is not physically present in Falcon Heights, St. Anthony will respond to emergency police calls with other officers.

IV. LEVEL OF SERVICES

During the term of this Agreement, St. Anthony will provide to Falcon Heights the same police service extended to persons and property within St. Anthony, which will include, but be limited to, the following:

- A. Patrol services, with random patrolling of all residential, business and public property areas during all shifts;
- B. Police presence within the boundaries of Falcon Heights 24 hours each day, subject only to the exceptions noted above;

- C. Animal control services as provided within the City of St. Anthony by the animal control service employed by St. Anthony;
- D. Dispatching Costs  
Dispatching services are to be paid directly by the municipality served by Ramsey County Dispatch.
- E. Enforcement of all ordinances of Falcon Heights which are intended to be enforced by police officers, with special attention being given to parking, winter and nuisance ordinances;
- F. Ticketing for traffic violations will be done routinely during normal shifts;
- G. Crime prevention programs that encourage community involvement and investment in the City of Falcon Heights, including participation in the Mayor's Commission, Family Violence Network, Neighborhood Watch Programs, "McGruff Houses," and "Combat Auto Theft" programs; in appropriate cases, referrals will be made to the Northwest Youth and Family Services Youth Diversion Program;
- H. Criminal investigations.
- I. Reports on police services and activities, including weekly, monthly and annual police reports;
- J. Responses to medical emergencies, fires and other emergencies; responses shall include, where appropriate, securing the scene for fire/rescue personnel, accompanying fire/rescue personnel to the hospital upon request of such personnel, and providing follow-up information to fire/rescue personnel upon request of such personnel;
- K. Officers will be available at Falcon Heights City Hall to answer questions from, and provide information regarding police activities to, Falcon Heights residents, business owners and staff on an as-needed basis;
- L. License inspections, background investigations and license enforcement services as called for under applicable state law or city ordinances;
- M. Review and comment, upon request, of proposed Falcon Heights ordinances affecting police services or enforcement;
- N. Follow-up on reported crimes with the person(s) who reported the crime, including routine notification by telephone or mail as to the status of the investigation; and
- O. Special event traffic patrol services.



V. PAYMENT FOR SERVICES

This Agreement will be effective January 1, 2012 and will continue until December 31, 2013. In consideration of the services to be provided under this Agreement, Falcon Heights will pay St. Anthony an annual fee of \$596,069 for the year 2012, and an annual fee of \$602,030 for the 2013, for the police service under this Agreement. This Agreement will be effective January 1, 2012 and will continue indefinitely unless canceled in accordance with the procedure outlined in Section XX of this Agreement. In consideration of services provided for under this Agreement, St. Anthony and Falcon Heights shall establish the fee for these services by June 15, 2013.

VI. METHOD OF PAYMENT

St. Anthony will bill Falcon Heights monthly for 1/12 of the annual fee, and Falcon Heights will promptly remit payments to St. Anthony within 30 days after receiving each billing from St. Anthony.

VII. LIABILITY

St. Anthony will be responsible for all liability incurred as a result of the actions of St. Anthony police officers under this Agreement, and will hold Falcon Heights, its officers and employees harmless for any liability resulting from actions of a St. Anthony employee and shall defend Falcon Heights, its officers and employees, against any claim for damages arising out of St. Anthony's performance of this Agreement; provided, however that if the claim, action or liability is one which is insured by St. Anthony's liability insurer, Falcon Heights will bear the first \$5,000.00 of expense for any such claim, action or liability, or expenses relation thereto, including attorneys' fees, to the extent not covered by the insurer because of a deductible amount under the policy (which deductible amount is currently \$10,000.00).

VIII. ADMINISTRATIVE RESPONSIBILITY

The law enforcement and police services rendered to Falcon Heights will be under the sole direction of St. Anthony. The standards of performance, the hiring and discipline of officers assigned, and other matters relating to regulations and policies related to police employment, services and activities, will be within the exclusive control of St. Anthony. The parties hereto expressly affirm the importance of work force diversity and St. Anthony agrees to use reasonable efforts, within applicable departmental budgetary limits, to recruit qualified female and minority police officers.

IX. JOINT ADVISORY COMMITTEE

Both cities will appoint members to a Joint Advisory Committee. The committee will meet at least once a year to ensure that this Agreement and the services performed pursuant to this Agreement are meeting the expectations of both cities. Any recommendations of the committee will be strictly advisory.

X. COMMUNICATIONS, EQUIPMENT AND SUPPLIES

St. Anthony will furnish all communication equipment and any necessary supplies required to perform the services, which are to be rendered under this Agreement.

XI. COOPERATION AND ASSISTANCE AGREEMENTS

Falcon Heights will be included in all Cooperative Agreements entered into by the St. Anthony Police Department with other police services units.

XII. HEADQUARTERS

Headquarters for services rendered to Falcon Heights under this Agreement will be located at offices owned or leased by St. Anthony. The citizens of Falcon Heights may notify headquarters or Ramsey County radio dispatch for police services requested either in person or by some other means of communication. St. Anthony officers may take routine telephone calls and complete routine reports for Falcon Heights at the Falcon Heights City Hall, and Falcon Heights will have facilities available to the officers at Falcon Heights City Hall for this purpose. The facilities will include a desk, telephone, fax and copier.

XIII. EMPLOYEES OF ST. ANTHONY

Officers assigned to duty in Falcon Heights will at all times be employees of St. Anthony. All obligations with regard to workers compensation, PERA, withholding tax, insurance and similar personnel and employment matters will be the obligation of St. Anthony. Falcon Heights will not be required to furnish any fringe benefits or assume any other liability of employment to any officer assigned to duty within Falcon Heights.

XIV. ENFORCEMENT POLICIES

Enforcement policies of St. Anthony will prevail as the enforcement policies within Falcon Heights. A written statement of the current enforcement policies of St. Anthony will be provided in writing to Falcon Heights.

XV. ENFORCEMENT OF ORDINANCES OF THE CITY OF FALCON HEIGHTS

St. Anthony officers assigned to duty within Falcon Heights will enforce Falcon Heights' ordinances to the extent appropriate for enforcement by police officers.

XVI. OFFICERS OF FALCON HEIGHTS

The officer's assigned duty within Falcon Heights will be provided with authority to enforce the laws of the City of Falcon Heights by proper action to be taken by the Falcon Heights City Council, and while performing services under this Agreement will be considered police officers of Falcon Heights. The Chief of Police of St. Anthony will furnish to the Falcon Heights City Administrator the names of all St. Anthony police officers assigned to Falcon Heights, and all such officers will be appointed officers of the City of Falcon Heights.

XVII. OFFENSES

All offenses within Falcon Heights charged by police officers under this Agreement will be charged in accordance with Falcon Heights' ordinances when possible; otherwise, the charge will be made in accordance with the laws of the State of Minnesota or the laws of the United States of America.

XVIII. COMMUNICATIONS

St. Anthony agrees to provide the Falcon Heights Administrator with weekly, monthly and annual police reports, in a format as is mutually agreed to by the St. Anthony Police Chief and the Falcon Heights City Administrator.

The St. Anthony Police Chief will regularly communicate with the Falcon Heights City Administrator in order to ensure that Falcon Heights is knowledgeable about any police activity in the City, and at the request of the Administrator the Police Chief will make presentations to the Falcon Heights City Council.

XIX. PROSECUTION AND REVENUES

Falcon Heights will pay all costs of prosecution for all offenses charged within its boundaries or under its ordinances. LEAA funds and confiscated drug funds will be retained by St. Anthony. Fine revenues will be paid to Falcon Heights. P.O.S.T. training funds will be used for officer training.

XX. CONTINUATION OF AGREEMENT

This Agreement will be effective January 1, 2012 and will continue until terminated as described in Paragraph XXI below. In consideration for services provided under this Agreement, St. Anthony and Falcon Heights shall establish the fee for police services by June 15, 2013.

XXI. TERMINATION OF AGREEMENT

Either St. Anthony or Falcon Heights may terminate the Agreement by submitting a written notification to terminate to the City Administrator of Falcon Heights and the City Manager of St. Anthony by June 15<sup>th</sup> of the odd numbered years that Falcon Heights or St. Anthony intends to terminate the Agreement. Termination of this Agreement shall be effective on December 31<sup>st</sup> at 11:59 p.m. of the year that either Falcon Heights or St. Anthony terminates the Agreement.

XXII. REVIEW OF AGREEMENT

From time to time the terms and conditions of this Agreement shall be reviewed and revised, as St. Anthony and Falcon Heights deem necessary.

XXIII. ASSIGNMENT

The rights and obligations of the parties under this Agreement will not be assigned, and St. Anthony will not subcontract for any services to be furnished to Falcon Heights (except as otherwise provided in this Agreement), without the prior written consent of the other party.

The parties hereto have executed this Agreement as of the date first above stated.

CITY OF FALCON HEIGHTS

CITY OF ST. ANTHONY

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Administrator

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_



***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 8, 2011
<b>Agenda Item</b>	Workshop 1
<b>Attachment</b>	2010-11 City Council Goals
<b>Submitted By</b>	Justin Miller, City Administrator

<b>Item</b>	2011-12 City Council Goals Discussion
<b>Description</b>	<p>Each year, usually during June or July, the Falcon Heights City Council establishes their goals for the upcoming year. This process is done during the summer so that staff can incorporate any financial needs associated with those goals into the preliminary levy, which must be set by September 15<sup>th</sup> of each year.</p> <p>Attached to this report are the 2010-11 goals as well as an update on their status.</p>
<b>Budget Impact</b>	Dependent on goals identified by the city council
<b>Attachment(s)</b>	2010-11 City Council Goals
<b>Action(s) Requested</b>	Staff will collect suggestions by the city council and present them for formal approval at the June 22 <sup>nd</sup> city council meeting.

# City of Falcon Heights

## 2010-11 Goals

**Purpose: To sustain this community as a great place to live, work and visit.**

Goal 1: To protect the public health and safety

Strategy 1: Provide public safety services to citizens.	
Action Items	Status Red=not compete, Blue=in progress, Green=completed or ongoing
Provide a responsive, visible, police service utilizing community oriented policing model	2009 report can be found here: <a href="http://archive.ci.falcon-heights.mn.us/archive_main/SAPD_AnnualReport2009.pdf">http://archive.ci.falcon-heights.mn.us/archive_main/SAPD_AnnualReport2009.pdf</a>
Provide a responsive, well-trained fire service	Each firefighter averages 100 hours training per year
Practice the emergency management plan	Council/CERT exercise held 2/3/11
Continue to offer training to prepare volunteers to assist with disaster response	CERT classes held on March 24 <sup>th</sup> Refresher courses scheduled for fall 2010
Maintain Community Emergency Response Teams (CERT) throughout the city	Grant money secured to conduct CERT classes through 2013
Work with other cities, agencies and institutions in Ramsey County to practice and implement a county-wide emergency management inventory and plan	Emergency Manager participates in monthly county-wide meetings, exercises
Continue to use St. Paul for ambulance service	Ongoing
Participate in the North Suburban Haz Mat Team	Ongoing
Develop a bicycle safety program	Held May 7, 2011
Conduct proactive neighborhood crime prevention meetings as needed, including outreach to Falcon Heights Elementary, group homes and senior housing buildings.	Crime prevention meetings held during October at Falcon Heights Town Square and Senior Apartments
Promote services provided by SAPD such as premise checks, vacation checks and car seat safety/installations	Ongoing Car seat installation clinic held May 7, 2011
Monitor and evaluate rental licensing program	28 licenses issued in 2009 33 licenses issued in 2010 2011 inspections in process
Adopt dangerous dog ordinance and response plan	Ordinance approved 9/22/10

Strategy 2: Participate in initiatives designed to prevent crime and the need for emergency responses.
--

Action Items	Status
Promptly remove graffiti from public buildings and provide removal materials for city businesses	Six reported cases as of 4/1/11 Removed within five days
Expand opportunities for using technology to improve crime watch notification	Implemented Nixle notification system in 2009
Communicate regularly with residents about Homeland Security and the emergency management plan	Seven crime alerts distributed between 7/1/10 - 5/20/11
Support the work of the Neighborhood Commission and Neighborhood Liaisons	Ongoing recruitment of commission members needed
Use traffic-calming tools including the speed monitoring trailer and warning signs	Five deployments as of 12/16/10 Will deploy spring 2011
Take steps to prevent hate crimes through the activities of the Human Rights Commission	No reported cases in 2010

Strategy 3: Participate in early intervention programs with juveniles.	
Action Items	Status
Support Northwest Youth and Family Services (NYFS)	Annual contribution (per joint powers agreement) budgeted
Continue referrals to NYFS through facilitating connections between NYFS and SAPD	Ongoing

Strategy 4: Protect the public health	
Action Item	Status
Participate in Ramsey County public health emergency exercises	Volunteer requests sent to CERT team members as needed
Publicize mosquito control measures, including free tire pick-up by Metropolitan Mosquito Patrol, utilizing city council meetings and other publication methods.	Will include in summer publications
Continue education about preparing for pandemic flu in this community	More educational materials need to be distributed
Distribute free gun locks	Supply of 75 gunlocks delivered to city hall in April 2010 - all have been distributed

Goal 2: To sustain and promote the assets of the city's unique neighborhoods and tax base including commercial, residential and open space uses for present and future generations.

Strategy 1: Maintain and enhance the neighborhood and community parks with updated facilities, recreation and community services	
Action Items	Status

Maintain community landscaping and investigate additional options, with an emphasis on native plant varieties	Project completed
Maintain a sound maintenance program for public facilities	Ongoing
Focus on the quality, appearance, and longevity of public improvements	Ongoing
Research opportunities for enhancing recreational resources at Falcon Heights Elementary School	Ongoing
Support and continue to promote an Adopt-A-Park program	Curtiss Field and Grove Park clean up programs occurred in October
Implement the Parks and Recreation Master Plan	Plan sections need to be assembled into master document

Strategy 2: Work with businesses and homeowners to maintain a functional and desirable business and residential environment.	
Action Items	Status
Continue to review and communicate city code requirements to business and commercial property owners	Materials in newsletters and Falcon Flyer
Maintain the desirability of neighborhoods through education and code enforcement	Ongoing
Use non-profit organizations such as NYFS	Ongoing
Communicate community standards through photos and code information on the website	Ongoing
Publicize Falcon Heights businesses when appropriate	Ongoing

Strategy 3: Maintain the City's infrastructure.	
Action Items	Status
Maintain and increase the pathways	Fairview Trail on schedule for 2011 construction
Maintain the sanitary sewers and storm sewers	Complete sanitary system cleaned in 2010 Storm inlets repaired as needed
Continue with a boulevard tree program for replacement, maintenance and expansion	55 ash trees removed in 2010 Replacement trees planted 38 ash trees removed in 2011 Replacement trees will be planting in May 2011
Publicize the resources available through the Housing Resource Center	Ongoing
Maintain streets and alleys in accordance with the Pavement Management Plan	Streets east of Snelling sealcoated during summer 2010

Sponsor buckthorn removal day with University Grove neighborhood and Lauderdale	4000 pounds of buckthorn removed in October in Grove Park and Trolley Path area
Review urban forestry programs in response to threats such as Emerald Ash Borer and continue to seek creative financing options to maximize city and resident resources	Plan reviewed by city council – no changes recommended
Approach the University of Minnesota about providing pedestrian opportunities for residents through research fields.	Initial meeting held with experiment station staff – no desire at this time to extend trails through fields

Strategy 4: Protect and enhance the physical land use characteristics of the community.	
Action Items	Status
Regularly review and update zoning code as necessary	Zoning code updated by city council 9/8/10
Participate in planning discussions, and get the required planning expertise if needed to assure that University of Minnesota and State Fair land uses and future inter-government decisions do not negatively impact the City's neighborhoods	As needed
Expand the use of the GIS system for land use planning and maintaining information on the city's land use and facilities	P&Z Director attends trainings and monthly user group meetings, keeps data current with county sources and participates in Metro GIS efforts. City supports free on-line mapping service for residents.
Support environmental education programs and activities	GreenStep Cities in progress, received report from U of MN Law Students on Municipal Renewable Energy Financing Options

Strategy 5: Pursue community and economic development opportunities and business retention activities.	
Action Items	Status
Be well informed with the necessary planning, engineering, financial and legal expertise when making land use decisions	As needed
Offer local businesses opportunities to be included in new resident welcome packets and community activities	Annual park and recreation solicitation mailed out
Support redevelopment projects to allow for maximizing property tax generating opportunities	Approved redevelopment of Cornerstone Construction site into apartments, no activity yet



	SPIRE Credit Union/dental company CUP approved
--	--

Strategy 6: Expand pedestrian and bicycle opportunities.	
Action Items	Status
Be an active partner in the Active Living Ramsey County! (ALRC) initiative	Ongoing
Complete North Suburban Connector trail project	Fairview Trail on schedule for 2011 construction
Participate in the 1000 Benches of Ramsey County program	Will be part of Fairview Trail/Larpenteur Streetscape projects
Complete Larpenteur Avenue Streetscape project	Project completed

Strategy 7: Promote the unique assets of Falcon Heights.	
Action Items	Status
Distribute the "Fun Facts About Falcon Heights Flyer"	Not yet completed
Develop city publications in alternate languages	Grant received to complete in 2011
Promote the unique resources of the University of Minnesota St. Paul Campus	Ongoing

Goal 3: To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.

Strategy 1: Promote and participate in youth development.	
Action Items	Status
Continue the Junior Leaders program	Six Junior Leaders hired in 2011
Include youth as commission members by contacting RAMS and RAHS	Youth currently on human rights and environment commissions
Include youth in city meetings, trainings and courses	Ongoing
Informally interact with youth when the opportunity arises	Ongoing
Speak about local government at schools or youth related functions	4 <sup>th</sup> Grade class held at city hall - Mayor Lindstrom spoke about diversity in the city
Recognize youth achievement at City Council meetings, in the newsletter, and through the Neil Kwong Youth Citizenship Awards, and the North Suburban Gavel Association	Two youth recognized in March with Neal Kwong Award
Promote awareness of the Cable Commission scholarships and internships	Presentation made at winter city council meeting

Encourage student participation in City Council Meetings	Youth who attend, such as scouts, are asked to introduce themselves
Participate in the Kids Voting Program at precincts one and two through the Roseville Rotary Club	Both precincts held Kids Voting during general election
Conduct a council meeting with students	4 <sup>th</sup> Grade class held at city hall – Mayor Lindstrom spoke about diversity in the city

Strategy 2: Host community/neighborhood events and activities	
Action Items	Status
Sponsor Annual Ice Cream Social	Held 7/29/10
Sponsor Winterfest	Held 1/30/11
Sponsor the Falcon Heights/Lauderdale 5K Fun Run	Held 8/21/10
Encourage neighborhood gatherings	Ongoing
Support the Neighborhood Block Parties and <u>Night to Unite</u> activities	Night to Unite held August 3rd
Support the Fire Department/Public Safety Open House	Held 10/2/10
Encourage volunteers to be involved in community planning activities	Effort begun to find Garden Club volunteers
Hold an annual food drive in conjunction with Falcon Heights Elementary School and other community partners	Annual event, also sponsoring “Adopt-A-Crop” campaign
Review and explore existing and additional city sponsored events	Movie in the Park planned for July 13
Review city ordinance prohibiting retail activity in city parks	Workshop held March 2, 2011 to discuss – no changes recommended

Strategy 3: Explore, create and provide an array of recreation programming.	
Action Item	Status
Provide recreation programming for all age groups	408 participants in 2009 502 participants in 2010
Provide referrals for alternate programming	Ongoing
Manage recreation programming on a seasonal basis	Ongoing
Provide space for and promote the Falconeers Senior program	Meet twice monthly in city council chambers
Promote recreation scholarships and the Friends of the Park program	Ten scholarships given in 2010 Four given through 5/20/11
Investigate “splash pad” concept at Community Park	Not yet completed
Support and publicize cross country skiing opportunities	U of MN Nordic Ski Club grooming trails

at Les Bolstad Golf Course	
----------------------------	--

Strategy 4: Encourage citizens to participate in city government.	
Action Items	Status
Promote resident participation	Ongoing
Promote, recruit, and publicize citizen participation in city council meetings, city commissions and task forces	Ongoing - members needed for neighborhood commission
Develop volunteer programs to supplement city services	Effort begun to find Garden Club volunteers

Strategy 5: Build stronger community and neighborhood connections.	
Action Items	Status
Distribute the "Welcome to Falcon Heights" booklet	New booklets given to apartment complexes
Support and promote the Neighborhood Liaison Program	Ongoing
Use conflict resolution resources for neighbors to use in resolving neighborhood conflicts	No referrals as of 5/20/11
Produce three newsletters per year	Spring newsletter mailed in March 2011
Distribute monthly Falcon Flyer and post to city website	Suspended due to delivery cost issues
Support and expand the city's website	Ongoing
Promote and support the AARP Tax Assistance Program	192 returns prepared by AARP volunteers
Continue implementation of "Aging-In-Place" in the City, including promotion of services such as NYFS senior chore program, meals on wheels, and block nurse programs.	Ongoing

Strategy 6: Maintain and promote our commitment to human rights and diversity.	
Action Items	Status
Promote diversity on our commissions	Ongoing
Support the work of the Falcon Heights Human Rights Commission	Ongoing
Promote outreach to the community's youth in relation to human rights topics	"Spring Together" event held 5/5/11

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

Strategy 1: Communicate promptly and clearly with citizens, business owners and institutional representatives by anticipating information needs and quickly responding to questions.	
Action Items	Status

Provide a photo of new staff members and a description of jobs in the newsletter	New employee's photos and bios in city newsletters
Publish a summary of the goals in the City's newsletter and on the website	Dashboard (this document) to be published on website
Educate residents about the property tax	Completed during budget process
Hold a budget hearing annually	Held December 8, 2010
Develop dashboard/monitoring process for city goals	Completed

Strategy 2: Maintain collaborative relationships with other entities.	
Action Items	Status
Participate in the U of M Campus/Community Advisory Committee and on the Stadium Area Advisory Group	Mayor and city administrator attend quarterly meetings
Maintain regular communication with the University of Minnesota, the Metropolitan Council, Ramsey County, the Minnesota State Fair, the Capital Region Watershed District, Rice Creek Watershed District, the cities surrounding Falcon Heights, and the State of Minnesota	Ongoing
Convey city goals to the City's representatives at the legislature, the Metropolitan Council and the County, as well as to neighboring communities	Mailed April 2010
Met Council presentation at future council meeting	Scheduled for June 8, 2011
Participate in Northwest Youth and Family Service, North Suburban Communications Commission and CTV15, the Ramsey County League of Local Governments, and the Regional Council of Mayors	Ongoing
Encourage Council members and staff to participate in service and professional organizations	Ongoing

Strategy 3: Effectively manage the City's consulting and personnel resources.	
Action Items	Status
Evaluate the performance and work assignments of City employees through annual performance reviews	Performance reviews conducted in December
Provide employees with affordable resources they require to efficiently and effectively do their jobs, including a training plan and technology resources	Ongoing
Evaluate and review consultants' performances and fees	Ongoing
Retain highly skilled and high-functioning employees	Turnover remains low - one departure in 2009/2010
Provide salaries and benefits that are competitive with cities of a similar size, scale, and scope	Salaries in line with 90% of average policy

Strategy 4: Effectively manage the city's financial resources.	
Action Items	Status
Update and provide a well-researched five year capital improvement program	Approved as part of 2011 budget process
Review and adjust fees and policies as part of the annual budgeting process	Approved as part of 2011 budget process
Research and pursue new revenue sources, including grants	2010 grants applied for - Two CERT grants (both awarded)
Pursue conduit bonding opportunities	Ongoing - one possible option being investigated by bond attorney
Review and evaluate the City's long term financial needs and the City's current and future financial resources to meet these needs	Included as part of 2011 budget process
Continue to research and pursue new opportunities for reducing expenses by using more contracts and joint powers agreements to share equipment, personnel, and technology with other levels of government	Ongoing
Maintain a contingency fund to be prepared for unexpected, but necessary, expenditures	Fund balance at end of 2010 approximately 80% of 2010 expenditures, which is adequate
Continue to meet the standards for the GFOA Award for Excellence in Financial Reporting	Received 2009 award 20 <sup>th</sup> consecutive year
Evaluate all city services in regards to costs, benefits, and opportunities to find efficiencies by partnering with adjacent cities or organizations	Ongoing

Strategy 5: Develop and expand an e-mail capability to communicate with residents	
Action Items	Status
Solicit e-mail addresses through the Falcon Flyer and newsletter, at the front desk, on the City website, and at community events	368 email addresses in system
Solicit new resident e-mail addresses	Requests made routinely, quarterly drawing conducted for prize
Provide critical information in a timely manner utilizing city's list serv	16 alerts sent through 5/20/11
Develop and expand use of social networking sites such as Twitter and Facebook	234 Twitter followers, 175 Tweets as of 4/1/11

Strategy 6: Expand the capability to conduct any city-to-resident transaction online

Goal 5: Provide for a clean, healthy, sustainable environment.

Strategy 1: Undertake efforts to maximize recycling.	
Action Items	Status
Research an incentive program to encourage recycling	Environment Commission exploring options
Conduct rain barrel workshop for city residents	Held May 21, 2011
Conduct city-wide energy fair	Held during Ice Cream Social
Complete recycling contract negotiations	Contract approved 9/22/10

Strategy 2: Consider environmental benefits in city purchasing	
Action Items	Status
Consider environmentally-friendly options in city vehicles and public works	Policy approved 2/23/11 by city council
Change to energy-efficient, compact light bulbs	City Hall retrofit completed October 2010
Pursue bulk purchasing program for environmentally friendly products (i.e. solar water heaters, water saver toilets)	Not yet completed

Strategy 3: Continue support of Community Garden.	
Action Items	Status
Continue publicity in newsletter, on website, and in the Falcon Flyer	All 29 plots occupied by residents, waiting list of at least 20 people

Strategy 4: Create an inventory of greenhouse/global warming emissions.	
Action Items	Status
Conduct comprehensive review of the city's carbon output, including identifying steps to reduce the overall carbon footprint of the city.	Completed 2009
Implement GreenStep Cities program	Resolution adopted 1/12/11 Implementation in process - ten of twelve best practices completed