

CITY OF FALCON HEIGHTS

AGENDA

JUNE 14, 1989

- A. CALL TO ORDER 7:00 P.M.
- B. ROLL CALL: WALLIN _____ BUSH _____ CIERNIA _____ P. CHENOWETH _____
BALDWIN _____ WIESSNER _____ S. CHENOWETH _____ ATTORNEY _____ ENGINEER _____
- C. APPROVAL OF MINUTES OF MINUTES OF MAY 24, 1989
- D. PUBLIC HEARINGS: NONE
- E. CONSENT AGENDA:
1. Disbursements:
 - a. General Disbursements through 6/14/89, \$75,664.72.
 - b. Payroll, 5/16/89 - 5/31/89, \$9,426.12
 2. Cancellation of Check No. 22209
 3. Commission Minutes
 - a. Solid Waste Commission Minutes of June 1, 1989
 - b. Planning Commission Minutes of June 5, 1989
 4. Request for \$25.00 Contribution to RSVP Program
 5. Request for Designation of a Local Review Liaison to the 1990 Census Local Review Program
 6. Continued Employment of Pat Phillips
 7. Appointment of Part-Time Recreation Employees
 8. Licenses
 - a. St. Paul Plumbing and Heating
 - b. Kitchens by Krengel, Inc.

~~F.~~ REPORTS, REQUESTS AND RECOMMENDATIONS:

1. Presentation - AARP Award for use of Hall for "55 Alive" Classes

ACTION: _____

2. Request for Permitted Accessory Use, Gazebo, Thomas G. Johnson, 1836 Moore

ACTION: _____

3. Request for Permitted Accessory Use, Gazebo, Wayne L. Gladfelter, 1754 Arona

ACTION: _____

4. Consider Proposed Amendment to Section 5-14.04 of the Code Relating to Zoning Application Fees

ACTION: _____

5. Hamline Avenue Project - Ramsey County's Feasibility Study

ACTION: _____

6. Hamline Avenue Project - Local Feasibility Study

ACTION: _____

7. Assessment Policy

ACTION: _____

8. Council Chambers Audio System

ACTION: _____

G. ANNOUNCEMENTS AND UPDATES:

H. ADJOURNMENT:

ACTION: _____

NOTE: COUNCIL WORKSHOP FOLLOWING MEETING

MINUTES
REGULAR CITY COUNCIL MEETING
MAY 24, 1989

Baldwin called the meeting to order at 7:00 P.M.

PRESENT

Baldwin, Bush, P. Chenoweth, and Ciernia. Also present were Wiessner and S. Chenoweth.

ABSENT

Wallin.

MINUTES OF MAY 9, 1989 APPROVED

Council approved the Minutes of May 9, 1989 as corrected.

APPROVAL OF CONSENT AGENDA

Council accepted the following Consent Agenda:

1. Disbursements
 - a. General Disbursements through 5/24/89, \$85,762.67
 - b. Payroll, 5/1/89 - 5/15/89, \$9,970.46
2. Fire/Ambulance Reports
3. Cancellation of Check #22173
4. Solid Waste Minutes of May 4, 1989
5. Licenses
6. Ramsey County Sheriff's Report for April, 1989
7. Purchase of Riding Mower and Snow Bucket
8. Commission Appointments/Resignation
 - a. Appointment of Manley E. Olson to Human Rights Commission, 3 Year Term to Expire 12/31/91
 - b. Appointment of Michael Smallpage to Parks and Recreation Commission, 3 Year Term to Expire 12/31/91
 - c. Resignation of Benno Salewski from Solid Waste Commission
9. Approval of Request from Ramsey County that City Concur with the Next Phase of the Hamline Avenue Project

APPROVAL OF PLANS TO PURCHASE NEW AMBULANCE

Council reviewed the Fire Department's proposed timeline and bid specifications for purchase of new Type 111 Ambulance to replace the present 1979 model. Chief Leo Lindig was present to answer questions and following a brief discussion Council approved the specifications, timeline and manner of payment.

AWARDING OF BID FOR 1989 SEALCOATING

Baldwin presented the bid tabulation and commented on the fact that the low bidder had made an error in the amount quoted and was requesting a change order to reflect the increased cost. Mark G. Bury of Bituminous Roadways, Inc. explained he had neglected to include the costs for the asphalt distributors which would increase the bid by approximately \$1,300.00. Council discussed the fact that Bituminous Roadways has done satisfactory work for the City previously and that with the

proposed increase the bid would still be substantially lower than the other bidders. P. Chenoweth then moved approval of the change order and adoption of Resolution R-89-11 awarding the bid to Bituminous Roadways, Inc. Motion carried unanimously.

RESOLUTION R-89-11

A RESOLUTION AWARDING THE BID FOR THE 1989 SEALCOATING OF UNIVERSITY GROVE AND ALL ALLEYS

DISCUSSION OF PLANNING COMMISSION PARKING COMMITTEE REPORT

David Black, Planning Commission Chair, reviewed the report prepared by the Parking Committee and requested Council's comments and suggestions. Council briefly discussed the item and suggested looking at neighborhoods with particular problems, such as University Grove, as separate zones. Black indicated the Committee hopes to have some general policies drafted after two or three more meetings.

1988 AUDIT APPROVED

Dick Ellsworth of George M. Hansen Company briefly reviewed the Audit Report for the year ending December 31, 1988 and responded to questions from the Council. Following the discussion, Council approved the Audit as presented.

APPROVAL OF COUNTY'S REQUEST TO RESTRICT PARKING ON LARPEN TEUR AVE., HAMLINE TO ALBERT

Baldwin explained that Ramsey County has asked the City to adopt a resolution restricting parking on both sides of Larpenteur Avenue from Hamline to Albert. This is required in order for the County to use state aid funds for the proposed reconstruction project. Baldwin also commented on the fact that the street is currently posted "No Parking" except for the area fronting approximately one and one-half residential lots. P. Chenoweth moved adoption of Resolution R-89-12 as requested by Ramsey County, and the motion carried unanimously.

RESOLUTION R-89-12

A RESOLUTION REQUESTING RAMSEY COUNTY TO RESTRICT PARKING ALONG A PORTION OF LARPEN TEUR AVENUE (HAMLINE AVENUE TO ALBERT STREET)

ADJOURNMENT

The meeting was adjourned at 8:15 P.M.

ATTEST:

Tom Baldwin Mayor

Shirley Chenoweth, Clerk

Consent X

Agenda Item: E-1

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Disbursements

SUBMITTED BY:

Tom Kelly

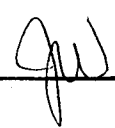
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

(a) General Disbursements through 6/14/89, \$75,664.72

(b) Payroll, 5/16/89 to 5/31/89, \$9,426.12

ACTION REQUESTED:



GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
22312	Roseville/F.H. Chamber of Commerce	Annual Meeting, Jan & Phil	30.00
22313	Millie Ascerno	Non-resident reimbursement	24.00
22314	American Linen Supply Co.	Cleaning supplies	29.37
22315	AT&T	Long distance phone	7.39
22316	Blumberg Communications	Tape Eraser	26.46
22317	Byerlys	Appetizers-40th Anniversary	90.97
22318	Barton-Aschman Assoc.	Park planning fees	790.27
22319	Shirley Chenoweth	Food & supplies for breakfast with businesses	29.38
22320	Chapin Publishing Company	Sealcoat Bids	61.20
22321	Chemsearch	Sprayer	344.28
22322	Irene Gengler	Non-resident reimbursement	24.00
22323	Eleanor Gardner	Non- " "	12.00
22324	Maureen M. Galvin	" " "	12.00
22325	Carol Kriegler	" " "	28.88
22326	Kathleen Janke	Oranges for race	80.00
22327	Konica	May cleaning-fire hall	161.91
22328	Tom Kelly	Toner copier	16.50
22329	Pat Loos	Travel & parking	125.00
22330	Chris Langer	Delivery of 40th Doorhangers	24.00
22331	Jeanne Mayer	Non-resident reimbursement	12.00
22332	Minnesota IAAI	" " "	10.00
22333	MN Benefit Assoc.	Membership-T.Iverson	5.85
22334	Midwest Business Products	Insurance	75.54
22335	Margolis Brothers	Supplies for office	4,240.00
22336	LMCIT	Trees	151.00
22337	NSP	Insurance	64.56
22338	Norm's Tire Sale	Electricity-Sports Field	80.00
22339	MN Mutual	Tire dump	2,233.30
22340	Road Rescue	Insurance	6.75
22341	PERA Life	Supplies	9.00
22342	Margaret A. Barnum	Insurance	36.00
22343	Bd. of Water Commissioners	Non-resident reimbursement	327.74
22344	Tau Med Inc.	Installation of 6" gate, Hamline & Roselawn	47.98
22345	Toll Company	ECG paper	67.69
22346	U.S. West	Compressed Air	48.89
		Phone	

CHECK NO.	ISSUED TO	REASON	AMOUNT
22347	Terese A. Walsh	Non-resident reimbursement	12.00
22348	Metro Garage Door	Door Repair	416.00
22349	LMC	Ordinance Code Book	50.00
22350	City of Falcon Heights	Petty Cash for T-shirts	25.00
22351	United Way	Donation	14.00
22352	North Star State Bank	Taxes	4,289.63
22353	Commissioner of Revenue	Taxes	719.47
22354	ICMA Retirement Trust	Retirement, Wiessner & Zimmerman	804.72
22355	PERA	Retirement Plan	1,588.46
22356	St. Paul Pioneer Press	Ad for Planner Position	55.40
22357	Bd. of Water Commissioners	Water	113.69
22358	AT&T Credit	Lease	127.73
22359	AT&T	Phones	48.28
22360	Assoc. of Metropolitan Municipalities	Annual Dinner mtg., Wiessner, P.Chenoweth, Carlson	60.00
22361	Brighton Veterinary Hospital	May service	25.00
22362	Blumberg Communications	VCR Tape Eraser	28.74
22363	BFI	Spring dump and City Hall	4,421.26
22364	Custom Products	Filters for Bobcat	36.09
22365	GFOA	Book-Cash Mgmt for Small Govt's	20.00
22366	Geo. M. Hansen Company	Audit	3,000.00
22367	Glenwood	Water	23.25
22368	Terry Iverson	Milage	55.60
22369	Insty Prints	40th Birthday and City supplies	545.19
22370	MGM Lldquor	40th Birthday	34.09
22371	Muska Electric	R.A. System	153.82
22372	MIke's Pro Shop	Ribbons	42.50
22373	Midwest Business Products	Office supplies	77.03
22374	NSP	Street lights, electricity	1,760.12
22375	Say It Once Systems Inc.	Wordperfect class (KZ and PP)	138.00
22376	The Professor Caterers	40th Dinner	912.66
22377	Pioneer Press Dispatch	Classified Adv. and subscription	328.54
22378	Quinlam Publishing	Zoning Bulletin	45.93
22379	Post Publications	Seal Coat bid publication, liquor store pub.	31.08
22380	Ramsey County	May and June Sheriff services	40,704.00

General Disbursements, page 3

CHECK NO.	ISSUED TO	REASON	AMOUNT
22381	Star Tribune	Ad for Planner	63.50
22382	SuperAmerica	Fuel and Oil	121.09
22383	Toll Company	Gaseous Cylinder	35.81
22384	Beth Krueger	Tree trimming	40.00
22385	Jim Leatherner	Tree trimming	160.00
22386	Leo Larkin	Tree trimming	60.00
22387	Dave Hauger	Tree trimming	88.00
22388	Jeffrey Cordes	Tree trimming	110.00
22389	Erik Peterson	Tree trimming	64.00
22390	Steve Roscoe	Tree trimming	136.00
22391	Janet Wiessner	Expenses	49.74
22392	U.S. Postmaster	Stamps	200.00
22393	ICMA	Memberships	141.96
22394	Mater Stewart & Assoc.	May fees, park survey, '89 sealcoating	4,294.69
22395	American Linen Supply	Cleaning	58.74
			<u>\$75,664.72</u>

Check Employee Name
 Number Number
 Pay Group Description Check Amount Date Status

017453	017454	017495	017496	017497	017498	017499	017500	017501	017502	017503	017504	017505	017506	017507	017508	017509	017510	017511	017512	017513	017514	017515	017516	017517	017518	017519	017520	017521	017522		
		Missner, Janet R.	Kriebler, Carol J.	Chenoweth, Shirley G.	Iverson, Terry D.	Morgan, Jay W.	Zimmerman, Katherine	Wright, Vincent D.	Kubes, Jon E.	Hammann, Martin T.	Phillips, Patricia A.	Kelly, Thomas R.	PICKA, GEORGE	Baldwin, Thomas W.	Baumann, Nicholas B.	Bernett, Ross	Bianchi, Joseph D.	Brown, Raymond F.	Burns, Fatti J.	Chenoweth, Phillip E.	Clenney, Paul E.	Holmes, John M. Sr.	Lekay, Deklar S.	Lindig, Leo	Schnauffer, Craig F.	Smiley, Gary	Willing, Gerald E.	Morgan, Jay	Anderson, Kevin L.		
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0	0	155.95	419.42	752.77	820.53	705.92	373.77	807.81	241.16	118.26	617.30	774.47	334.22	346.64	50.71	41.50	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	
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9,428.12

Grand Total:

Payroll

User Initials AJR Tuesday 30 May 1989 9:25 AM Start 9:25 AM Finish

Buffer Name CheckHistory

Records Read 830

Records Selected 30

Number of Pages 2

Selected by Pay Group Number Not Equal To 2
 And Check Date Equal To 31-May-89
 And Check Number Equal To
 And Check Number Equal To

Sorted by Check Number No Totals No Page Breaks

Consent X

Agenda Item: E-2

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Cancellation of Check No. 22209

SUBMITTED BY:

Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Check No. 22209 was issued to Margaret A. Brown on May 8, 1989 in the amount of \$36.00. The name should have been Margaret A. Barnum and it was necessary to issue a corrected check.

ACTION REQUESTED:



Consent X

Agenda Item: E-3

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Commission Minutes

SUBMITTED BY:

Solid Waste Commission
Planning Commission

REVIEWED BY:

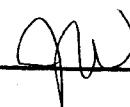
S. Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) Solid Waste Commission Minutes of June 1, 1989
- (b) Planning Commission Minutes of June 5, 1989

ACTION REQUESTED:

Approval



MINUTES
PLANNING COMMISSION MINUTES
JUNE 5, 1989

Vice-Chair Finegan called the meeting to order at 7:30 P.M.

Barry, Boche, Carroll, Daykin, Duncan, Finegan, and Grittner. Also present was Council Liaison Wallin, Administrator Wiessner and Planner Malloy.

PRESENT

Nestingan and Carroll.

ABSENT

Barry moved, seconded by Boche, to approve the May 1, 1989 Planning Commission Minutes as presented. Motion carried unanimously.

5/1/89
MINUTES
APPROVED

Vice-Chair Finegan announced that the Public Hearing on the request for a Conditional Use Permit to establish an "Off-Sale" retail liquor store in Bullseye Center was withdrawn. No hearing will be needed.

OFF-SALE
LIQUOR STORE
COND. USE
WITHDRAWN

Thomas G. Johnson, 1836 Moore, requested a Permitted Accessory Use, to construct a Gazebo on his property. He advised neighbors have voiced no objections. Mr. Johnson then reviewed construction plans. After a short discussion on height, location and construction materials, the Permitted Accessory Use was approved unanimously.

THOMAS G.
JOHNSON,
1836 MOORE
PERMITTED
ACCESSORY USE
APPROVED

Wayne L. Gladfelter, 1754 Arona, requested a Permitted Accessory Use, to construct a Gazebo on his property. He reviewed the construction and placement. Duncan moved, seconded by Barry, to approve the Permitted Accessory Use, which was unanimously approved.

WAYNE L.
GLADFELTER,
1754 ARONA,
PERMITTED
ACCESSORY USE
APPROVED

As requested by Council, the Planning Commission reconsidered setback requirements for corner lots. Wallin reviewed the reasoning behind Councilmembers concerns that they should be addressed differently than proposed.

SETBACK
REQUIREMENTS
ON CORNER
LOTS

Chairman Black arrived at 8:00 P.M.

Discussion ensued regarding the proposed language on the use of conditional use process so that it would not become a burden to the property owners, potential safety hazards, adoption of a dual rate structure for commercial vs. residential conditional use requests and how should the section be worded to accomplish the best results.

Grittner was of the opinion that applying a conditional use in these instances was not appropriate. Daykin and Duncan agreed, the guidelines need to be fore fully spelled out, they are too nebulous.

After a lengthy discussion, Finegan moved, seconded by Barry the following language amendment to Section 9-2.04 of the Code:

Section 9-2.04 Accessory Buildings and Structures Subdivision
1. General c. Accessory buildings in a residential district
may be located not less than five (5) feet from the side
lot line and five (5) feet of the rear lot line. Accessory
buildings, other than garages in a residential district
may be located not less than five feet from an interior
side or rear lot line unless the accessory structure is
located in the rear twenty percent of the lot, in which
case they can be located not less than one foot from the
interior side or rear lot line (overhangs may not extend
into the one foot side or rear yard setback).

Garages in a residential district may be located not less
than five feet from an interior side or rear lot line unless
they are located in the rear twenty percent of the lot,
adjacent to an alley and oriented such that the vehicular
access door does not face the alley in which case they can
be located not less than one foot from an interior side
or rear lot line (overhangs may not extend into the one
foot side or rear yard setback).

Accessory buildings, including garages, on a corner lot
in a residential district, may be located within the corner
side yard subject to a conditional use permit. The issuance
of such permits shall comply with the provision in Section
9-15.04 of this Code (conditional uses). Design and placement
of such structures must be consistent with the surrounding
residential district, and shall be evaluated based on the
following criteria: visibility, height, safety and potential
distraction to passing motorists.

Upon a vote being taken, the following voted in favor thereof:
Barry, Boche, Duncan, Finegan, and the following voted against
the same: Black, Daykin and Grittner. Motion approved.

SETBACKS ON
CORNER
LOTS
APPROVED

Finegan moved, seconded by Boche, to request staff to review
the fee structure for conditional use requests and set an
economical fee structure for residential vs. commercial
conditional use requests. Motion approved unanimously.

Administrator Wiessner presented the Job Description for
the Part-Time Planner and advised that four candidates will
be interviewed for the position on Thursday, June 8.

PART-TIME
PLANNER
POSITION
JOB
DESCRIPTION

Chairman Black indicated that the Subcommittee on the Parking Issue will be scheduling another meeting.

Finegan moved, seconded by Barry to adjourn the Planning Commission Meeting at 8:45 P.M. Motion carried unanimously.

ADJOURNMENT

Submitted by:

Katherine J. Zimmerman

Approved: _____

Edgar Finegan, Secretary

MINUTES
Solid Waste Commission Meeting
June 1, 1989

The meeting was called to order by Chairperson Thompson at 7:05 pm.

COMMISSION MEMBERS PRESENT: Mike Haglund, John Hustad, Terry Iverson, Diane Klisch, Laura Kuettel, John Thompson, Lyle Wray and Shirley Chenoweth.

COMMISSION MEMBERS NOT PRESENT: Leo Klisch and Nancy Misra

The agenda for the meeting was approved by consensus with the addition of the following items: VII. Blight and Odor Ordinance; VIII. Seminar - Process of Meetings; IX. Bins.

The minutes of the last meeting were approved with a motion by Mike Haglund, seconded by Diane Klisch after a notation to the secretary to add Mike Haglund and Diane Klisch to the list of members not present.

The commission was informed that the compost workshop Leo Klisch was scheduled to attend had been cancelled.

Hazardous Waste Program Terry Iverson gave the commission a report on the Hazardous Waste Program. It was a great success with people arriving two hours prior to opening. A community officer was called in at 9:30am to help with traffic. By 1:30pm 27 55-gallon barrels were filled with paint. Some of the items collected were: propane containers, fire extinguishers, 468 tires, fertilizer and nitrates. Response was so great, paint had to be refused due to lack of barrels. Program promoters expected 700 and estimate 1/3 more participated. It was surmised that this response showed the need for a permanent site. Thirty volunteers were not sufficient so they encouraged people dropping off hazardous materials to help out while waiting.

Results of the survey taken have not been tabulated. The release date of the survey is not known. Total cost to the cities is estimated at \$333.00. A calendar of collections was distributed to the members by Terry Iverson.

Newsletter A rough draft of the newsletter was distributed. Diane Klisch gave a general overview to the members. She also suggested the newsletter be dated Summer 1989. The scheduled completion is June, 1989.

Refuse/Recycling Hauler It was clarified that the appearance of some media coverage of Falcon Heights/Roseville stalling on recycling was not accurate. A short suspension of services was preferred rather than uninformed commitment by each city. The bids received by the City of Falcon Heights ranges from \$70 - \$115 per ton.

The city and commission acknowledge that RFPs to haulers must be ready as soon as possible. The city attorney will need to review the RFP. The response time will be limited to 14 calendar days. Shirley Chenoweth will advertise and compile a list of bidders from the City of Falcon Heights and Ramsey County.

Lyle Wray moved to send out the RFP after city attorney approval of insurance requirements. It was seconded by John Hustad.

MINUTES
Solid Waste Commission
June 1, 1989
page two

Budget The budget is due in July. A special meeting may need to be considered. The next commission meeting is scheduled for July 6. Shirley Chenoweth will be unavailable. John Hustad will be unavailable. Terry Iverson will be unavailable. Lyle Wray will be unavailable. It was decided to move the meeting to the second Thursday--July 13, 7:00pm.

Prior to the start of his vacation, John Hustad will check into the levy limit so the commission may consider being taxed by the city vs. the county.

Blight and Odor Ordinance Due to the urgency regarding recycling this topic will be tabled until the fall or winter meetings.

Seminar John Thompson informed the commission of a seminar being held in Brooklyn Park, June 22, 12 - 5pm, at a cost of \$45 entitled "Accomplishing Your Agenda." Three Human Rights Commission members will attend. If interested, contact Shirley Chenoweth. There is a \$5 cost break if five or more attend.

Bins Shirley Chenoweth has the opportunity of a cost saving purchase of 3-bag plus size bins with Bloomington. The cost to Falcon Heights would be \$6.20. The bins would be sold at \$8.00 to cover the cost of the Falcons Heights logo (\$200.00). Lyle Wray motioned and Mike Haglund seconded the use of funds in the amount of \$1,200.00 for the procurement of blue bins.

The following dates were discussed and agreed upon:

RFPs out on the 12th of June
14 calendar days for response.

Monday, June 26
RFPs due

Tuesday, June 27
Special Solid Waste Commission Meeting

Wednesday, June 28
Falcon Heights City Council Meeting

Thursday, July 13
Solid Waste Commission Meeting
Subject: Budgets

Hazardous Waste Sub-Committee
to meet in July

The meeting was adjourned at 9:00pm.

Respectfully submitted,

Laura Kuettel, Secretary

Consent X

Agenda Item: E-4

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Request for \$25.00 Contribution to RSVP Program

SUBMITTED BY:

Greater St. Paul Retired Senior Volunteer Program

REVIEWED BY:

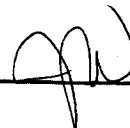
S. Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Attached is the request for City support in the amount of \$25.00. As you are aware, our Senior Volunteer, Bernice Lindemann, comes to us through this program.

ACTION REQUESTED:

Approval



GREATER ST. PAUL RETIRED SENIOR VOLUNTEER PROGRAM

640 Jackson St.
St. Paul, Minnesota 55101
Phone: 221-2820

MAY 26 1989



May 22, 1989

Jan Wiessner
City of Falcon Heights
2077 W. Larpenteur
Falcon Heights, MN 55113-5594

Dear Jan,

Since our inception RSVP Volunteers have provided 1,962,651 hours of volunteer service to our community. During 1988 RSVP served 1350 volunteers who contributed 151,545 hours of service to 150 non-profit agencies.

As a partner with RSVP in providing seniors the opportunity to serve as volunteers in our community, we invite the City of Falcon Heights to contribute to the cost of the benefits offered to your RSVP Volunteers. Your support of \$25 is greatly needed.

We offer all our services, including individualized placement, to all seniors living in Dakota, Ramsey and Washington counties regardless of their education, income, or affiliation. Also, RSVP breaks down the economic barrier to volunteering for seniors by providing travel and meal reimbursement and portal-to-portal insurance for personal accident, personal liability, and excess auto liability.

Since we are preparing for our annual recognition banquet, another benefit offered to RSVP Volunteers, we request your response by June 30. If you are able to respond by this date, we will be able to acknowledge your support in our banquet booklet.

On behalf of the Advisory Council and the staff, thank you for your consideration of this request and for the opportunity of working with you.

Sincerely,

A handwritten signature in cursive script that reads "Jim Bower".

Jim Bower
Chairperson
Advisory Council

A handwritten signature in cursive script that reads "Arlene".

Arlene Cepull
Director

AAC/kg

Consent X

Agenda Item: E-5

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Request for Designation of a Local Review Liaison to the
1990 Census Local Review Program

SUBMITTED BY:

Bureau of the Census

REVIEWED BY:

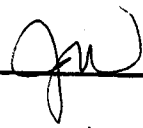
S. Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

See attached request.

ACTION REQUESTED:

Appoint Shirley Chenoweth, City Clerk, official Census Liaison.





UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233

OFFICE OF THE DIRECTOR

**FROM THE DIRECTOR
BUREAU OF THE CENSUS**

The Constitution requires us to take a census once every 10 years and we use the data collected in a variety of ways. The most important use is the apportionment of seats in the House of Representatives. The Census Bureau developed the 1990 Decennial Census Local Review Program to help achieve a complete and accurate count for your area. We request your government's voluntary participation in this program. We have enclosed the **1990 Decennial Census Local Review Program Technical Guide** that outlines the procedures.

During the census, we will provide census counts, by block, to your government for comparison against locally prepared estimates. Through this review, you may identify blocks where you suspect the Census Bureau's counts are incorrect. Chapter 5 of the **Technical Guide** gives instructions on how you can prepare local estimates.

* In a letter dated November 7, 1986, the Census Bureau invited your government to designate a local review liaison to coordinate the 1990 Local Review Program. The liaison will identify and document major discrepancies, if any, between the local estimates and the census counts. If you have not designated a liaison or wish to change any of the information originally provided, please contact the appropriate regional census center listed in Appendix D of the **Technical Guide**. Each Chief Executive/Highest-Elected Official should designate a liaison who can represent the government throughout the duration of this program, which ends in October 1990.

The Census Bureau looks forward to working with you on this very important program.

Enclosure

CENSUS '90





CITY OF
FALCON HEIGHTS

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

May 25, 1989

TO: JAN WIESSNER
FROM: SHIRLEY CHENOWETH *SC*
RE: CONTINUED EMPLOYMENT OF PAT PHILLIPS

Pat's performance has been very satisfactory during the six months probation period. She is an excellent typist, works well with the other employees and is tactful and pleasant with customers.

I would recommend her continued employment with a salary increase from \$1,520 to \$1,604 per month.

Consent X

Agenda Item: E-7

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Appointment of Part-Time Recreation Employees

SUBMITTED BY:

Carol Kriegler

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The summer recreation program will require the addition of two part-time employees to the staff. I recommend the following individuals to fill these positions.

Tony Nicholson - Youth Sport Coach -- \$7.00/hr.

Lynn Chlian - Recreation Aid - JTPA Summer Youth Employment Program

Rod Olson - Tennis - \$8.00 per hour

ACTION REQUESTED:

The appointment of these individuals for the respective seasonal positions.



Consent x

Agenda Item: E-8

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Licenses

SUBMITTED BY:

Katherine J. Zimmerman

REVIEWED BY:

Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

St. Paul Plumbing and Heating #343 (NEW)
640 Grand Avenue
St. Paul, MN 55105

Kitchens by Krengel, Inc. #342 (NEW)
1688 Grand Avenue
St. Paul, MN 55105

ACTION REQUESTED:

Approval

gn *Ky*

Consent _____

Agenda Item: F-1

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Presentation - AARP Award for use of Hall for "55 Alive" classes

SUBMITTED BY: George Plant, AARP Representative

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

George would like to make a brief presentation to thank the City for use of our facility for 55 Alive Mature Driving classes.

ACTION REQUESTED:

 _____

Consent _____

Agenda Item: F-2

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Request for Permitted Accessory Use, Gazebo

SUBMITTED BY:

Thomas G. Johnson, 1836 Moore

REVIEWED BY:

Planning Commission
Tim Malloy

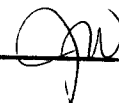
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Mr. Johnson desires to construct a Gazebo on his property at the above address. Tim Malloy and city staff concurred that this structure would be a permitted accessory use under Section 9-4.01, Subd. 3(i) of the Code.

- Attachments:
- (a) Permitted Accessory Use Application
 - (b) Sketches of Proposed Gazebo
 - (c) Site Drawing
 - (d) Location Map of Area
 - (e) Copy of Section 9-4.01, Subdivision 3(i) of the Code (Permitted Accessory Uses)
 - (f) Copy of Section 9-2.04 of the Code (Accessory Buildings)
 - (g) Planning Commission Minutes of June 5, 1989

ACTION REQUESTED:

The Planning Commission recommends approval.





CITY OF FALCON HEIGHTS

2077 W. LARPEUR AVENUE

FALCON HEIGHTS, MN 55113-5594

PHONE 612-644-5050

APPLICATION FOR CONSIDERATION OF PLANNING REQUEST

Commission Action/Date _____
Council Action/Date _____

Date of Application 5/8/89
Fee Paid _____

Applicant

Name: JOHNSON THOMAS G 645 0618
Last First Intl. Phone

Address: 1836 Moore St FALCON MN 55113
Street City State Zip Code

Owner

Name: SAME
Last First Intl. Phone

Address: _____
Street City State Zip Code

Street Location of Property in Question:

1836 MOORE ST

Legal Description of Property:

LOT 18 BLOCK 3
FALCON WOODS H3

Type of Request:

- Rezoning
- Variance
- Conditional Use Permit
- Subdivision Approval
- Plan Approval
- Other (specify)

Permitted accessory use

Applicable Zoning Code Number: Chapter 9-2.09 9-401 Section Subd (a)

Present Zoning of Property: R-1

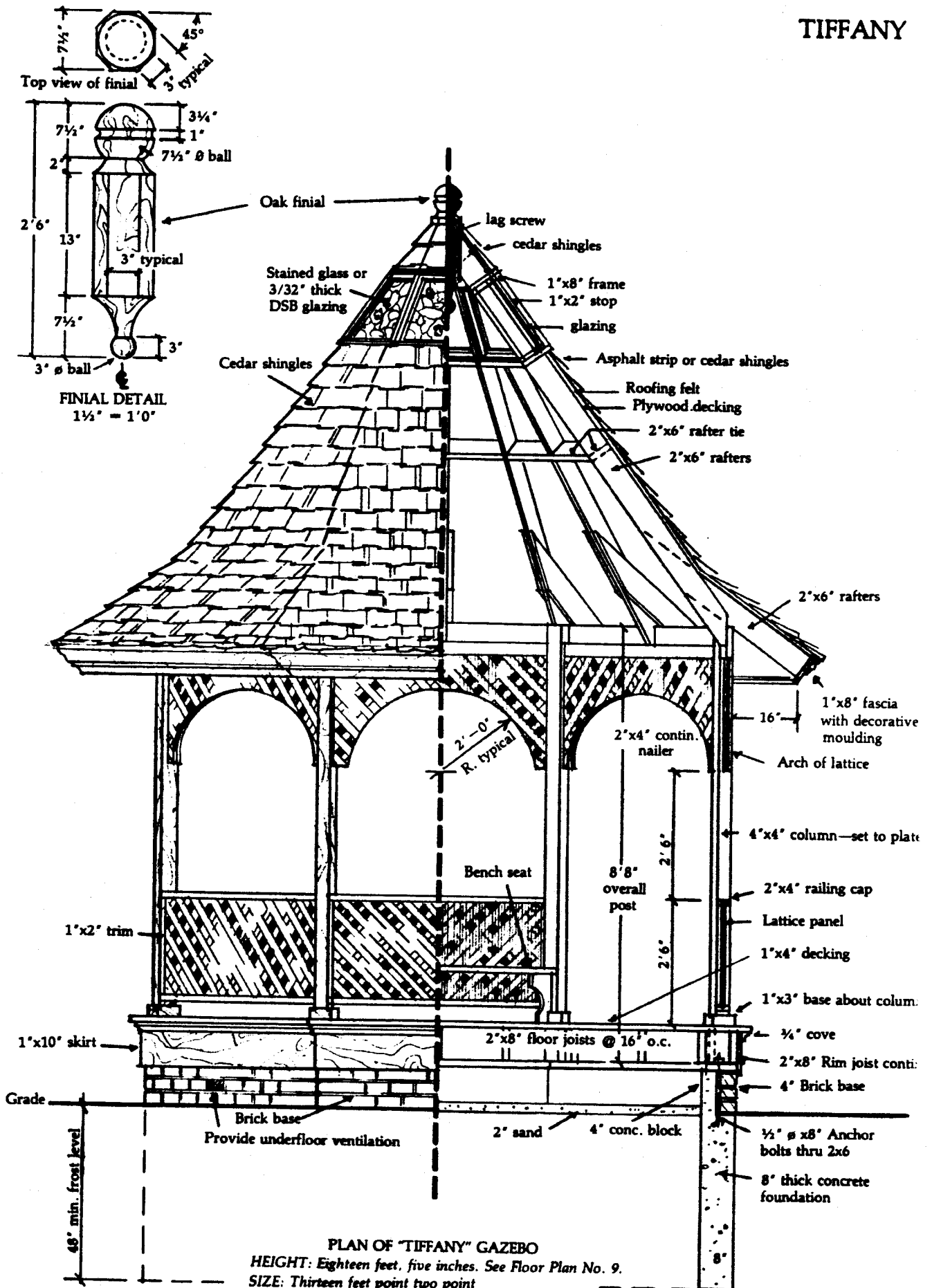
Present Use of Property: Residential

I hereby declare that all statements made on this request and on the additional material are true.

Signature of Applicant [Signature]

Date 5-8-89

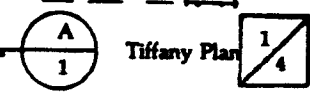
Received by (name, title) Audrey Chumath

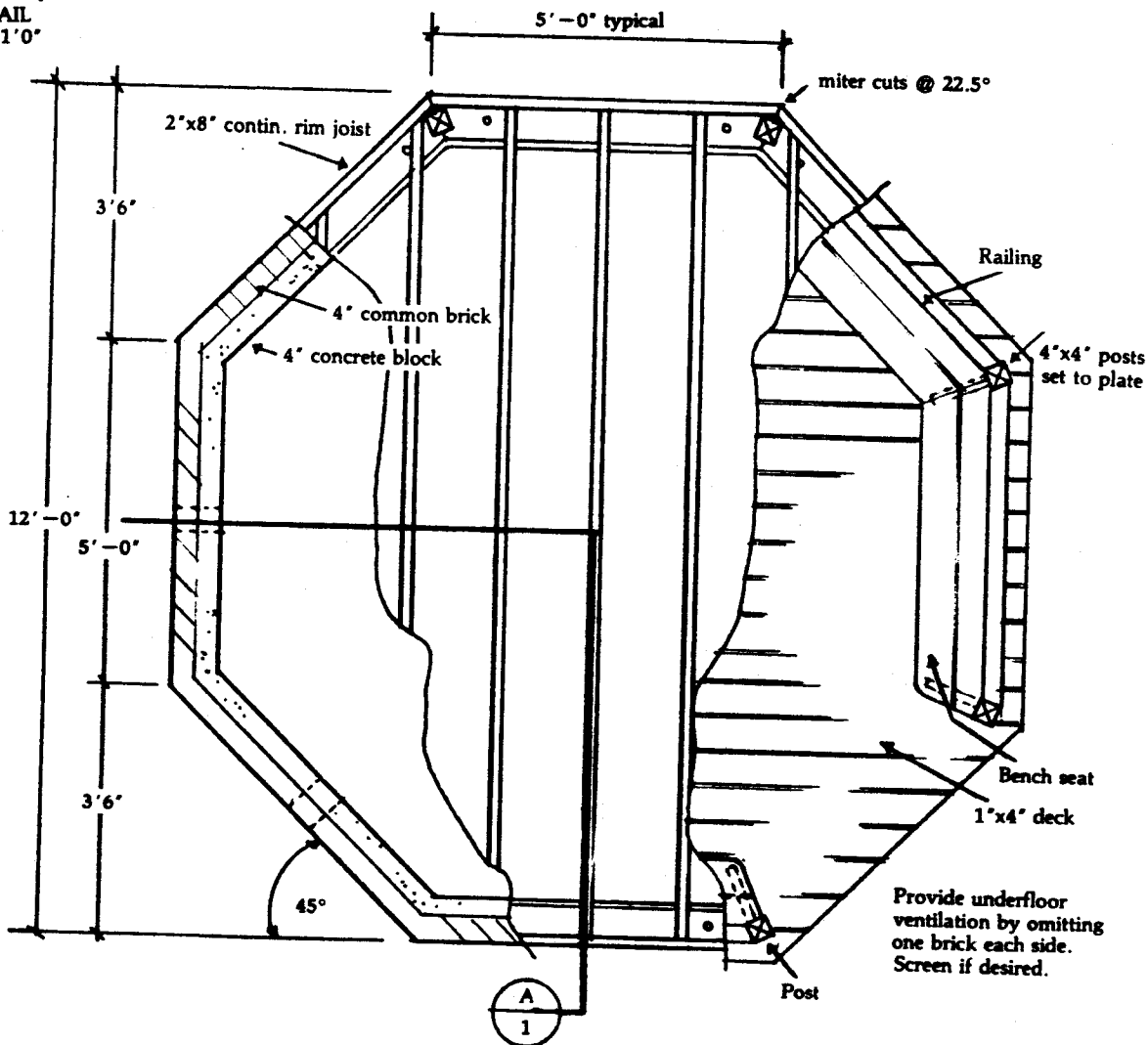
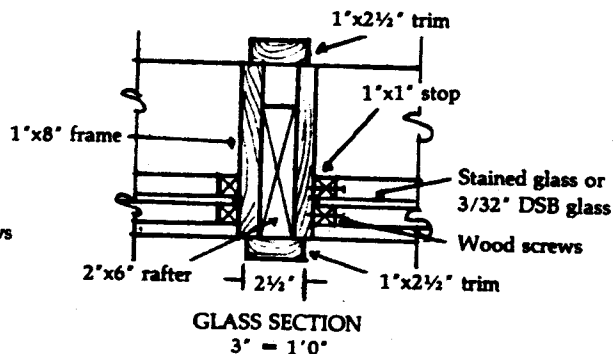
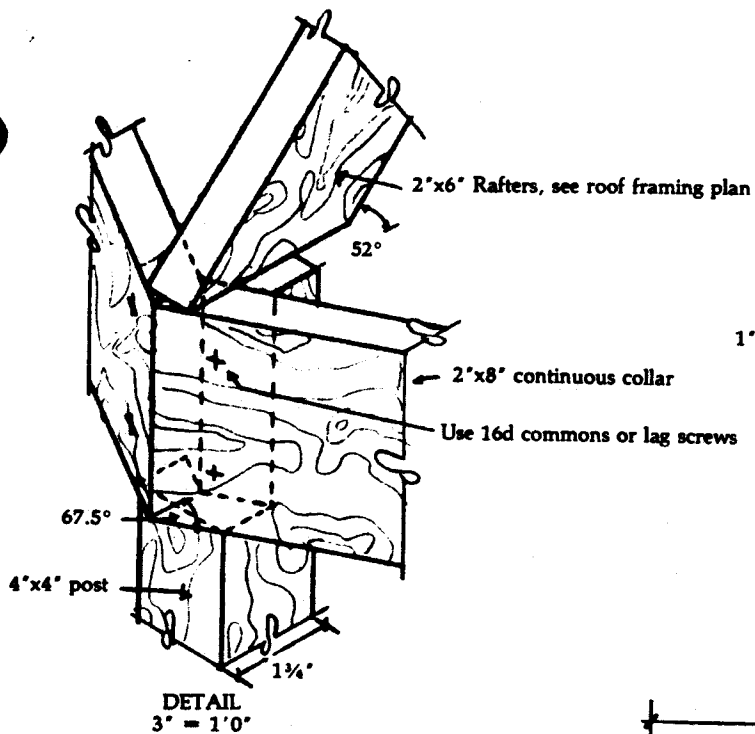


PLAN OF "TIFFANY" GAZEBO
 HEIGHT: Eighteen feet, five inches. See Floor Plan No. 9.
 SIZE: Thirteen feet point two point

CONSTRUCTION SECTION

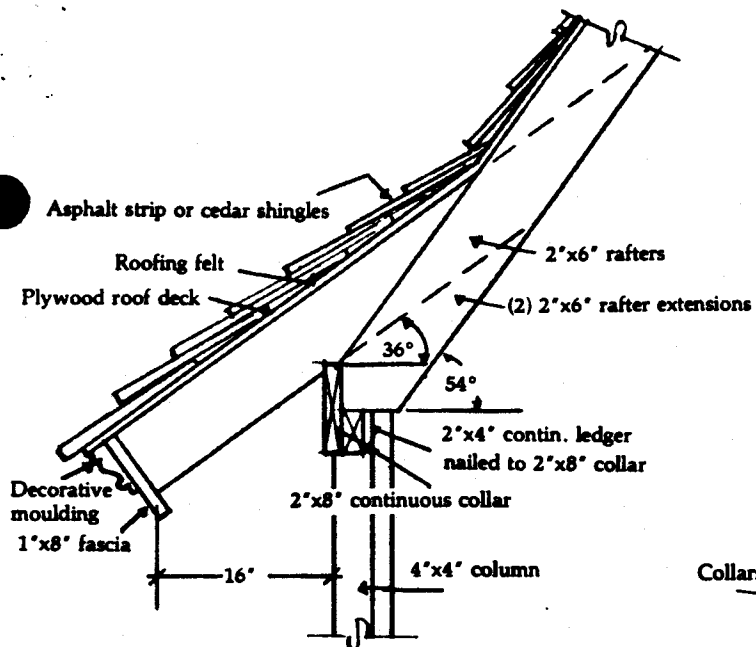
1/2" = 1'0"





Tiffany Plan

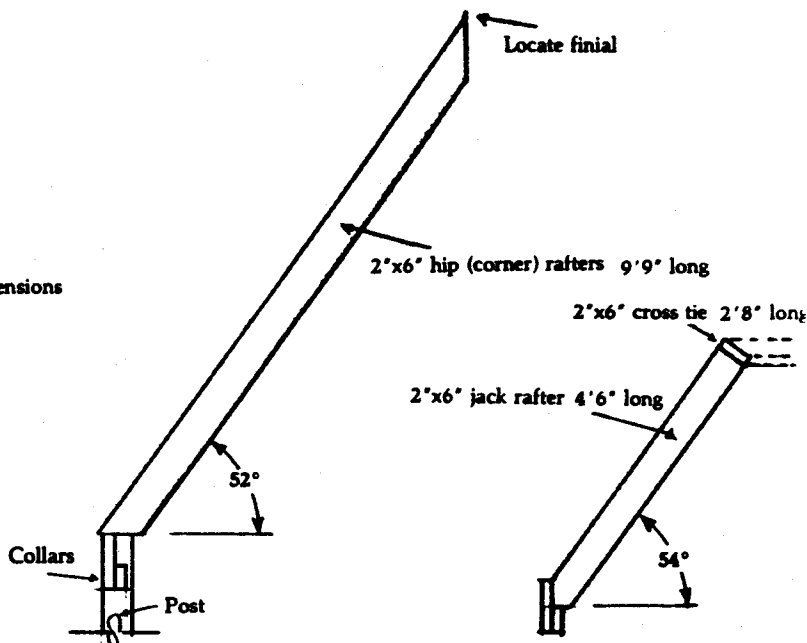




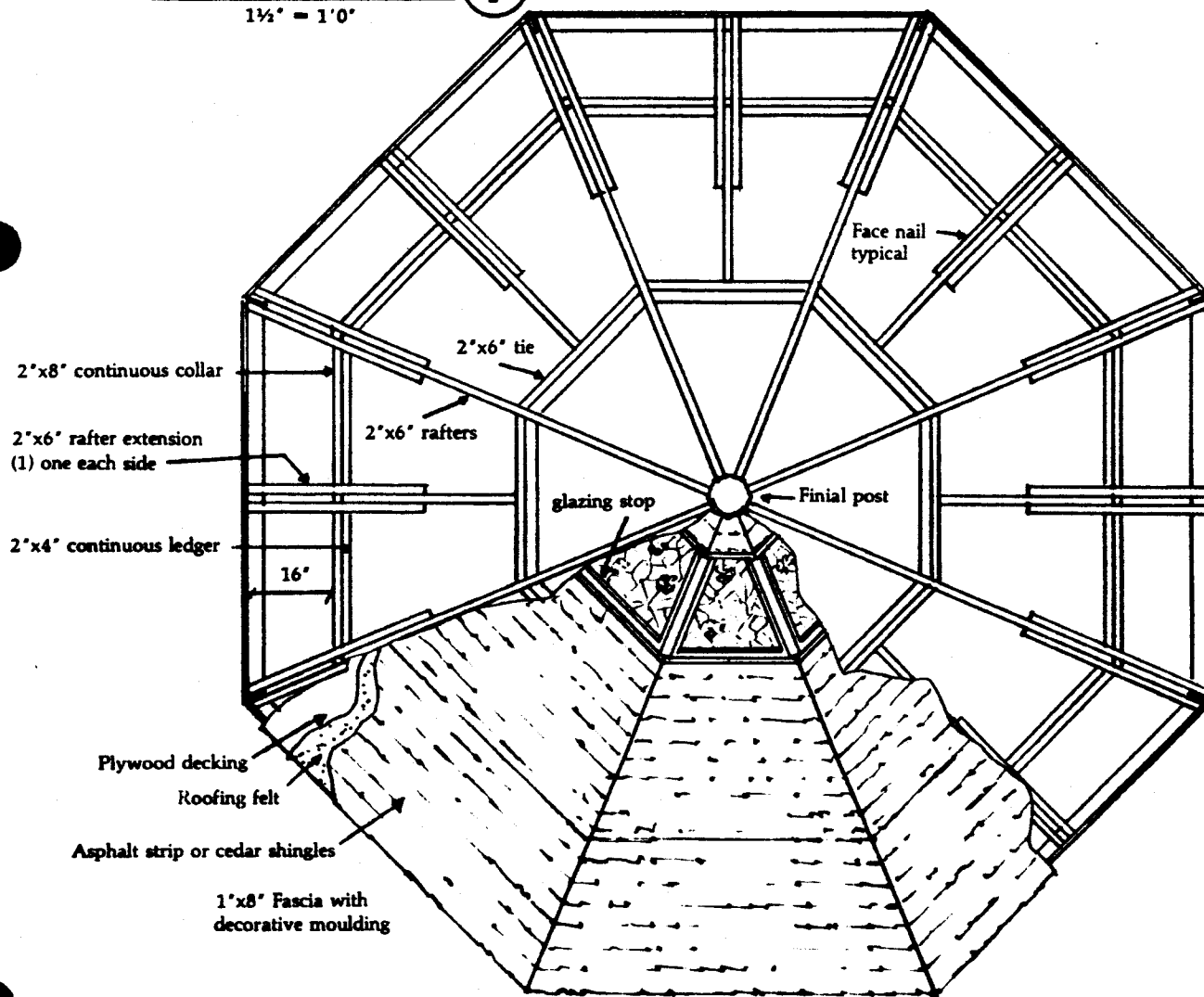
CONSTRUCTION SECTION

A
2

1 1/2" = 1' 0"



RAFTER DETAILS

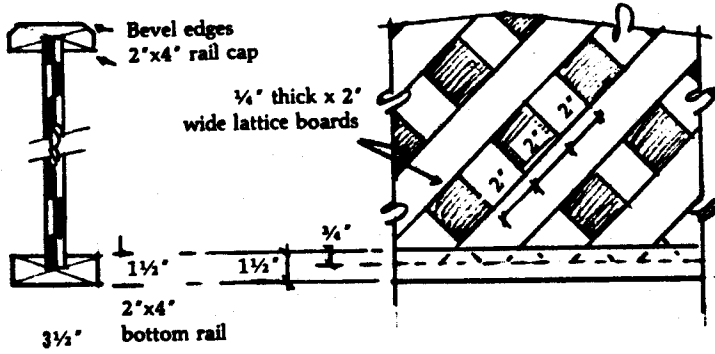


ROOF FRAMING PLAN

1/2" = 1' - 0"

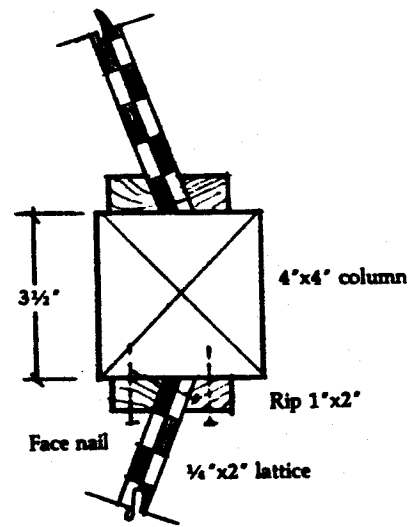
Tiffany Plan

3
4



RAILING DETAILS

3' = 1'0"

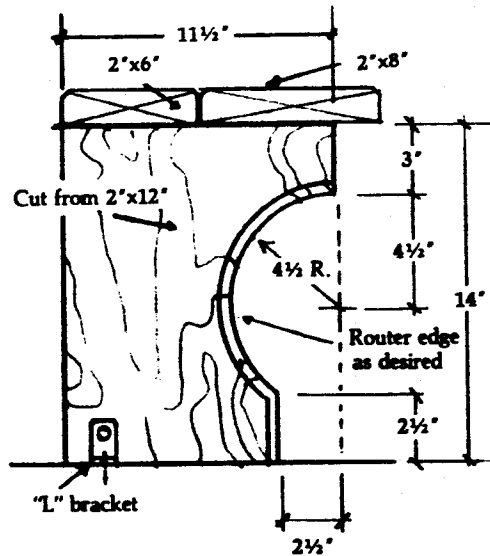


POST DETAIL

3' = 1'0"

MATERIAL LIST

Item #	Description	Quantity
1.	Concrete (Foundation) 3000 PSI	4 CY
2.	4" Concrete Block	32 EA
3.	Common Brick (vener base)	200 EA
4.	1/2" x 8" Anchor Bolts	16 EA
5.	2"x6" Pressure treated fir (Plate)	40 LF
6.	2"x8" Douglas Fir (Floor joists & bridging)	98 LF
7.	1"x10" Clear Pine (Skirt)	40 LF
8.	Cove Moulding (Skirt trim)	40 LF
9.	1"x4" T&G Decking—Douglas Fir	390 LF
10.	4"x4" Columns—Fir—8' 8" long	8 EA
11.	1"x3" Pine (Column base trim)	12 LF
12.	2"x4" s4s Douglas Fir (Rail cap & bottom)	60 LF
13.	2"x4" s4s Douglas Fir (Ledger)	40 LF
14.	2"x8" s4s Douglas Fir (Collar)	40 LF
15.	2"x6" s4s Douglas Fir (Rafters)	276 LF
16.	1"x1" Pine (Stop @ glazing)	56 LF
17.	1"x8" Pine (Glazing frame)	56 LF
18.	Alternate roof deckings:	
	1"x4" Pine (Sleepers)	400 LF
	1"x6" T&G Fir with 15# felt over	800 LF
	1/2" CDX Plywood with 15# felt over	11 SHTS
19.	Cedar Shingles and felt—288 SF=2.8 Sq.	2.8 SQ. EA
20.	1/4"x2" Pine (Lattice boards)	800 LF
21.	1"x8" Clear Pine (Fascia board)	53 LF
22.	Picture Moulding (Fascia trim)	53 LF
23.	1"x2 1/2" Clear Pine Trim (@ glazing)	64 LF
24.	8"x8" Douglas Fir Turned Finial	1 EA
25.	Stained Glass Panels (Design by Owner)	8 EA
26.	1/4"x6" Lag Screws (Anchor rafters to finial)	8 EA
27.	2"x12" Fir (Bench seat support)	12 LF
28.	2"x6" s4s Pine (Seat boards)	28 LF
29.	2"x8" s4s Pine (Seat boards)	27 LF
30.	Teco Clips (Rafters to collar)	16 EA
31.	Metal "L" Clips (Bench seat to deck)	16 EA
32.	Common Wire Nails as Required	



BENCH SEAT DETAIL

1 1/2' = 1'0"



Construction plans may be ordered—
see complete price list on back cover

Cherrier Winter & Associates, Inc.

Registered Professional Land Surveyors

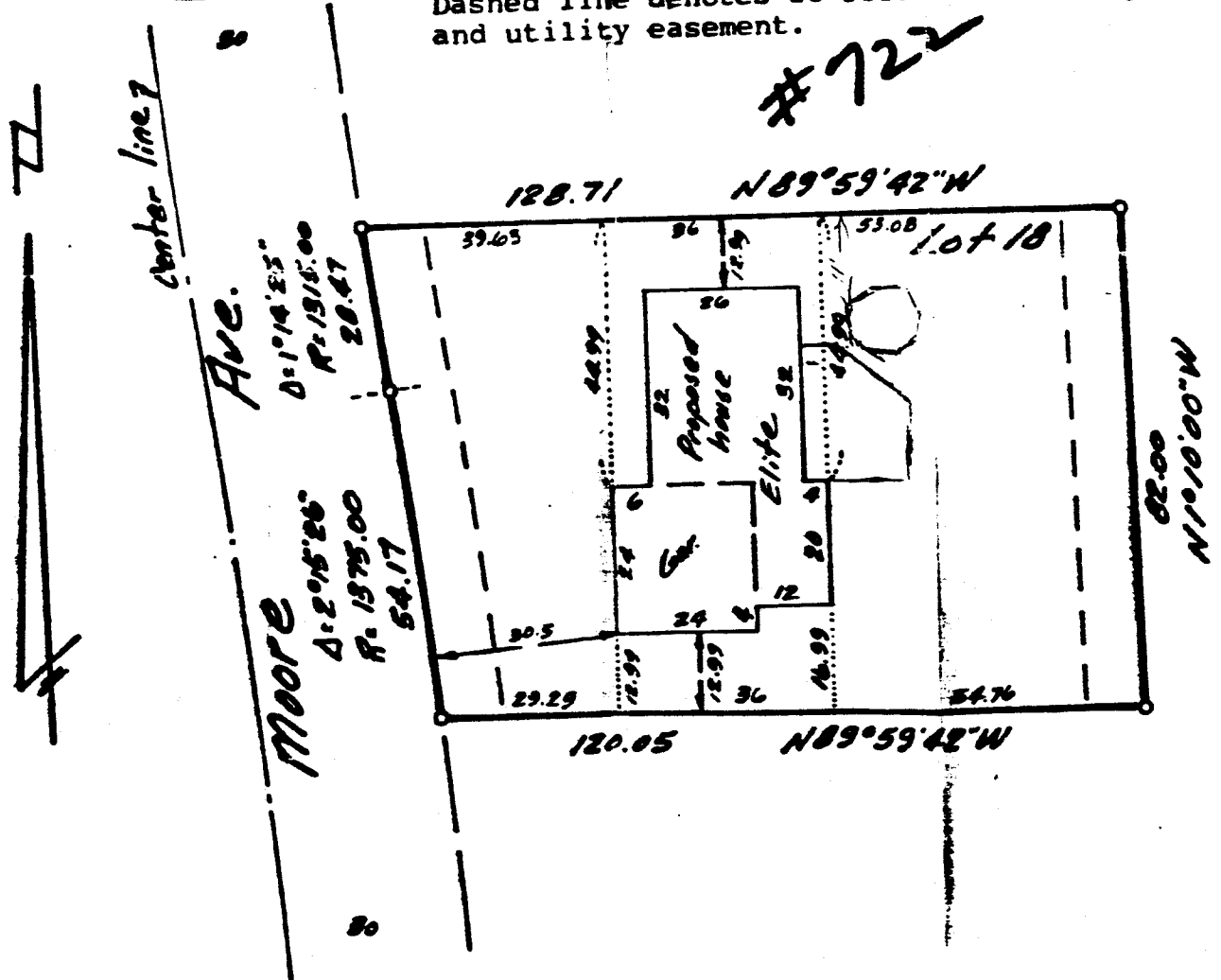
Suite 306 ■ Village North Professional Bldg. ■ 7420 Unity Avenue North ■ Brooklyn Park, MN 55443 ■ (612) 561-2505

Certificate of Survey

Property of Good Value Homes, Inc.
Described as follows: Lot 18, Block 3, FALCON WOODS NO. 3, according to the
plat of record thereof, Ramsey County, Minnesota.

1836 Moore

Dashed line denotes 10 foot wide drainage and utility easement.



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota

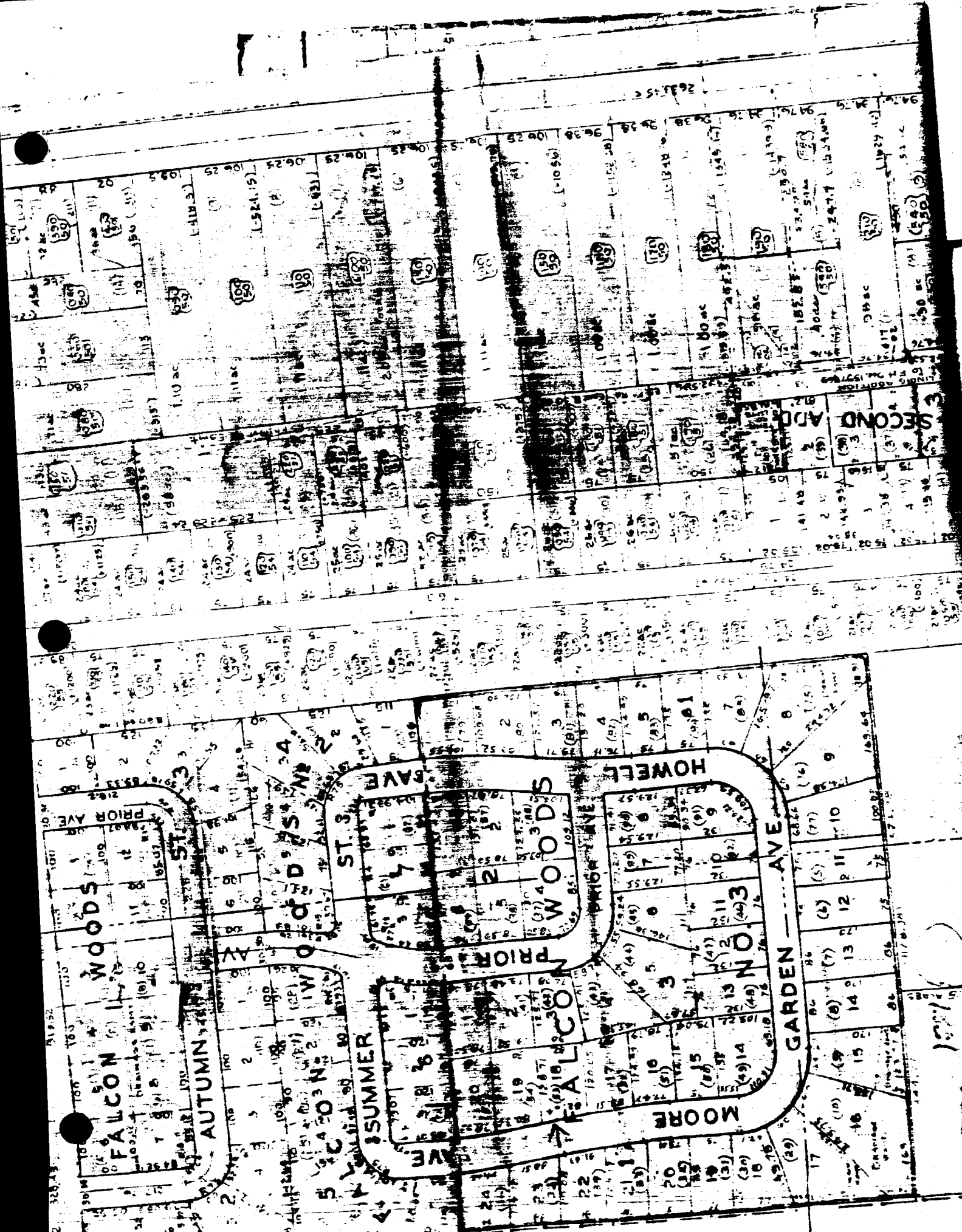
Richard Cherrier

Date 9-16-83 Reg No. 9064

Scale 1 inch equals 30 feet
o indicates Iron Monument

Book _____ Page _____

Job No. 1101



1772

PLANNING AND DEVELOPMENT 9-4.01

PART 4. ONE FAMILY RESIDENTIAL DISTRICT

9-4.01 One Family "R-1"

Subdivision 1. Permitted Uses. Within any "R-1" One-Family Residential District, no structure or land shall be used except for one or more of the following uses:

- a. One family detached dwellings.
- b. Agricultural (farm, suburban) land use not involving an open retail sales lot of products on the premises.

Subdivision 2. Conditional Uses. Within any "R-1" One Family Residential District, no structure or land shall be used for the following uses except by conditional use permit:

- a. Public parks and playgrounds.
- b. Public and parochial schools provided no buildings shall be located within fifty (50) feet of any lot line of an abutting lot in an "R" use district. Any fence erected around a play area shall be not less than fifteen (15) feet from a street line when said fence would be across the street from an "R" use district.
- c. Churches, including those related structures located on the same site which are an integral part of the church proper, convents or homes for persons related to a religious function on the same site provided no more than ten (10) persons shall reside on the site and no building shall be located within thirty (30) feet of any lot line of an abutting lot in an "R" use district.
- d. Municipal buildings and structures, excluding storage of maintenance equipment and trucks over 1 1/2 tons, stock piling of aggregate and open storage of material, but including fire fighting apparatus, provided these shall not be located within thirty (30) feet of any lot line of an abutting lot in an "R" use district.
- e. Farming operations not involving the construction of new buildings or the keeping of farm animals.

f. Essential service structures, provided no building shall be located within fifty (50) feet from any lot line of an abutting lot in an "R" use district. The architectural design of service structures should be compatible to the neighborhood in which they are to be located.

g. Golf courses, country clubs, tennis clubs, public swimming pools serving more than one (1) family.

h. Off-street parking—when the proposed site of the offstreet parking abuts on a lot which is in a "B" district and subject to those conditions set forth in Section 9-13.04 and such other conditions as found necessary by the council to carry out the intent of this Code. However, such off-street parking shall be permitted as a conditional use in any "R-1" One Family Use District for church parking purposes.

i. Room and/or Board for up to 4 persons.

j. Home occupations not meeting the definitions and requirements of Falcon Heights Or. 9-14.01, Subd. 25.

~~Subdivision 4. Permitted Accessory Uses.~~ No accessory structures or use of land shall be permitted except for one or more of the following uses: *See (i)*

a. Home occupations meeting the definitions and requirements of Falcon Heights Or. 9-14.01, Subd. 25.

b. Private tennis court, provided no portion of the paved or fenced area is within a required front yard or less than 10 feet from a property line.

c. Private garages, carport and parking space as regulated in 9-2.04.

d. Private automobile repair or reconditioning as regulated in 9-13.07.

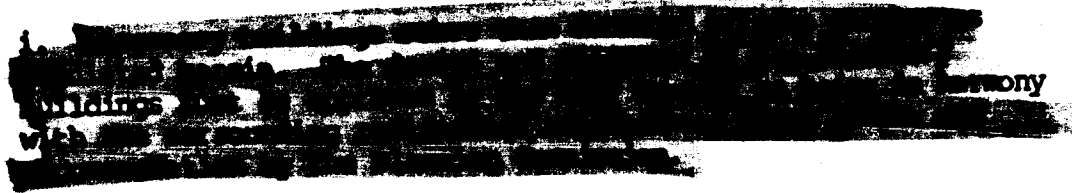
e. Gardening and other horticultural uses where no retail sale of products is conducted on the premises.

f. Keeping of domestic pets as required in the Code.

g. Signs as provided in Subdivision *f* of this Section.

h. Decorative landscape features and fences as regulated herein.

PLANNING AND DEVELOPMENT 9-4.01



- j. Buildings temporarily located for purposes of constructing on the premises for a period not to exceed the time necessary for such construction (approved by zoning administrator).

Subdivision 4. Lot Area, Height, Lot Width and Yard Requirements.

- a. No structure or building shall exceed two (2) stories or twenty-five (25) feet in height above ground level, whichever is lesser in height, except as provided in section 9-2.07 of this Chapter.
- b. A side yard abutting a street shall not be less than thirty feet.
- c. The following minimum requirements shall be observed subject to the additional requirements, exceptions and modifications as set forth in this section and section 9-2.03.

Height	Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard
<u>1 Story</u>	10,000 sq. ft.	75' interior lot 90' corner lot	30'	5'	30'
<u>2 Stories</u>	10,000 sq. ft.	75' interior lot 90' corner lot	30'	7.5'	30'

Subdivision 5. Off-Street Parking and Loading.

- a. Regulation of off-street parking and loading spaces in this Code is to alleviate or prevent congestion of the public right-of-way and to promote the safety and general welfare of the public by establishing minimum requirements for off-street parking, loading and unloading from motor vehicles in accordance with the utilization of the various parcels of land and structures.

PLANNING AND DEVELOPMENT 9-2.02 to 2.04

Subdivision 11. Environmental. The City Council may, from time to time, adopt by resolution and reference various performance standards pertaining to the environment of Falcon Heights. These may include, but are not necessarily limited to, various standards and regulations contained in the Metropolitan Development Guide or as proposed by the Metropolitan Council pertaining to on-site sewage disposal and treatment, protection of air space navigation, wetlands, solar access protection and others.

The City Council may require that existing uses on the date of adoption of this Chapter shall, within a reasonable length of time, comply with all performance standards, including visual, following a public hearing on the matter.

9-2.03 Lot Provisions

Subdivision 1. Restrictions. A lot of record existing upon the effective date of this Chapter which does not meet the requirements of this Chapter as to area or width may be utilized for single family detached dwelling purposes provided it is zoned residential and the measurements of such area or width are within sixty six and two thirds ($66 \frac{2}{3}\%$) percent of the requirements of this Chapter, but said lot of record shall not be more intensively developed unless combined with one (1) or more abutting lots or portions thereof so as to create a lot meeting the requirements of this Chapter.

Subdivision 2. P.U.D. Except in the case of Planned Unit Developments as provided for hereinafter, not more than one principal building shall be located on a lot.

9-2.04 Accessory Buildings and Structures

Subdivision 1. General

a. No accessory building shall be constructed on a lot prior to the time of construction of the principal building or land use to which it is accessory.

b. An accessory building shall be considered as an integral part of the principal building if it is located less than twelve (12) feet from the principal building with respect to firewall and other requirements of the building code, and this Code.

PLANNING AND DEVELOPMENT 9-2.04

c. Accessory buildings in a residential district may be located not less than five (5) feet from the side lot line and five (5) feet of the rear lot line.

d. No accessory building in a residential district shall exceed the height of the principal building.

e. Accessory buildings in the business and industry districts shall be located any place to the rear of the principal building, subject to the Building Code, and the fire zone regulations.

f. No detached garages or other accessory building shall be located nearer the front lot line than the principal building on that lot.

g. No accessory building in a business or industrial district shall exceed the height of the principal building except by conditional use permit.

h. An accessory building in the business or industrial districts may be located within the rear yard setback, provided that the lot is not a through lot and said accessory building does not occupy more than 25% of the required rear yard. An accessory building shall be a part of the principal building if it is located less than twelve (12) feet from the principal building. No accessory building shall be located less than ten feet from a rear lot line.

i. Utility structures and other similar buildings for the storage of domestic supplies; such structures shall conform to the following standards in Residential Districts:

1. Structures larger than 90 square feet shall require a building permit. Roof loads and wind loads shall conform to requirements for a private garage as contained in the city building code.

2. All such structures shall be secure from wind displacement.

3. The area of such buildings shall not be less than thirty-five (35) square feet. Only one such building shall be permitted per lot and permitted only within the single family districts.

4. The height of detached building shall not exceed twelve (12) feet. If attached, the structure shall not exceed the height of the principal building.

MINUTES
 PLANNING COMMISSION MINUTES
 JUNE 5, 1989

Vice-Chair Finegan called the meeting to order at 7:30 P.M.	
Barry, Boche, Carroll, Daykin, Duncan, Finegan, and Grittner. Also present was Council Liaison Wallin, Administrator Wiessner and Planner Malloy.	PRESENT
Nestingan and Carroll.	ABSENT
Barry moved, seconded by Boche, to approve the May 1, 1989 Planning Commission Minutes as presented. Motion carried unanimously.	5/1/89 MINUTES APPROVED
Vice-Chair Finegan announced that the Public Hearing on the request for a Conditional Use Permit to establish an "Off-Sale" retail liquor store in Bullseye Center was withdrawn. No hearing will be needed.	OFF-SALE LIQUOR STORE COND. USE WITHDRAWN
Thomas G. Johnson, 1836 Moore, requested a Permitted Accessory Use, to construct a Gazebo on his property. He advised neighbors have voiced no objections. Mr. Johnson then reviewed construction plans. After a short discussion on height, location and construction materials, the Permitted Accessory Use was approved unanimously.	THOMAS G. JOHNSON, 1836 MOORE, PERMITTED ACCESSORY USE APPROVED
Wayne L. Gladfelter, 1754 Arona, requested a Permitted Accessory Use, to construct a Gazebo on his property. He reviewed the construction and placement. Duncan moved, seconded by Barry, to approve the Permitted Accessory Use, which was unanimously approved.	WAYNE L. GLADFELTER, 1754 ARONA, PERMITTED ACCESSORY USE APPROVED
As requested by Council, the Planning Commission reconsidered setback requirements for corner lots. Wallin reviewed the reasoning behind Councilmembers concerns that they should be addressed differently than proposed.	SETBACK REQUIREMENTS ON CORNER LOTS
Chairman Black arrived at 8:00 P.M.	
Discussion ensued regarding the proposed language on the use of conditional use process so that it would not become a burden to the property owners, potential safety hazards, adoption of a dual rate structure for commercial vs. residential conditional use requests and how should the section be worded to accomplish the best results.	
Grittner was of the opinion that applying a conditional use in these instances was not appropriate. Daykin and Duncan agreed, the guidelines need to be fore fully spelled out, they are too nebulous.	
After a lengthy discussion, Finegan moved, seconded by Barry the following language amendment to Section 9-2.04 of the Code:	

Consent _____

Agenda Item: F-3

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Request for Permitted Accessory Use, Gazebo

SUBMITTED BY:

Wayne L. Gladfelter, 1754 Arona

REVIEWED BY:

Planning Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Gladfelters would like to construct a Gazebo at the rear of their residence and need the Planning Commission's recommendations as to design and placement as required in Section 9-4.01, Subd. 3(i) of the Code.

- Attachments:
- (a) Permitted Accessory Use Application
 - (b) Sketch and Picture of Proposed Gazebo
 - (c) Site Drawing
 - (d) Location Map of Area
 - (e) Copies of Applicable Code Sections are attached to Item 2, Johnson Gazebo
 - (f) Planning Commission Minutes of June 5, 1989

ACTION REQUESTED:

The Planning Commission recommends approval.





CITY OF FALCON HEIGHTS

2077 W. LARPEUTEUR AVENUE

FALCON HEIGHTS, MN 55113-5594

PHONE 612-644-5050

APPLICATION FOR CONSIDERATION OF PLANNING REQUEST

Commission Action/Date _____
Council Action/Date _____

Date of Application 5/22/89
Fee Paid _____

Applicant

Name: Gladfelter Wayne L. 645-7962
Last First Intl. Phone
Betty work 451-5775

Address: 1754 Arona Ave Falcon Htgs. MN 55113
Street City State Zip Code

Owner

Name: Gladfelter Wayne L. 645-7962
Last First Intl. Phone

Address: 1754 Arona Ave Falcon Htgs. MN 55113
Street City State Zip Code

Street Location of Property in Question:

1754 Arona Ave

Legal Description of Property:

Block 7, Lot 22, Falcon Heights Addition

Type of Request:

- Rezoning
- Variance
- Conditional Use Permit
- Subdivision Approval
- Plan Approval
- Other (specify) Permitted Accessory Use

Applicable Zoning Code Number: Chapter 9-2.04 9-4.01 Section Sub(K)

Present Zoning of Property: R-1

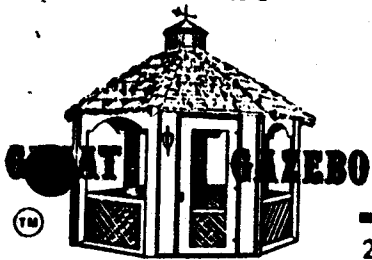
Present Use of Property: Residential

I hereby declare that all statements made on this request and on the additional material are true.

Wayne L. Gladfelter
Signature of Applicant

5-21-89
Date

Kathy Zimmerman, Secretary
Received by (name, title)



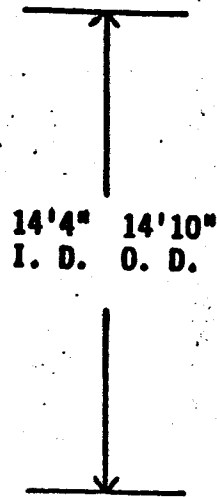
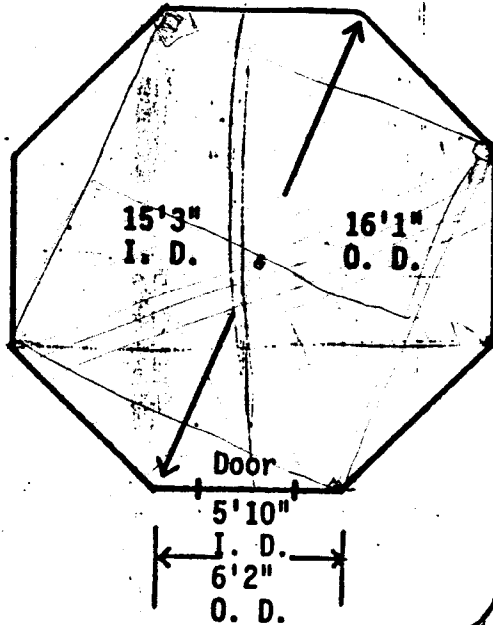
SPRINGHILL PRODUCTS, INC.

2020 Silver Bell Road • Suite 26 • Eagan, Minnesota 55122

(612) 681-9363

15 Foot Model

Area: 165 Sq. Ft.

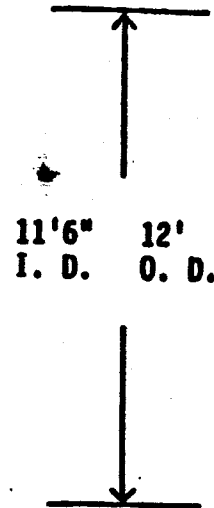
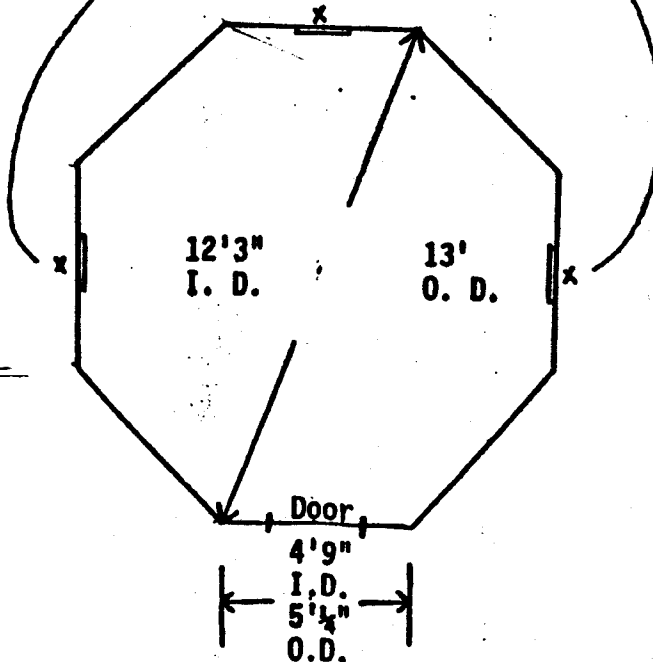


Wire may enter Gazebo at any outlet through silplate of wall panel.

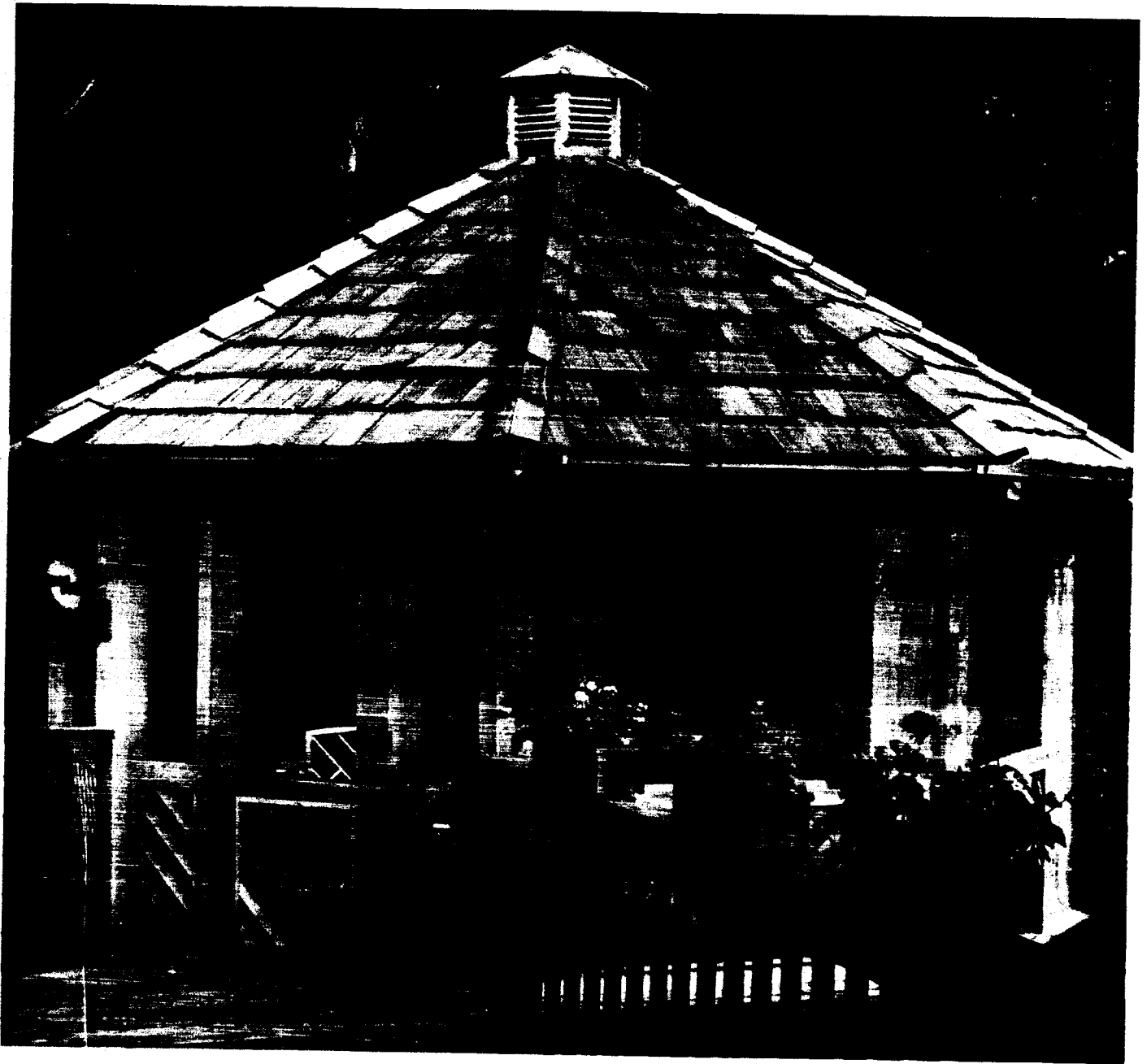
12 Foot Model

Area: 110 Sq. Ft.

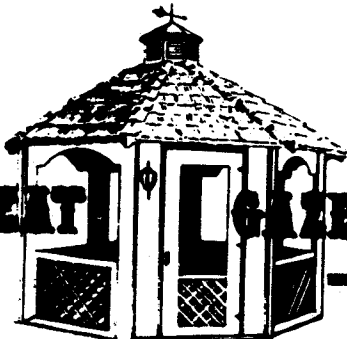
This is the model we would like to install.



I. D. = Inside Dimensions
O. D. = Outside Dimensions



SPRINGHILL'S

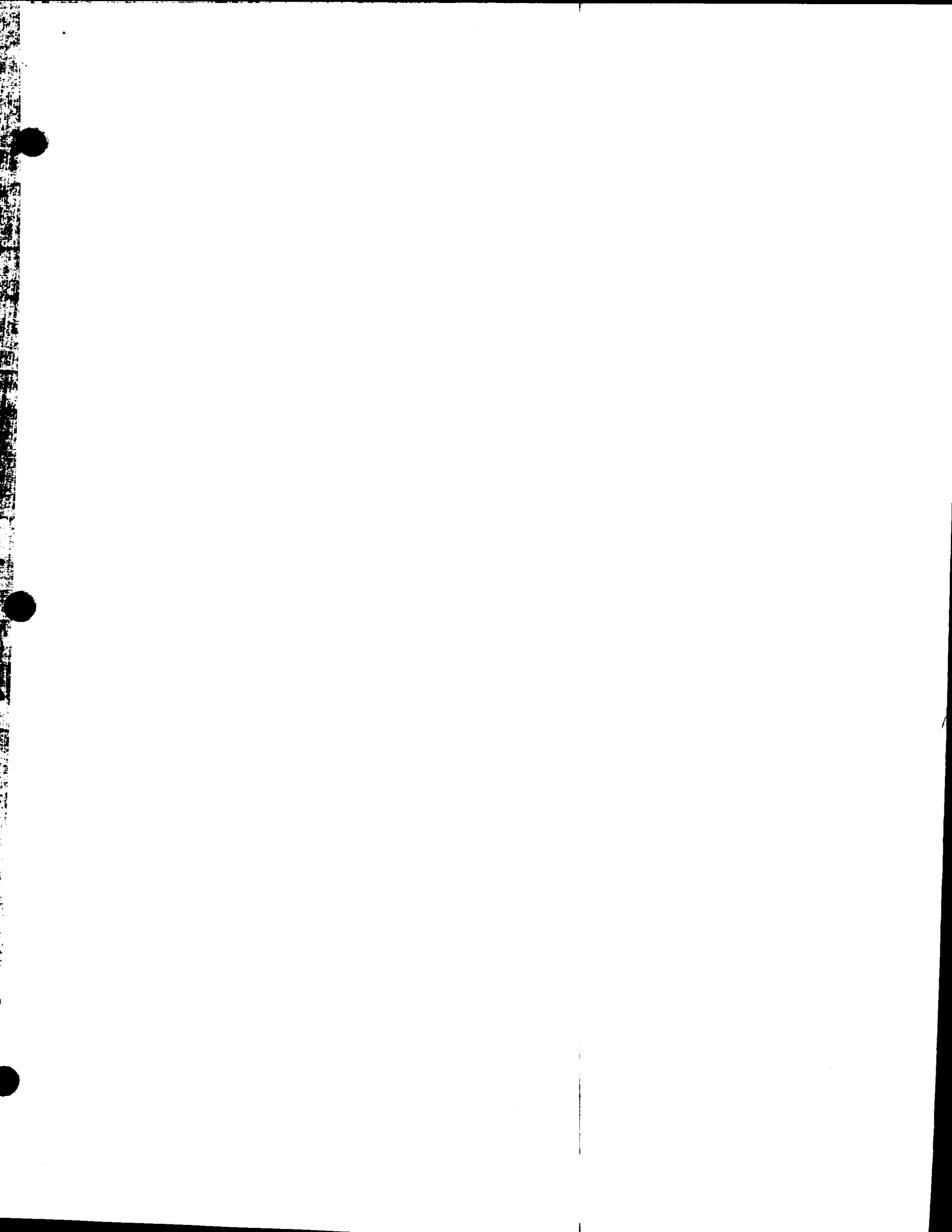


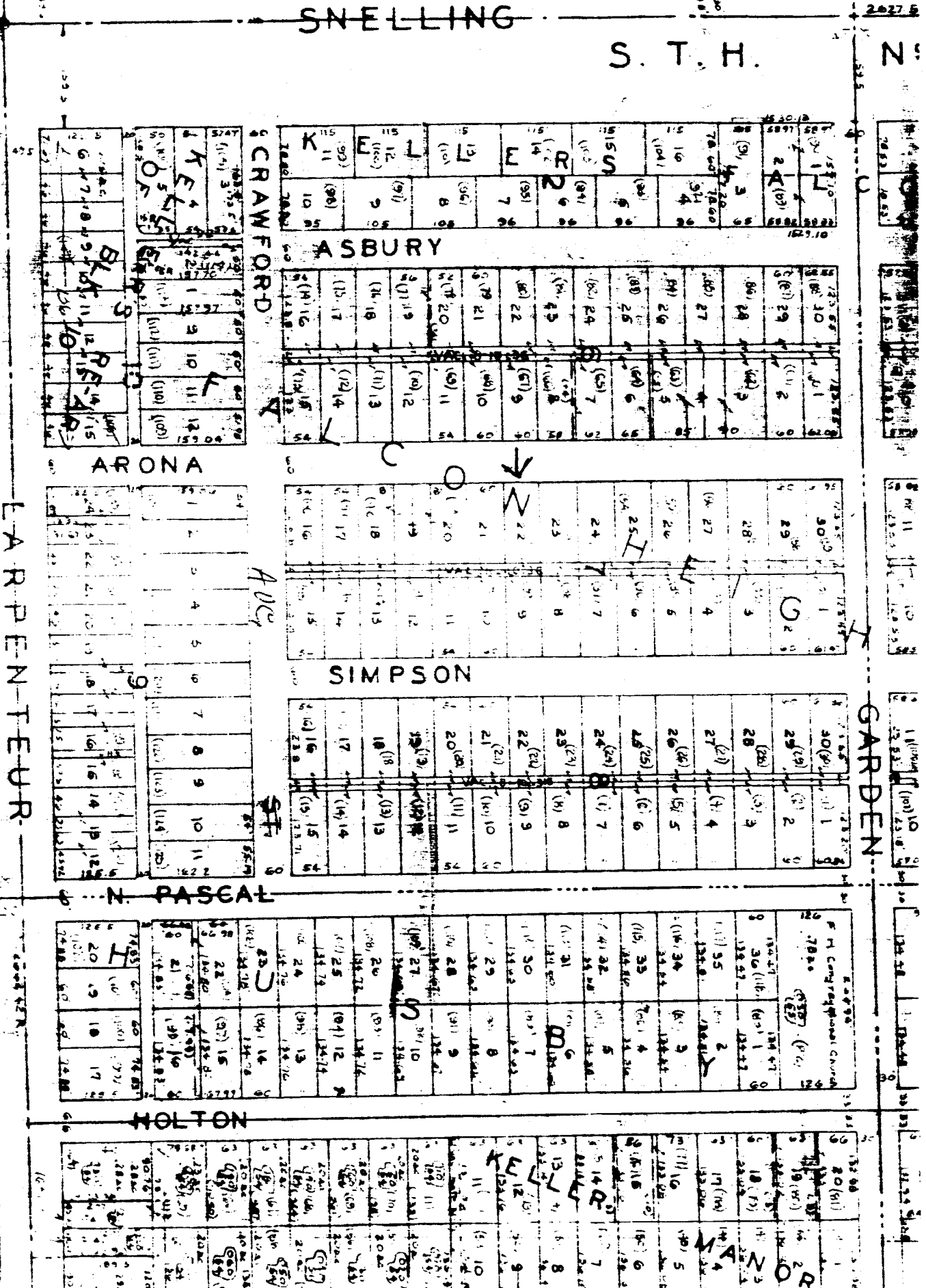
GREAT GAZEBO

TM

SPRINGHILL PRODUCTS, INC.

2020 Silver Bell Road • Eagan, Minnesota 55122 • (612) 681-9363





SNELLING

S. T. H.

CRAWFORD

ASBURY

ARONA

SIMPSON

GARDEN

N. PASCAL

HOLTON

CARPENTEUR

Grid of lot numbers and names within street blocks:

- CRAWFORD-ASBURY:** Lots 1-15 (names: S, R, L, F, K), 16-30 (names: S, R, L, F, K), 31-45 (names: S, R, L, F, K).
- ASBURY-ARONA:** Lots 1-15, 16-30, 31-45.
- ARONA-SIMPSON:** Lots 1-15, 16-30, 31-45.
- SIMPSON-GARDEN:** Lots 1-15, 16-30, 31-45.
- GARDEN-N. PASCAL:** Lots 1-15, 16-30, 31-45.

Grid of lot numbers and names in the block between N. PASCAL and HOLTON:

- Row 1: Lots 1-15 (names: I, M, L, F, E, R, S, K, L, F, L, E, R, S).
- Row 2: Lots 16-30 (names: I, M, L, F, E, R, S, K, L, F, L, E, R, S).
- Row 3: Lots 31-45 (names: I, M, L, F, E, R, S, K, L, F, L, E, R, S).

Grid of lot numbers and names in the block between HOLTON and the bottom edge:

- Row 1: Lots 1-15 (names: MANOR).
- Row 2: Lots 16-30 (names: MANOR).
- Row 3: Lots 31-45 (names: MANOR).

MINUTES
PLANNING COMMISSION MINUTES
JUNE 5, 1989

Vice-Chair Finegan called the meeting to order at 7:30 P.M.	
Barry, Boche, Carroll, Daykin, Duncan, Finegan, and Grittner. Also present was Council Liaison Wallin, Administrator Wiessner and Planner Malloy.	PRESENT
Nestingan and Carroll.	ABSENT
Barry moved, seconded by Boche, to approve the May 1, 1989 Planning Commission Minutes as presented. Motion carried unanimously.	5/1/89 MINUTES APPROVED
Vice-Chair Finegan announced that the Public Hearing on the request for a Conditional Use Permit to establish an "Off-Sale" retail liquor store in Bullseye Center was withdrawn. No hearing will be needed.	OFF-SALE LIQUOR STORE COND. USE WITHDRAWN
Thomas G. Johnson, 1836 Moore, requested a Permitted Accessory Use, to construct a Gazebo on his property. He advised neighbors have voiced no objections. Mr. Johnson then reviewed construction plans. After a short discussion on height, location and construction materials, the Permitted Accessory Use was approved unanimously.	THOMAS G. JOHNSON, 1836 MOORE PERMITTED ACCESSORY USE APPROVED
Wayne L. Gladfelter, 1754 Arona, requested a Permitted Accessory Use, to construct a Gazebo on his property. He reviewed the construction and placement. Duncan moved, seconded by Barry, to approve the Permitted Accessory Use, which was unanimously approved.	WAYNE L. GLADFELTER, 1754 ARONA, PERMITTED ACCESSORY USE APPROVED
As requested by Council, the Planning Commission reconsidered setback requirements for corner lots. Wallin reviewed the reasoning behind Councilmembers concerns that they should be addressed differently than proposed.	SETBACK REQUIREMENTS ON CORNER LOTS
Chairman Black arrived at 8:00 P.M.	
Discussion ensued regarding the proposed language on the use of conditional use process so that it would not become a burden to the property owners, potential safety hazards, adoption of a dual rate structure for commercial vs. residential conditional use requests and how should the section be worded to accomplish the best results.	
Grittner was of the opinion that applying a conditional use in these instances was not appropriate. Daykin and Duncan agreed, the guidelines need to be fore fully spelled out, they are too nebulous.	
After a lengthy discussion, Finegan moved, seconded by Barry the following language amendment to Section 9-2.04 of the Code:	

Consent _____

Agenda Item: F-4

Policy x

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

CONSIDER PROPOSED AMENDMENT TO SECTION 5-11.04 OF THE CODE RELATING TO ZONING APPLICATION FEES

SUBMITTED BY:

Jan Wiessner
Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

When staff recently received applications for the gazebos, we realized that at the time Section 9-4.01, Subdivision 3, of the Code was amended removing Accessory Buildings from the conditional use category and placing them in the Permitted Accessory Use category, establishment of a fee was inadvertently omitted. Since these structures require the same procedure as a variance, staff is recommending a \$20.00 fee be established (the same as a variance) for Permitted Accessory Use requests for accessory buildings other than garages.

- Attachments:
- (a) Copy of Section 9-4.01, Subdivision 3(e) of the Code
 - (b) Copy of Section 5-14.04 of the Code
 - (c) Proposed amendment

ACTION REQUESTED:

Jan Wiessner *Shirley Chenoweth*

PLANNING AND DEVELOPMENT 9-4.01

- f. Essential service structures, provided no building shall be located within fifty (50) feet from any lot line of an abutting lot in an "R" use district. The architectural design of service structures should be compatible to the neighborhood in which they are to be located.
- g. Golf courses, country clubs, tennis clubs, public swimming pools serving more than one (1) family.
- h. Off-street parking--when the proposed site of the offstreet parking abuts on a lot which is in a "B" district and subject to those conditions set forth in Section 9-13.04 and such other conditions as found necessary by the council to carry out the intent of this Code. However, such off-street parking shall be permitted as a conditional use in any "R-1" One Family Use District for church parking purposes.
- i. Room and/or Board for up to 4 persons.
- j. Home occupations not meeting the definitions and requirements of Falcon Heights Or. 9-14.01, Subd. 25.

Subdivision 3. Permitted Accessory Uses. No accessory structures or use of land shall be permitted except for one or more of the following uses:

- a. Home occupations meeting the definitions and requirements of Falcon Heights Or. 9-14.01, Subd. 25.
- b. Private tennis court, provided no portion of the paved or fenced area is within a required front yard or less than 10 feet from a property line.
- c. Private garages, carport and parking space as regulated in 9-2.04.
- d. Private automobile repair or reconditioning as regulated in 9-13.07.
- e. Gardening and other horticultural uses where no retail sale of products is conducted on the premises.
- f. Keeping of domestic pets as required in the Code.
- g. Signs as provided in Subdivision *H* of this Section.
- h. Decorative landscape features and fences as regulated herein.

PLANNING AND DEVELOPMENT 9-4.01

i. Accessory buildings other than detached private garages as regulated herein. The design and placement of the accessory buildings must be approved by the City Council as being in harmony with the surrounding residential neighborhood after review and recommendation by the Planning Commission.

j. Buildings temporarily located for purposes of constructing on the premises for a period not to exceed the time necessary for such construction (approved by zoning administrator).

Subdivision 4. Lot Area, Height, Lot Width and Yard Requirements.

a. No structure or building shall exceed two (2) stories or twenty-five (25) feet in height above ground level, whichever is lesser in height, except as provided in section 9-2.07 of this Chapter.

b. A side yard abutting a street shall not be less than thirty feet.

c. The following minimum requirements shall be observed subject to the additional requirements, exceptions and modifications as set forth in this section and section 9-2.03.

<u>Height</u>	<u>Lot Area</u>	<u>Lot Width</u>	<u>Front Yard</u>	<u>Side Yard</u>	<u>Rear Yard</u>
<u>1 Story</u>	10,000 sq. ft.	75' interior lot 90' corner lot	30'	5'	30'
<u>2 Stories</u>	10,000 sq. ft.	75' interior lot 90' corner lot	30'	7.5'	30'

Subdivision 5. Off-Street Parking and Loading.

a. Regulation of off-street parking and loading spaces in this Code is to alleviate or prevent congestion of the public right-of-way and to promote the safety and general welfare of the public by establishing minimum requirements for off-street parking, loading and unloading from motor vehicles in accordance with the utilization of the various parcels of land and structures.

MUNICIPAL REGULATIONS AND LICENSING 5-14.03 to 14.05

<u>Fee</u>	<u>Item</u>
	8. <u>Ventilating Systems</u>
25.00	First 2,000 CFM per unit
5.00	Each additional 1,000 CFM or fraction thereof per unit
5.00	Each bathroom exhaust fan in a multiple dwelling
	9. <u>Solar Heating</u>
25.00	Each installation

b. Plumbing Permit Fees.

25.00	Basic
7.00	Per Fixture

c. Sewer Connection or Repair.

62.00	Water Connection
-------	------------------

5-14.04 Zoning Application Fees

\$ 50.00	Rezoning
20.00	Variance
20.00	Conditional Use
25.00	Sub-Dividing
50.00	Platting

5-14.05 Facility Rental Fees. Private use of public facilities is permitted on a space available basis. Reservations are required and security deposits may be required for private use of the following community facilities:

a. Park Facilities1. Seasonal Use (one day/week)

<u>Fee</u>	<u>Item</u>
\$ 75.00	Community Park Ballfield/Rink
40.00	Idaho/Snelling Ballfield/Rink
40.00	University Grove Ballfield/Rink

No. _____

CITY OF FALCON HEIGHTS
O R D I N A N C E

Date June 14, 1989

AN ORDINANCE AMENDMENT SECTION 5-14.04 OF THE MUNICIPAL
CODE ESTABLISHING A FEE FOR PERMITTED ACCESSORY USE
REQUESTS RELATING TO ACCESSORY BUILDINGS OTHER THAN GARAGES

The City Council of the city of Falcon Heights ordains:

Section 5-14.04 of the Code be amended to read:

5-14.01 Zoning Application Fees

\$ 50.00	Rezoning
20.00	Variance
20.00	Permitted Accessory Use for Accessory Buildings
20.00	Conditional Use
25.00	Sub-dividing
50.00	Platting

Moved by _____

Approved by _____
Mayor

June 14, 1989

Date

YEAS Nays

BALDWIN	_____	in Favor
CIERNIA	_____	
CHENOWETH	_____	Against
WALLIN	_____	
BUSH	_____	

Attested by _____
City Administrator

June 14, 1989

Date

Adopted by Council June 14, 1989

Consent _____

Agenda Item: F-5

Policy x

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

HAMLIN AVENUE PROJECT - RAMSEY COUNTY'S
FEASIBILITY STUDY

SUBMITTED BY:

JAN WIESSNER

REVIEWED BY:

TERRY MAURER

EXPLANATION/SUMMARY (attach additional sheets as necessary):

On May 9, 1989, the City Council accepted Ramsey County's Feasibility Study on the Hamline Avenue project with three conditions. Attached is a copy of correspondence to and from Ramsey County regarding the three conditions. Ramsey County has provided a revised estimate of the Gotfried Pit involvement. They have also conducted two additional traffic counts.

On June 5, the Ramsey County Board took action to proceed with the final design stage of the project. They also voted to support the cities if they should decide to request a variance to MN DOT's standards for the road width.

Requesting a variance is possible but would result in a delay of the project.

- Attachments:
- 1) Wiessner letter
 - 2) Ramsey County response
 - 3) Ramsey County's action

ACTION REQUESTED:

If the County's response to previous conditions is deemed adequate, approve the Feasibility Study for the Hamline Avenue Project.

JW

June 2, 1989

Mr. Kenneth E. Weltzin, P.E.
Director and County Engineer
350 St. Peter Street, Suite 270
St. Paul, MN 55102

RE: HAMLIN AVENUE FEASIBILITY STUDY

Dear Mr. Weltzin:

On Tuesday, May 9, 1989, the Falcon Heights City Council considered and accepted the Hamline Avenue Feasibility Study. Their acceptance had three contingencies attached to it. They are as follows:

1. Gottfried Pit Cost Distribution

The City Council questioned the cost participation breakdown for the proposed lift station upgrading. They would like verification that the one-third participation for the City of Falcon Heights is reflective of their actual contribution to the Pit.

2. Pathway Design/Boulevard Width

The City Council would like a maximum boulevard width of six feet rather than the eleven feet proposed in the feasibility study. They felt this would save a substantial amount of existing vegetation and keep pedestrian traffic further away from the existing residential properties. The City Council would also like to have the County give consideration to minor meandering of the pathway, perhaps closer than six feet to the road, if situations occur where additional vegetation can be saved.

JUNE 2, 1989
PAGE TWO

3. Street Width

There was much discussion at the two public informational hearings regarding the proposed 52 foot street width. Much of this centered around the accuracy of the traffic counts used to determine the street width. As you are aware, the County agreed to redo the traffic counts. The City Council would like the County to check the street width given the additional traffic counts. The City Council is not interested in pursuing a MnDOT variance to the standard street width if it means more local cost or City acceptance of design liability.

If you have questions regarding the City action, please call.

Sincerely,

Janet Wiessner
City Administrator

JUN 06 1989



Ramsey County Department of Public Works

350 St. Peter Street
Suite 270
Saint Paul, Minnesota 55102
(612) 298-4127

Kenneth E. Weltzin
Director
and
County Engineer
Paul L. Kirkwold
Deputy Director
and
Assistant County Engineer

June 2, 1989

Ms. Janet Wiessner
City Administrator
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, Minnesota 55113

Hamline Avenue Feasibility Study

In response to the City Council's action regarding the Hamline Avenue Feasibility Study, the County would offer the following responses:

1. GOTTFRIED PIT COST DISTRIBUTION

Our environmental department has analyzed the contributory area in Falcon Heights which flows to the pit and found it to be approximately 33% of the total. We would suggest staying with the cost participation in the current agreement for the lift station upgrading. After these improvements are complete, it may be appropriate for the Watershed Management Organization (WMO) to review future operation and maintenance cost participation.

2. PATHWAY DESIGN/BOULEVARD WIDTH

The County has no concern with a reduction in boulevard width to six feet. Any width below six feet causes concern relative to adequate room for signing, power poles, hydrants and snow storage. The County would discourage any width below six feet and would insist on the County not being responsible for snow which may be plowed onto the pathway. Perhaps the City could consider tree replacement in lieu of meandering the pathway. The County would participate 25% for tree replacement as identified in the cost participation policy.

3. STREET WIDTH

As agreed to at the informational hearing, the County has redone the Hamline Avenue traffic counts. In fact they were redone twice, once on May 22 and again on May 30. The following table shows the counts and the projected traffic volumes.

A3

<u>LOCATION</u>	<u>5/22/89</u>	<u>2009 PROJECT</u>	<u>5/30/89</u>	<u>2009 PROJECT</u>
No. of Larpenteur	8066	12,908	7250	11,600
No. of Garden	8440	13,504	7700	12,320
No. of Roselawn	9200	14,720	8600	13,760

These traffic volumes still classify Hamline Avenue as a high density arterial which requires a 52 foot width with no on-street parking.

We hope this answers the concerns of Falcon Heights so that the Feasibility Report can be accepted with these revisions and the status of the project can be advanced.

Maria Kurka for
 Kenneth E. Weltzin, P.E.
 Director and County Engineer

KEW:mk

Resolution

RECEIVED

Board of

Ramsey County Commissioners

JUN 08 1989

RAMSEY COUNTY
PUBLIC WORKS

Presented By Commissioner McCarty Date June 6, 1989 No. 89-433
Attention: Budget & Accounting

Ken Weltzin, Director, Public Works

WHEREAS, County Board Resolution 89-054 approved Agreement 88018 with Maier Stewart and Associates for design services for the reconstruction of Hamline Avenue between Larpenteur Avenue and County Road B, as identified in the 1989 capital bonding program; and

WHEREAS, The study report phase is complete, and the report recommends the reconstruction of the segment; and

WHEREAS, The contract provides for a total design fee of 8.43% of the construction cost based on the current estimate of \$1,239,108; and

WHEREAS, The Department of Public works recommends the consultant proceed with the design of the segment; Now, Therefore, Be It

RESOLVED, The Ramsey County Board of Commissioners hereby authorizes the Director of the Public Works Department and Maier Stewart and Associates to proceed with the design element of the segment of Hamline Avenue as described in the feasibility study for a fee of 8.43% of the construction cost as defined in Agreement 88018; and Be It Further

RESOLVED, This authorization is contingent upon concurrence by the Cities of Falcon Heights and Roseville with the feasibility study and consultant proposal; and Be It Further

RESOLVED, In the event that either the City of Falcon Heights or the City of Roseville requests a variance to the State-aid highway standards, Ramsey County will concur with that request; and Be It Further

RESOLVED, The Board approves the following budget transfer to accomplish this work:

TRANSFER FROM APPROPRIATION

503 50334 040700 Hamline Ave.- Larpenteur to CRB \$95,317.89

TRANSFER TO APPROPRIATION

503 50334 020166 Hamline Ave. Design \$95,317.89

Hal Norgard, Chairman

By *Bonnie Cochran*
Chief Clerk - County Board

NAME	COPY
K.E.W.	
G.G.J.	
P.L.K.	
G.L.L.	
W.R.L.	
R.H.P.	
D.G.S.	
J.E.T.	
D.R.	
K.D.	
D.C.	
J.A.P.	

Consent _____

Agenda Item: F-6

Policy x

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

HAMLIN AVENUE PROJECT - LOCAL FEASIBILITY STUDY

SUBMITTED BY:

JAN WIESSNER

REVIEWED BY:


TERRY MAURER

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The next step for the City is to prepare a local feasibility study which will go into more detail regarding costs and assessments and will officially begin the Minnesota Statutes Chapter 429 Public Improvement process.

ACTION REQUESTED:

Resolution authorizing Maier-Stewart to prepare local feasibility study.



Consent _____

Policy x

Agenda Item: F-7

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

ASSESSMENT POLICY

SUBMITTED BY:

TERRY MAURER
JAN WIESSNER

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

See attached memorandum from Terry Maurer: RE: Assessment Options

ACTION REQUESTED:

Discussion.

gn



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

June 8, 1989

File No: 330-012-70

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

RE: ASSESSMENT MANUAL

Dear Council Members:

As we proceeded to revise the City's Assessment Manual we were unsure of all the specifics for the street assessment policy the City Council wishes to adopt. Therefore, we have tried to summarize our understanding of three variations on the street assessment policy for the City Council's consideration. The first provides a summary of the City's existing policy, the second is a summary of our understanding of the points discussed by the City Council at various times the past several months and the third is a slightly different variation we would propose after discussions with the City Administrator.

OPTION #1 CURRENT POLICY

- o 90% of street cost assessed
- o 100% of curb and gutter assessed
- o 50% additional assessment on side yards for corner lots
- o 100% storm sewer assessment separately from street improvement
- o Commercial properties assessed at a rate not more than 1-1/2 times the residential rate.
- o Federal, State or County monies may be used to reduce the project cost.
- o Collector streets 50% assessed; abutting properties pay residential equivalent rate, non-abutting properties pay some smaller amount.

OPTION #2 CITY COUNCIL DISCUSSION

- o 2/3 of actual street construction cost assessed
- o 90% of actual curb and gutter cost assessed
- o No side yard assessment; side yard and non-assessable costs are spread over the assessable footage
- o 100% storm sewer assessment separately from street improvements.
- o Property abutting collectors to pay an equivalent residential rate
- o Non-abutting collector property still pays small collector assessment.
- o Federal, State or County monies not used to reduce the project assessment cost
- o Commercial properties not specifically dealt with yet

OPTION 3 STAFF DISCUSSIONS

- o Residential equivalent assessment rate determined annually based on 2/3 cost of typical street improvement cost and 90% of curb and gutter cost.
- o No side yard assessment. Side yard and other non-assessable areas factored into residential equivalent rate calculation.
- o 100% storm sewer assessment separately from street improvement.
- o Property abutting collectors and/or municipal State Aid streets would be assessed the residential equivalent rate.
- o No non-abutting collector assessment but rather factor this into the residential equivalent rate
- o Federal, State or County monies not used to reduce the project assessment rate
- o Commercial properties dealt with similarly using a higher street design standard.

To provide a rough idea of comparable costs of different streets we analyzed a county road project, municipal State Aid project and a regular city street project. This analysis was based on street costs only. We assumed storm sewer costs would be the same on each of these. To accomplish this we made the following assumptions.

1. The Hamline Avenue project was used for an example of a county road project.
2. The municipal State Aid street would be 40 feet wide, 9-ton design.
3. The city street would be 36 feet wide, 7-ton design.
4. The project size is a block 675 feet long with two non-assessable side yards each 130 feet.

Using either Option 2 or 3 the city street project would have an assessable cost of approximately \$30.00 per foot. The municipal State Aid street assessed using Option 2 would have an assessable cost of \$33.00 per foot, however, Option 3 would reduce this cost to a \$30.00 per foot residential equivalent rate.

The county road project has a relatively small local cost. Discounting the extra items such as pathways and land acquisition only the curb and gutter cost and overhead cost are comparable to the other two examples. If only these costs were assessed the rate would be less than \$10.00 per foot. Using Option 2 or 3 the assessment would be approximately \$30.00 per foot, the residential equivalent rate.

These estimated costs are rough and do not take into account items such as clearing and grubbing, unsuitable soils, or utility improvements. They do however provide an accurate comparison between the various types of projects.

There are three significant differences between Option 2 and 3. First, Option 2 has a non-abutting area wide collector assessment and Option 3 does not. Option 3 would have a residential equivalent assessment rate determined annually which would be used for all projects. Potentially, Option 2 could have different assessment rates on adjacent streets completed in the same project. Finally, Option 3 would use the residential equivalent rate for Municipal State Aid Streets and Option 2 would assess these at a higher rate unless they are designated as collectors.

The concept of not assessing street improvements but rather funding them with an increase in local property tax was briefly reviewed. Assuming the City will reconstruct 3-4 blocks of street each year, the annual project cost would be \$200,000 to \$300,000. This would result in over a 40% increase in local property tax rates which would be prohibitive.

We would request that these options regarding street assessment policy be discussed prior to our next revision of the City's Assessment Policy. I will be in attendance at your June 14th City Council meeting should you have any questions.

Sincerely,

MAIER STEWART AND ASSOCIATES, INC.



Terry J. Maurer, P.E.

TJM/km

Consent _____

Agenda Item: F-8

Policy x

CITY OF FALCON HEIGHTS

Meeting Date: 6/14/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

COUNCIL CHAMBERS AUDIO SYSTEM

SUBMITTED BY:

JAN WIESSNER

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

After several unsuccessful attempts to repair the Council Chambers audio system problems by City Staff, volunteers and electricians, we contacted Jamieson and Associates, Inc., a firm specializing in audio and video system designs.

Attached is a copy of the recommendations Mr. Voss made after meeting with us.

ACTION REQUESTED:

STAFF RECOMMENDATION

Contract with Jamieson and Associates, Inc. to coordinate and supervise Alternative A ("House-Cleaning" of current system - see page 5). It is expected that this endeavor would cost approximately \$1,000. The more elaborate system re-design alternatives also have merit but would cost considerably more. The Council needs to discuss these alternatives.



Jamieson and Associates, inc.

5200 Wilson Road - 300, Minneapolis, Minnesota 55424

VIA FACSIMILE

June 8, 1989

*...telephone
612/920-8770*

*...Leading the
state of the art*

*Consultation
Facility Design*

Production

... Video, Media

Multi-Media

Motion Picture

Ms. Jan Wiessner
City Administrator
City of Falcon Heights
2077 W. Larpenteur
Falcon Heights, Minnesota 55113

Dear Ms. Weissner:

I enjoyed meeting with you, Shirley Chenoweth and Bootsie Anderson regarding the council chambers audio system and the location of the TV system character generator.

Our work on this project is under our Commission No. 89636 and is on an hourly plus out-of-pocket expenses basis. (A copy of our fee schedule is enclosed.) Should the City elect to use our services in any of the more detailed areas we discussed, I will provide a written estimate of our fees.

Attached are my observations and recommendations for your and the Falcon Heights council's consideration. Briefly:

1. Contract for an audio system "housecleaning" which we would be pleased to supervise at your request.
2. Complete an audio system redesign and implement those changes either through a design-build agreement which could be supervised by us, or through separate system redesign specification and contracting in which we would handle the system specification and coordinate the contracting.
3. Complete a video system redesign and implement those changes in a fashion similar to item 2 above.

Please call with any questions.

Sincerely,

JAMIESON AND ASSOCIATES, INC.

Raymond Voss
Raymond Voss
Vice President

Enc.



CITY OF FALCON HEIGHTS

COUNCIL CHAMBERS REVIEW

Jamieson and Associates, inc.

June 7, 1989

INTRODUCTION:

The following is a review of the concerns and recommendations with regard to problems currently encountered with the sound and cable TV systems at the City of Falcon Heights Council Chambers as identified in a meeting held June 2, 1989 among City Administrator, Jane Wiessner; City Clerk, Shirley Chenoweth; Cable Commission administrator, Bootsie Anderson; and Raymond Voss, Vice President, Jamieson and Associates, inc. an audio-visual facilities design and consulting firm.

I. SPECIFIC SYSTEM OPERATING PROBLEMS:

A. Hum in the audio system, including interaction among the various lighting and power switches on the council dais table.

This is a result of a combination of factors including:

1. Lack of an adequate system and signal grounding plan.
2. A mixture of equipment with "balanced" and "unbalanced" inputs and outputs without resolving impedance and grounding concerns.
3. Basic wiring problems including failure of wiring & connectors and lack of adherence to signal wiring standards required to insure long-term satisfactory operation of such equipment.
4. Possible errors in power system wiring.
5. Lack of separate signal distribution and level adjustment for the cable TV system resulting in unacceptable interaction of the council chambers audio system and cable equipment.

SOLUTION:

- a. Complete a system "house cleaning" by qualified technicians including the addition and proper installation of level and impedance balancing amplifiers, distribution amplifiers and higher quality and more durable connectors and connector panels. Also included would be establishment and implementation of a system signal ground plan.
- b. Repair power wiring where required.

B. Perceived lack of sensitivity at the microphones, i.e. one has to talk quite closely to obtain adequate level.

1. In part, this is a result of overall system level adjustments which have been made to compensate for hum and noise problems, but it is primarily a result of the fact that all microphones are "on" at one time, thus significantly reducing the available system gain before feedback. That is, the effective system sensitivity at each microphone is drastically reduced by having all microphones "on" at one time.
2. The power amplifier and the overall loudspeaker systems may not be adequate for the task.
3. There is no system equalization control capability to adjust the system to the room acoustics for maximum gain before feedback and maximum intelligibility.
4. There is no automatic level control in the system to compensate for variances in sound level from individual-to-individual and moment-to-moment.

SOLUTION:

- a. Reset system gain levels as part of work in resolving hum and signal interaction problems above.
- b. Redesign sound system to utilize an automatic microphone mixer which results in only the active microphones being "on" at any one time. Add to the system 1/3 octave equalizer and automatic level controller and adjust for best operation.
- c. Redesign power amplification and loudspeaker system to improve sound distribution and insure adequate system level. Consider adding microphone activated/switched loudspeakers in the dais area as part of the redesign.

C. Lack of adequate sound level to the cable TV system.

1. This is a combined result of trying to adjust system levels for sound reinforcement with the same amplifier feeding the cable system. It is also, in part, a result of the wiring problems noted with regard to hum and noise difficulties.

SOLUTIONS:

- a. Recheck levels as part of wiring and distribution system repairs and modifications. Utilization of an adjustable audio distribution amplifier for the cable feed as part of these changes will assist in resolving this problem. (See following item.)

b. If a redesign of the audio system to incorporate automatic mic mixing is completed, the existing Shure mixer could be reassigned as a distribution and manual level controlling amplifier for the cable system feed.

Note: The cable TV feed should be AFTER the system automatic level control but BEFORE room equalization unless a separate cable feed automatic level control is provided.

D. Failure of the in-ceiling audio cable to the cable TV system.

SOLUTION:

a. Repair as part of the system "House-cleaning".

E. The character generator "HAS" to be operated from its current closet location because of interference from radio station KUOM.

This is a result of a combination of factors resulting from the high signal levels from the station and their presence (from a frequency standpoint) in the middle of the television band.

SOLUTIONS:

a. Overall system "House-cleaning" including implementation of a grounding system plan MAY improve this situation.

b. Adherence to the highest wiring standards including careful shielding of the video wiring between the character generator and the modulator may be helpful. Addition of hum and noise bucking baluns at each end of the video lines may be helpful. Changing to a balanced video line may be required.

c. The modulator may have to be located in close proximity to the character generator.

d. And/or implementation of remote control of the character generator.

NOTE: Operationally, it is useful to have the character generator available to the cable broadcast system operator for use before and during council and other meeting broadcasts. The long range solution would be to provide a separate character generator specifically designed for production work for the broadcasts and permanently locate the existing "bulletin board" style character generator in the offices as desired.

F. Past interference into the audio system from radio station KUOM.

This will be a potentially recurring problem because of the high signal levels from the station.

SOLUTION:

- a. On-going "house-keeping" of all wiring and system signal ground systems.
- b. Selection of radio frequency (RF) interference resistant equipment. Frequently this requires not only commercial grade, but commercial grade equipment designed for broadcast/ high RF field facility use..
- c. Selective addition of RF interference filters and bypass devices to microphone and loudspeaker lines.
- d. Selective internal modification of individual amplifiers adding RF interference filters, bypass capacitors, and RF blocking ferrite beads to input and output lines may be required.

II. DESIRED IMPROVEMENTS AND OPPORTUNITIES FOR SYSTEM ENHANCEMENT:

A. Arrange for operation and observation of the character generator for normal City electronic bulletin board activities from the general office area, rather than the closet in the council chambers.

(One concern is its availability for potential use in conjunction with council and other meetings as noted above.)

RECOMMENDATION:

- a. See comments above.
 - b. Acquisition of second character generator designed specifically for video production requirements and relocation (permanently) of the "bulletin board" style unit.
- B. Provision for a monitor/tv set in the lobby/entrance area of the City Hall for viewing of the bulletin board and for viewing and listening to council and other meetings "in-progress".

RECOMMENDATION:

a. Specification, purchase and installation of a high quality, "monitor/TV set" with separate video and audio as well as "RF" (antenna) inputs. Add distribution amplifiers for the audio and video systems for direct connection to the outgoing cable feeds (prior to the modulator) as well as cable system connection to the RF (antenna) inputs for "off-cable" monitoring.

Included would be a custom or manufactured wooden rolling cart.

Note: The unit purchased should be field tested on-location prior to final acceptance to insure adequate immunity from RF interference.

C. Playback of video and audio tapes through the system for meetings (and cable broadcasting) including viewing within the council chambers.

RECOMMENDATION:

a. Redesign and revise the cable TV origination system to include playback from a separate tape machine. Add associating switching and monitoring equipment.

b. Add council chambers monitor/TV sets as part of the redesign including separate audio and video and RF (antenna) system distribution similar to that provided for the lobby monitor..

D. Improved pickup of visual materials for cablecasting.

a. Redesign and revise cable TV originating system to include a camera and camera stand and/or ceiling mounted overhead camera system. Add associated switching and monitoring equipment.

III. ALTERNATIVE APPROACHES TOWARD SOLUTIONS:

The following steps are recommended for consideration:

A. Complete a "house-cleaning" of the sound system including installation of level and impedance matching and distributing amplifiers where required using a qualified local audio system installation and maintenance firm on a time-and-materials basis against their estimate of costs.

One firm qualified for such work is AVC Systems Division of Vaughn Communications. Contact: Joe Renaux or Dave Swanson. Telephone: 832-3100.

(I discussed this project with Dave Swanson and he feels they can handle the work within this month.)

Among the other qualified area system contractors are Electronic Design, Electrosonic Systems, Inc. and MTS/Northwest Sound.

Jamieson and Associates, inc. would be pleased to coordinate and supervise this work on behalf of the City.

B. The sound system should ultimately be redesigned to better meet cable TV and meeting requirements, including improving perceived microphone sensitivity.

This can be accomplished by commissioning such work on a design/build basis with any of the firms noted above with coordination and supervision by Jamieson and Associates, inc. if desired, OR,

The City could separate the system design, contracting and acceptance testing tasks from the installation contracting and equipment vending task.

Jamieson and Associates, inc. would be pleased to complete the system redesign and prepare specifications suitable for use in obtaining competitive quotations. Included would be system check-out upon completion as part of this process. Suitable audio contractors would be selected to bid competitively on the improvements or a negotiated arrangement could be completed a vendor of your choice.

As a part of the redesign, additional system enhancements could be reviewed and implemented as desired. For example, individual microphone switching with "on" indicators could be provided. Audiotape inputs and outputs and outputs for media feeds could be made a part of the system. Audiotape recording for record purposes could be added.

C. Redesign and implementation of improvements to the video system including specification of lobby monitor/TV set and distribution equipment, specification of added council chambers monitor/TV sets, specification of improvements for viewing graphic materials and for the ability to playback and record videotapes separately.

Jamieson and Associates, inc. would be pleased to complete this work as well on behalf of the City, including coordination of equipment purchase and installation through competitive proposals.

Otherwise, the City could contract directly for these system changes on a design-build basis with, for example, Electrosonic Systems or Vaughn Communications, among others with oversight and contracting assistance from Jamieson and Associates, inc.

As a part of this process, other video considerations could be addressed including system quality control monitoring, tape editing, and integration of PC based electronic graphics systems for data presentation.

JAMIESON AND ASSOCIATES, INC.
5200 Willson Road - 300
Minneapolis, Minnesota 55424
612/920-3770

Standard Fee Schedule

Fees for Consultation and Design Services under Contract and as performed under Jamieson and Associates Standard Terms & Conditions - as of 1-15-87.

Average Project
Billing Rate

\$68.00 average per hour

Per Diem Rate
Principals

\$68.00 to \$86.00 per hour

Per Diem Rate
Staff

\$32.00 to \$76.00 per hour

Pre-Contract
Day Rate
One Time

\$750.00, plus travel
and expenses

CHANGE OF RATE:

Per Diem Rate is subject to periodic adjustments.

OUTSIDE SERVICES:

Multiple of 1.175 times the amount billed to Jamieson and Associates, inc.

OUT-OF-POCKET EXPENSES:

Includes travel, rental or purchase of equipment and materials, and incidental expenses, as well as computer aided design, computer and custom software usage. Billed at cost plus 6% or as listed on J&A Design Services Schedule which is available on request.

INVOICES:

Issued monthly and on completion of work unless otherwise stipulated.

PAYMENT METHOD:

Charges due on work performed to date and expenses as invoiced:

Terms: 2% discount if paid in 10 days
 2% interest per month over 30 days

TAXES:

Applicable taxes as required by State and Federal Laws.

COUNCIL WORKSHOP IMMEDIATELY FOLLOWING COUNCIL MEETING

Items to be discussed are:

- (1) Computer Needs
- (2) City Investment Policy

See Attachments.

COMPUTER NEED ASSESSMENT:

At a recent staff meeting the secretarial staff stated the need for an additional computer. We presently have three people (Shirley, Pat, and Kitty) all using one machine for word processing. Therefore, there is a need for another machine.

They also wanted to know when we were going to purchase a laser printer, which was budgeted in 1988.

From the discussion, it was decided that before any purchases were to be made, that we should take a look at future computer needs as well as our present needs. The results of this inquiry has led us to the following conclusions:

- 1) The City needs a computer network versus stand alone computers.
- 2) The City's computer programs need to be improved.

The City needs to network their computers because there is an increased application of them creating the need for more machines. By networking machines, a person could go to any work station and gain access to their files. With stand alones, we would need to copy the file from one station to the other. This process can be time consuming and very inefficient, especially for accounting inquiries. A network could shift some of the utility inquiries and other inquiries from the professional staff to the secretarial staff. Department budgets could be looked up by the Departments at any time.

The City needs to improve their existing software to be more efficient. Currently the City is using three different word processing packages and the staff has limited training on all of them. Therefore, we need to standardize the information stored in our word processing packages and have the staff trained properly on that package. The accounting, payroll and utility billing programs cannot maintain any type of history files. Because of this, a person can't inquire into what has been charged into accounts, what was billed or unpaid on a utility account, or any payroll history. All of these still need to be done manually. I was also surprised that Dick Ellsworth didn't comment on the lack of audit trails in our current system.

To achieve the upgrading of our software, I have contacted several software vendors and have attached the pluses and minuses of each package. The packages (companies) are listed in order as I see it from best to last.

We have received five different bids on networking all of our machines. All of these bids include adding a larger memory and on additional workstation. If we decide to purchase Precision Computer System software, we would need to purchase Unisys hardware. I have attached the networking hardware proposals in order from best to last.

My recommendation at this time is to set up an on-line demonstration of the Precision Computer Systems/Unisys System at the City of North St. Paul to see if this is truly the best proposal.

The final piece of this puzzle is how are we going to pay for this? In the 1988 budget was \$1,500 for a laser printer which was not spent. The remaining cost of purchasing hardware and accounting software would be taken from the General Fund's balance. In the five year Capital Improvements budget, there is \$4,000 in 1990 for computer equipment.

SOFTWARE NOTES:

1) Precision Computer Systems:

Pluses:

- 1) Specializes in small city government,
- 2) Standard programs throughout office - same machines and programs
- 3) Very detailed reports yet very flexible
- 4) On-line histories
- 5) Very secure
- 6) Simple to use
- 7) On-site training at no charge
- 8) Context manager allows you to run two programs off one machine
- 9) All programs documented with manuals
- 10) Enhancements included in support fee
- 11) Good audit trails

Minuses:

- 1) Company is in South Dakota but is backed by Unisys
- 2) Most Expensive Package
- 3) Would be junking current software over a period of time

2) Business Microware (Open Systems):

Pluses:

- 1) Very detailed reports
- 2) Good on line histories
- 3) On site training
- 4) Flexible account number
- 5) Keep current word processing packages
- 6) Window capabilities
- 7) Good audit trails
- 8) Good support
- 9) Very workable with other software

Minuses:

- 1) Utilities need enhancements
- 2) Training could be very expensive

3) Pinetree Software :

Pluses:

- 1) Very detailed
- 2) Very few enhancements needed
- 3) User friendly
- 4) Can be run on just about any hardware system
- 5) Keep current work processing packages

Minuses:

- 1) Accounting packages need some modifications
- 2) Support is o.k.
- 3) Training is weak
- 4) Wouldn't pinpoint cost

4) Banyon Data Systems:

Pluses:

- 1) Is our current financial software package
- 2) Standard and user defined reports
- 3) Support is good

Minuses:

- 1) No history files
- 2) Security is ok
- 3) Training is extra
- 4) Not always user friendly
- 5) Three different word processing packages
- 6) Enhancements extra
- 7) Poor audit trails

5. League of Minnesota Cities Accounting Package:

Pluses:

- 1) Reports are in State Auditor report form
- 2) Designed for small cities
- 3) Real inexpensive - \$25.00
- 4) Will work on existing equipment
- 5) Is D Base 4 so it's easy to program own reports
- 6) Keep current word processing packages

Minuses:

- 1) Doesn't have payroll or utilities software designed
- 2) Designed for 200 to 500 transactions - that's about four months for us

COMPUTER BIDS

COMPANIES: PRECISION COMPUTER SYSTEMS UNISYS

EQUIPMENT	COST	EQUIPMENT	COST	EQUIPMENT	COST	EQUIPMENT	COST	EQUIPMENT	COST
IBM CPU	3385.00	EPSON EQUITY 2	1097.00	COMPAR 3668	2342.28	EVEREX STER	1538.00	DEER 1100 PC	3775.00
1MB MEMORY	585.00	INTEL 1MB	629.00	KEYBOARD	358.00	SEPARATE 80 MB	635.00	COMPUTER SERVER	995.00
EXPANSION	297.00	MEMORY BOARD	358.00	COMPAR MON	181.05	NO 1MB HARD DISK	75.00	80 MB HARD DISK	695.00
MON. DISPLAY	168.00	40MB HARD DR.	111.00	VGA MONITOR	1907.29	NO (384058)	109.00	NOVELL ELS	799.00
KEYBOARD	3007.00	DIGITAL CONTRO	89.00	COMPAR SYS 3.31	567.29	3FT MONO MONIT	525.00	ARCNET CARDS *	453.00
8MB HARD DISK	280.00	DIGITAL CONTRO	100.00	COMPAR 110MB	633.20	ELCUSTOR 12"	75.00	ARCNET CARDS *	
2-DRIVER SUPPLY	2451.00	PACKARD BELL	931.00	HARDISK	23.20	SERVER MONITOR	635.00	ACTIVE HUB	
AP 3208 LASER	97.00	600X405 BOARD	792.00	1MB ROM	1076.40	NOVELL ELS 1	895.00		
PRINTER CABLE	720.00	EPSON MONITOR	1850.40	ETHERNET NET-	90.00	ARCNET CARDS *	120.00		
PRINTER	567.00	EPSON MONITOR		WORK ADAPTERS *		PASSIVE HUB	350.00		
OPERATING SYS.		NOVELL ELS 2		LOOPBACK PLUGS		STADIARTH 750			
DUAL FLOPPY		BOARD *		NOVELL ELS 2		VA UPS-			
DRIVE		SOFTWARE		SOFTWARE		40MB INTERNAL			
		HP LASERJET 2		LASERJET TONER		TAPE D/U			
						CARTRIDGES			
						CABLING EST.			

PRECISION SOFTWARE TOTAL: 11547.00

NET COST: 70.00 NET (115.00 IN 2.00) DELIVERY 360.00

TRAINING: 12-02.25 OF ON-SITE INCLUDED

EQUIPMENT	COST	EQUIPMENT	COST	EQUIPMENT	COST
INSTALLATION	4107.00	DRILLING	9058.32	INSTALLATION	5042.00
DELIVERY	560.00	NETWORK	11.50 PER FT.	PAC CABLING	685.00
CABLING ESTER 210	15.00	NETWORK CABLE	730.00	INSTALLATION	500.00
NOVELL INTRO	280.00/PERSON	NETWORK TRAINING	250.00	AND TRAINING	855.00 PER HR.
TO UPS	280.00/PERSON				

SOFTWARE:

BUDGETARY	ACOUNTING	OFFIS WRITER	(WORD PROCESS.)	MULTIPLAN	(SPREADSHEET)	UTILITY BILLING	PARROLL	REPORT WRITER	CONTENT MANAGER	ANNUAL SUPPORT
3300.00	750.00	500.00	4000.00	2500.00	1000.00	375.00	300.00	12925.00	25682.00	39999.00
BUSINESS MICROWARE	RESOURCE MANAGER	ACT. REVOLVE	GENERAL LEDGER	PARROLL	SALES ORDER	UTIL. BILLING	FUND ACCT.	BUSINESS MICROWARE	RESOURCE MANAGER	ACT. REVOLVE
995.00	795.00	795.00	795.00	795.00	695.00	6000.00	995.00	995.00	995.00	995.00

SOFTWARE TOTAL: 12925.00

TOTAL: 25682.00

NOTES: HARDWARE AND L. PRINT.

SMITH OFFICE EQUIPMENT

EQUIPMENT	COST	EQUIPMENT	COST
EVEREX STER	1538.00	DEER 1100 PC	3775.00
SEPARATE 80 MB	635.00	COMPUTER SERVER	995.00
NO (384058)	75.00	NOVELL ELS	695.00
3FT MONO MONIT	109.00	ARCNET CARDS *	799.00
SERVER MONITOR	525.00	ACTIVE HUB	453.00
NOVELL ELS 1	525.00		
ARCNET CARDS *	75.00		
PASSIVE HUB	635.00		
STADIARTH 750	895.00		
VA UPS-	120.00		
40MB INTERNAL	350.00		
TAPE D/U			
CARTRIDGES			
CABLING EST.			

SEARS COMPUTER SERVICE

EQUIPMENT	COST	EQUIPMENT	COST
COMPAR 3668	2342.28	INSTALLATION	5042.00
KEYBOARD	358.00	DRILLING	11.50 PER FT.
COMPAR MON	181.05	NETWORK CABLE	730.00
VGA MONITOR	1907.29	NETWORK TRAINING	250.00
COMPAR SYS 3.31	567.29		
COMPAR 110MB	633.20		
HARDISK	23.20		
1MB ROM	1076.40		
ETHERNET NET-	90.00		
WORK ADAPTERS *			
LOOPBACK PLUGS			
NOVELL ELS 2			
SOFTWARE			
HP LASERJET 2			
LASERJET TONER			

BAYTON DATA SYSTEMS

EQUIPMENT	COST	EQUIPMENT	COST
COMPUTER SERVER	995.00	NO RESPONSE	
NOVELL ELS	695.00	AT THIS	
ARCNET CARDS *	799.00	TIME	
ACTIVE HUB	453.00		

ACERDATA

EQUIPMENT	COST	EQUIPMENT	COST
SENT HARDWARE			
CARTLAGE WITH			
STATE CONTRACT			
PRICING			

SEARS COMPUTER SERVICE

SOFTWARE	TRAINING	SOFTWARE TOTAL	TOTAL	NOTES
12925.00	11863.00	11863.00	25682.00	HARDWARE AND L. PRINT.
39999.00	21873.32	21873.32	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	

SMITH OFFICE EQUIPMENT

SOFTWARE	TRAINING	SOFTWARE TOTAL	TOTAL	NOTES
11863.00	21873.32	21873.32	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	

SEARS COMPUTER SERVICE

SOFTWARE	TRAINING	SOFTWARE TOTAL	TOTAL	NOTES
11863.00	21873.32	21873.32	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	
11863.00	17707.00	17707.00	39999.00	

FALCON HEIGHTS INVESTMENT POLICIES
(Draft for Discussion)

A. Daily Cash Balance, Cash Forecasting, and Pooling of Investments

The City policy requires the pooling of all available cash and investing the total cash at the highest available rate. Efficient investment of funds starts with knowing what your cash is on a daily basis, and what your future cash needs will be, particularly for major bill paying times such as bond payment dates. This includes making weekly deposits of cash receipts and maintaining small balances in checking and savings accounts.

B. SAFETY OF PRINCIPAL

Safety of principal is the first priority in investing City funds. The City invests only in those investment instruments authorized by Statute. Minnesota Statutes Chapters 471.56 and 475.66 set forth the authorized investments for a municipality.

C. Authorized Investments

Examples of authorized investments are as follows:

1. Direct U.S. Government obligations
 - a. Treasury Bills
 - b. U.S. Treasury Certificates
 - c. Treasury Notes
 - d. Treasury Bonds
 - e. Treasury Strip Coupon
 - f. Treasury Receipt
2. Shares in investment companies whose only investments are U.S. Government and agency issues.
3. Obligations of the State of Minnesota.
4. Bankers acceptances of United States banks eligible for purchase by the Federal Reserve System.
5. Commercial Paper - rated A-1, P-1 and F-1 for maturities of 270 days or less.
6. Irrevocable Letter of Credit (LOC).
7. Interest bearing deposits - (Checking Accounts, CD's money market savings, ordinary savings) must be collateralized at a minimum of 110% of face value.

D. COLLATERALIZATION

All deposits in any bank, trust company, or thrift institution over \$100,000 must be collateralized.

Collateralization may be in the form of securities, or notes on first mortgages as outlined below.

Any collateral pledged to the City's account shall be accompanied by an assignment thereof to the municipality from the depository.

Collateral shall be deposited with the treasurer, and shall not be deposited in the bank, trust company, or thrift institution holding it.

Securities pledged as Collateral

The total amount of collateral computed at market value must be in an amount of at least 110% of all deposits over \$100,000.

Securities pledged may be obligations which are legally authorized investments for debt service funds under Minnesota Statutes Annotated 475.66, Subdivision 3, and qualified state and local government obligations acceptable to the City Accountant or City Administrator.

E. Scheduled Maturity

The City schedules a payroll twice a month and pays other claims every other week in conjunction with Council meetings. The City makes large bond principal and/or interest payments on February 1, March 1, June 1, August 1, and September 1 of each year. The other large claim is the Metropolitan Waste Control Commission bill which is due the first of each month. The City schedules its investments to mature with these dates when possible.

F. Liquidity

The City invests approximately 10-25 percent of its available funds in liquid instruments. These may be instruments such as Commercial Paper or collateralized Insured Savings Accounts (Money Market Accounts). The City will maintain small balances in checking and savings accounts. These balances will be to meet normal monthly payments, and payroll.

Therefore, the purpose of having part of the City's investment portfolio in liquid funds is to insure that funds could be available should unexpected large bills be presented for payments.

G. Local Investments

One hundred (100) percent of the total investment portfolio shall be invested in certificates of deposit or other instruments through banks or other financial institutions. These investments may be scheduled maturities, or they may be part of the investment strategy of securing maximum interest rates for part of the investment portfolio.

H. Maximum Interest Earnings

After the liquidity needs, and scheduled maturity needs are satisfied, the balance of these funds available for investment are placed with institutions that offer the highest rate of return consistent with the maturities as determined by the City. Quotations are taken by telephone for all investments, whether they are short or long term. These investments must be in authorized investments.

APPENDIX

1. Specific Types of Investments

Instruments issued by the United States Government may be direct Treasury Obligations, or they may be obligations of a federal agency or federal instrumentality. All government issues are now in book entry form and are not registered to the owner. Principal and interest is credited directly to the bank and the owner of record. Some Examples are as follows:

United States Government Investments

Direct United States Treasury Obligations:

- Treasury Bills
- Treasury Bonds
- Treasury Notes
- Certificates of Indebtedness
- Zero Coupon Treasuries

Federal Agencies & Instrumentalities:

- Federal Home Loan Banks
- Federal National Mortgage Association
- Federal Farm Credit System
- Federal Land Banks
 - (No New Issues)
- Federal Intermediate Credit Bank
 - (No New Issues)
- Banks for Cooperatives
 - (No New Issues)

Investments purchased at a discount & maturing at par

- FNMA Discount Notes
- Federal Farm Credit Bank, Discount Notes
- Federal Home Loan Bank, Discount Notes
- Commercial Paper
- Banker's Acceptance
- Treasury Bills
- Treasury Strip Coupon (\$1,000 denomination)
- Treasury Receipt (Larger Denomination)

Investments issued at par with interest coupons

- Treasury Bonds
- Treasury Notes
- Commercial Notes (GMAC)
- FNMA Debenture or Bond
- Federal Home Loan Bank Bond
- Federal Farm Credit System Wide Bonds

Further information on various types of United States Government Investments are as follows:

TREASURY ISSUES

United States Treasury Certificates - These are coupon issues. They are issued at par and usually carry two coupons. They mature no more than one year after issue.

Treasury Bills - Offered each week by the Treasury Department with 90 to 182 day maturities.

Monthly Treasury Bills are offered with a maturing of one year. Widely traded and offered at a discount and maturing at par. May be purchased through dealer banks and bond brokers and sold to them.

Bills may be purchased directly from the Federal Reserve Bank of Minneapolis, in which case there is no service charge.

Treasury Notes - Issued with maturities of from two to ten years, minimum denomination is \$5,000. They carry coupons redeemable every six months.

Treasury Bonds - All new issues issued for periods of ten years or longer in denomination of \$1,000 to \$1,000,000. They carry semi-annual interest coupons. Some treasury bonds are callable by the government before maturity, and others have fixed maturities.

FEDERAL AGENCY ISSUES

Federal Agency Issues are not guaranteed by the United States Government and therefore produce somewhat higher yields than Treasuries. The previous experience of the agency is important when investing in agencies.

Federal Home Loan Bank Notes - Issued by the Federal Home Loan Bank system, which are instrumentalities of the United States and are under the supervision of the Home Loan Bank Board.

Federal National Mortgage Association Debentures - (FNMA) - Payment of certificates are guaranteed by FNMA. Three types of securities are available, debentures, short-term notes, and participation certificates.

Federal Land Bank Notes and Bonds - Twelve Federal Land Banks were organized under the Federal Farm Loan Act to provide long term farm mortgages at reasonable cost. The banks operated under the general supervision of the Farm Credit Administration and the Secretary of Agriculture. (No new issues being issued.)

Federal Intermediate Credit Bank Debentures - The Federal Intermediate Credit Bank debentures ranged in maturity from 1-9 months, and were issued every month. They usually were not as marketable as Treasury Bills, but usually carried a little higher interest rate. Twelve Federal Intermediate Credit Banks were created under the Federal Farm Loan Act of 1923 and provide funds for seasonal production processing, etc. The banks are under the supervision of the Farm Credit Association, which is under the direction of the Secretary of Agriculture (No new issues being issued.)

Banks for Cooperatives - Debentures are issued for a maximum six month period. There are fewer of these types of issues than the other agency issues mentioned above. (No new issues being issued.)

Federal Farm Credit System Wide Bonds - These new investments replace Federal Land Bank Notes and Bonds, Federal Intermediate Credit Bank debentures, and Banks for Cooperatives. Because of market conditions, the majority are issued for short term periods, but may go up to three years.

OTHER INVESTMENTS

Shares in Investment Companies Whose Only Investments are United States Government and Agency Issues - Company must be registered under the Securities Act of 1933, whose shares are registered under the securities Act of 1940 (Mutual Funds) if the only investments of the Company are in obligations of the United States, or fully guaranteed by the United States or in obligations of Instrumentalities of the United States, such as those listed in Minnesota Statutes 475.66.

Funds Which the State Auditors Office has Indicated Meet State Investment Criteria -

Franklin Custodian Funds, Inc., United States Government Security Series Lord Abbett, United States Government Securities Fund (Lord Abbett), State Bond United States Government Securities, Inc., Capital Alliance Bond Fund United States Government Portfolio, Fidelity Institutional Cash United States Government Portfolio

There may be additional funds which meet the State Auditor's criteria, which I do not have information on. If in doubt, contact the State Auditor's Office.

Obligations of the State of Minnesota or Minnesota Municipalities - Obligations of the State of other Municipalities are rarely used, as the yield is usually less than on United States Government obligations, because of tax considerations.

A City may invest idle funds in its own obligations, particularly in temporary improvement bonds authorized under the local improvement code Minnesota Statutes 429.091. These obligations must mature within three years.

Bankers Acceptances - Cities can invest in bankers acceptances of United States Banks eligible for purchase by the Federal Reserve System. These instruments typically are created from a letter of credit issued in a foreign trade transaction. Maturities on Bankers Acceptances run from 30 to 180 days, which the 90-day acceptance the standard. Historically, Bankers Acceptances have been a very safe investment vehicle.

Commercial Paper - Cities are authorized to invest in Commercial Paper issued by United States Corporations or their Canadian Subsidiary, if it is of the highest quality (A1.P1 or better), and matures in 270 days or less. Commercial Paper is a short term unsecured promissory note. Commercial Paper is issued at a discount, and matures at par. One of the most important factors in determining whether an issuer's commercial paper is worthy, is the nature of the underlying bank line of credit. These credit lines are of four kinds:

1. Standard Line Agreements (when activated, converts to a standard bank note at a specific date.)
2. Swing Line (issuer may borrow one day and repay the next.)
3. Revolving Line (long term flexible line of credit virtually guaranteeing a bank loan at any time upon request by the issuer.)
4. Irrevocable Letter of Credit (a Financial institution guarantees unequivocally that funds will be available to redeem the commercial paper upon maturity. This is the most secure of the four.)

Interest Bearing Deposits (CDs,) etc. - May be interest bearing checking accounts, money market savings account, CDs, and ordinary savings account. Bank or Savings & Loan must be named as a depository by the City, and all deposits over the \$100,000 Federal insurance must be collateralized.

(See separate section on collateralization.)

League of Cities - Money Market Fund - An alternative is to use the League of Cities program for the investment of your city's idle funds. An advantage is that you have the benefit of professional management. The League program offers a money market fund as well as the availability of Certificates of Deposit. For more information call 1-800-333-6000, ext. 6423, or (612) 342-64223.

Repurchase Agreements - Short term transactions involving the simultaneous sale of securities by the seller to the investor and the agreement by the seller to repurchase at a later date.

Overnight Repo - refers to those transactions whereby the repurchase occurs the next day. If properly handled, Repos offer an investment alternative.

Government National Mortgage Association G.N.M.A. - a government guaranteed security. A Certificate represents a share in a pool of FHA or VA mortgages. A problem associated with GNMA's is that they are a long-term investment, and therefore subject to market fluctuations.

2. Support for Persons Doing the Investing

Financial institutions can exert tremendous pressure on the persons in smaller communities to place all of the City's funds with them. However, even a small fraction of one percent difference in interest earnings can make a substantial difference in the amount of interest earnings the City realizes.

It is, therefore, important that the person doing the investing be given the support from City Attorney, City Administrator, and Council, so that they can do the investment job in the most professional way. This means placing investment funds with the institution that gives the city the best return on its investment.