

CITY OF FALCON HEIGHTS

AGENDA

JUNE 28, 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 JUNE 14, 1989
- D. PUBLIC HEARINGS: NONE
- E. CONSENT AGENDA:
1. Disbursements:
    - a. General Disbursements through 6/28/89, \$48,768.84
    - b. Payroll, 6/1/89-6/15/89, \$11,194.93
  2. Appointment of Joseph Martinez to Fire Department
  3. Cancellation of Check Nos. 22370 and 22411
  4. Proposed Resolution R-89-15 Requesting Metro Council HRA to apply for and implement a Deferred Loan Program within Falcon Heights
  5. Licenses
    - a. Classic R and R
    - b. Minnegasco Inc.
  6. Permanent Appointment of Tom Kelly as City Accountant
- F. REPORTS, REQUESTS AND RECOMMENDATIONS:
1. Request to Lower Speed Limit on Fairview Ave. between Larpenteur and Roselawn Avenues.  
ACTION: \_\_\_\_\_
  2. No Parking Signs -Minnesota State Fair DELETE FROM AGENDA  
ACTION: \_\_\_\_\_
  3. Recycling Contract  
ACTION: \_\_\_\_\_
  4. Review Chapter 9, Section 13.04 of City Code re: Off-street parking within 10 feet of any street right of way.  
ACTION: \_\_\_\_\_
  5. Hiring of Architect for Park Building Construction  
ACTION: \_\_\_\_\_

6. St. Paul Water Utility Contracts

ACTION: \_\_\_\_\_

7. 1990 Budget Preparation Process

ACTION: \_\_\_\_\_

8. Funding of Additional "Living in Falcon Heights" Booklets

ACTION: \_\_\_\_\_

9. Street Light Installation - U Grove Area

ACTION: \_\_\_\_\_

10. Amend City Compensation Plan to include City Planner Position

ACTION: \_\_\_\_\_

11. Appointment of Susan Hoyt-Taff to City Planner Position

ACTION: \_\_\_\_\_

12. City Administrator Performance Evaluation

ACTION: \_\_\_\_\_

G. ANNOUNCEMENTS AND UPDATES:

H. ADJOURNMENT:

ACTION: \_\_\_\_\_

MINUTES  
REGULAR CITY COUNCIL MEETING  
JUNE 14, 1989

Baldwin convened the meeting at 7:00 P.M.

PRESENT

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

ABSENT

Ciernia.

MINUTES OF MAY 24, 1989 APPROVED

Council approved the Minutes of May 24, 1989 as presented.

CONSENT AGENDA APPROVED

Council approved the following Consent Agenda:

1. Disbursements:
  - a. General Disbursements through 6/14/89, \$75,664.72
  - b. Payroll, 5/16/89 - 5/31/89, \$9,436.12
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 Retired Senior Volunteer Program
5. Request for Designation of a Local Review Liaison to the 1990 Census Local Review Program (S. Chenoweth)
6. Continued Employment of Pat Phillips
7. Appointment of Part Time Recreation Employees, Tony Nicholson, Lynn Chlian and Rod Olson
8. Licenses, St. Paul Plumbing and Heating and Kitchens by Krengel, Inc.

AARP AWARD PRESENTED

George Plant, representing AARP, presented an award showing the organization's appreciation for use of the City Hall facility for 55-Alive driving refresher courses.

APPROVAL OF PERMITTED ACCESSORY USE, THOMAS G. JOHNSON, 1836 MOORE

Council approved Mr. Johnson's Accessory Use request to allow the construction of a gazebo on his property. The Planning Commission unanimously recommended approval at their June 5, 1989 meeting.

APPROVAL OF PERMITTED ACCESSORY USE, WAYNE L. GLADFELTER, 1754 ARONA

The request for an Accessory Use Permit for construction of a gazebo was approved by Council as unanimously recommended by the Planning Commission on June 5, 1989.

ADOPTION OF ORDINANCE O-89-9 ESTABLISHING A FEE FOR PERMITTED ACCESSORY USE REQUESTS

P. Chenoweth moved adoption of Ordinance O-89-9 establishing a \$20.00 fee for Permitted Accessory Use requests which carried unanimously. The fee was inadvertently omitted from the fee schedule at the time this type of request was removed from the Conditional Use category.

ORDINANCE O-89-9

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

APPROVAL OF RAMSEY COUNTY'S FEASIBILITY STUDY ON THE PROPOSED HAMLINE AVENUE IMPROVEMENT PROJECT

Council discussed County Engineer Weltzin's letter of June 2, 1989 (a copy of which is on file in the clerk's office) addressing Council's concerns regarding the Gottfried Pit cost distribution, pathway design/boulevard width and street width. Maurer explained that the latest traffic counts indicate the need for a 52 foot street and Council concurred assuming the liability and cost of a possible variance to the width would not be prudent. Narrowing of the boulevard to six feet and the pathway design will be addressed in the final design plans, and possible reduction in the Gottfried Pit costs will be discussed with the County and the City of Roseville. Wallin then moved adoption of Resolution R-89-13 which carried unanimously.

RESOLUTION R-89-13

A RESOLUTION ACCEPTING AND APPROVING RAMSEY COUNTY'S FEASIBILITY STUDY FOR THE PROPOSED HAMLINE AVENUE IMPROVEMENTS, LARPENTEUR AVENUE TO COUNTY ROAD B.

ENGINEER AUTHORIZED TO PREPARE A LOCAL FEASIBILITY STUDY FOR PROPOSED HAMLINE AVENUE IMPROVEMENT PROJECT

P. Chenoweth moved adoption of Resolution R-89-14 authorizing preparation of the local feasibility study which carried unanimously.

RESOLUTION R-89-14

A RESOLUTION AUTHORIZING MAIER, STEWART AND ASSOCIATES TO PREPARE A LOCAL FEASIBILITY STUDY ON THE PROPOSED HAMLINE AVENUE IMPROVEMENTS, LARPENTEUR AVENUE TO COUNTY ROAD B

DISCUSSION OF CITY ASSESSMENT POLICY

Council reviewed and discussed the memorandum from Maurer dated June 8, 1989 (a copy of which is on file in the clerk's office)

which addressed the current assessment policy, possible amendments previously discussed by Council, and items discussed by staff. Questions arose regarding which streets are to be considered collector streets and Maurer was directed to review the matter and report back to Council.

"HOUSE CLEANING" OF COUNCIL CHAMBERS AUDIO SYSTEM AUTHORIZED

Wiessner explained that since staff, volunteers and electricians have been unsuccessful in attempts to improve the audio system in the Council Chambers, Jamieson and Associates, Inc., a firm specializing in audio and video sytem designs, was contacted and has evaluated the problem. The firm's recommendations were reviewed by Council, after which Wallin moved authorization of an expenditure of up to \$1,000 for Alternative A, "House-Cleaning" of the current system. Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 8:22 P.M.

-----  
Tom Baldwin, Mayor

ATTEST:

-----  
Shirley Chenoweth, City Clerk

Consent   X  

Agenda Item:   E-1  

Policy           

CITY OF FALCON HEIGHTS

Meeting Date:   6/28/89  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Disbursements

SUBMITTED BY:

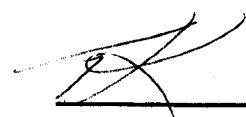
Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) General Disbursements through 6/28/89, \$48,768.84
- (b) Payroll, 6/1/89-6/15/89, \$11,194.93

ACTION REQUESTED:

  
\_\_\_\_\_

GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
22398	Jean Suppes	Recreation supplies	\$110.00
22399	AT&T	Long Distance calls	21.41
22400	AT&T Credit Corp.	Base pay	22.43
22401	Blomberg Pharmacy	Invitations for Steak Fry - Fire Dept.	2.50
22402	Harvest States	Fuel	50.16
22403	Greyton Becker	Non-resident reimbursement	8.00
22404	Cragun's	MAMA Conference	90.30
22405	Dorsey-Reynolds Intl.	Industrial alloys	131.15
22406	Dahlgren, Shardlow et al	May fees for services	368.00
22407	Marty Everest	Non-resident reimbursement	36.00
22408	Mary Kay Elm	Non-resident reimbursement	12.00
22409	Sharon Eberhard	Non-resident reimbursement	8.00
22410	Jerry Eide	" " "	16.00
22411	Gov't Training Service	Void	---
22412	Joe Greenstein	Non-resident reimbursement	7.00
22413	ICMA	ICMA Conference	570.50
22414	In-towne Industries	Logo on Bins	60.00
22415	League of MN Cities	Wrapup Sessions	40.00
22416	MCFOA	Membership fees	25.00
22417	Midwest Business Prod.	Office supplies	335.64
22418	Metro Waste Control	July Service	40,628.45
22419		See Agenda Item F-9	
22420	NSP	May utilities	918.63
22421	Gene Pakoy	Service rooftop heating, air cond., etc.	515.40
22422	Supercycle, Inc.	May recycling	797.00
22423	Suburban Hdwe.	Supplies	147.84
22424	Target	40th Birthday run, park equipment	96.14
22425	US West	June service	262.13
22426	United Laboratories	Supplies for shop	175.86
22427	WearGuard	3 Coveralls, Jay	89.47
22428	Ellen Weyandt	Non-resident reimbursement	32.00
22429	Gerald Wallin	Non-resident reimbursement	36.00
22430	MN Suburban Publication	Ad for bids, notice of public hearing, cond'l use	31.04

DISBURSEMENTS - Page 2

CHECK NO.	ISSUED TO	REASON	AMOUNT
22431	Post Publications	Ambulance Bid Ad	\$52.65
22432	Minnesota Benefit Assoc.	Insurance	5.85
22433	PERA	Life Insurance	9.00
22434	Colonial Insurance	Insurance	48.00
22435	MN Mutual	Health and Dental Insurance	2,233.30
22436	Dick Larson	June fees and plan check fees	465.99
22437	Janet Wiessner	June mileage	150.00
22438	Gov't Training Service	Training - Groff & Boger	100.00
		TOTAL:	\$48,768.84



Check Number	Employee Name	Pay Period	Pay Grade	Pay Description	Check Amount	Check Date	Status
017503		0			0.00	15-Jun-89	VOID
017504		0			0.00	15-Jun-89	VOID
017505		0			100.00	15-Jun-89	VOID
017506 00000006	Wassner, Janet E.	01	01	semi-monthly	1,173.88	15-Jun-89	Outstanding
017507 00000004	Wright, Gerald L.	01	01	semi-monthly	484.74	15-Jun-89	Outstanding
017508 00000001	Chapman, Bradley G.	01	01	semi-monthly	782.77	15-Jun-89	Outstanding
017509 00000001	Chapman, Amy D.	01	01	semi-monthly	828.39	15-Jun-89	Outstanding
017510 00000007	Kinger, Jay D.	01	01	semi-monthly	190.92	15-Jun-89	Outstanding
017511 00000001	Demers, Catherine	01	01	semi-monthly	354.00	15-Jun-89	Outstanding
017512 00000003	Wright, Vincent L.	01	01	semi-monthly	501.38	15-Jun-89	Outstanding
017513 00000002	Nemrali, Timothy	01	01	semi-monthly	245.71	15-Jun-89	Outstanding
017514 00000001	Klein, Don E.	01	01	semi-monthly	511.28	15-Jun-89	Outstanding
017515 00000002	Phillips, Catherine A.	01	01	semi-monthly	670.91	15-Jun-89	Outstanding
017516 00000003	Kelly, Thomas R.	01	01	semi-monthly	774.47	15-Jun-89	Outstanding
017517 00000006	Bryant, Rick W.	01	01	semi-monthly	471.15	15-Jun-89	Outstanding
017518 00000008	Carlson, Carol	01	01	semi-monthly	343.48	15-Jun-89	Outstanding
017519 00000010	Beaman, Donald B.	01	01	monthly	210.00	15-Jun-89	Outstanding
017520 00000001	Berns, Lisa	01	01	monthly	141.60	15-Jun-89	Outstanding
017521 00000002	Evans, David R.	01	01	monthly	183.00	15-Jun-89	Outstanding
017522 00000007	Branch, Joseph D.	01	01	monthly	145.75	15-Jun-89	Outstanding
017523 00000008	Brown, Raymond R.	01	01	monthly	302.82	15-Jun-89	Outstanding
017524 00000010	Clark, Michael E.	01	01	monthly	105.25	15-Jun-89	Outstanding
017525 00000014	Dav, Susan L.	01	01	monthly	135.00	15-Jun-89	Outstanding
017526 00000015	Dowdell, Paul L.	01	01	monthly	105.00	15-Jun-89	Outstanding
017527 00000016	Fuller, James J.	01	01	monthly	50.00	15-Jun-89	Outstanding
017528 00000018	Holmgren, Don L. Sr.	01	01	monthly	173.00	15-Jun-89	Outstanding
017529 00000021	Horn, Eric William	01	01	monthly	145.00	15-Jun-89	Outstanding
017530 00000022	Lafay, Dennis A.	01	01	monthly	145.00	15-Jun-89	Outstanding
017531 00000023	Lafay, Douglas	01	01	monthly	112.87	15-Jun-89	Outstanding
017532 00000024	Lund, Leo	01	01	monthly	77.00	15-Jun-89	Outstanding
017533 00000025	McCarthy, Lucy M.	01	01	monthly	30.00	15-Jun-89	Outstanding
017534 00000026	Monaco, Gerald	01	01	monthly	21.00	15-Jun-89	Outstanding
017535 00000028	Nick, Robert E.	01	01	monthly	11.75	15-Jun-89	Outstanding
017536 00000031	Orsini, Robert A.	01	01	monthly	81.00	15-Jun-89	Outstanding
017537 00000032	Orsini, Craig A.	01	01	monthly	70.00	15-Jun-89	Outstanding
017538 00000034	Quinn, Paul	01	01	monthly	11.00	15-Jun-89	Outstanding
017539 00000035	Reynolds, Jay	01	01	monthly	101.00	15-Jun-89	Outstanding
017540 00000036	Reynolds, Douglas	01	01	monthly	118.00	15-Jun-89	Outstanding
017541 00000037	Rubin, Steven A.	01	01	monthly	10.00	15-Jun-89	Outstanding
017542 00000038	Sullivan, Carole L.	01	01	monthly	115.00	15-Jun-89	Outstanding
017543 00000042	Holmgren, John W. Jr.	01	01	monthly	250.00	15-Jun-89	Outstanding
017544 00000047	Novak, Kevin	01	01	monthly	135.00	15-Jun-89	Outstanding
017545 00000048	Anderson, Kevin W.	01	01	monthly	145.00	15-Jun-89	Outstanding
017546 00000054	Anderson, Gregory E.	01	01	monthly	85.00	15-Jun-89	Outstanding
017547 00000055	Martin, Jeffrey L.	01	01	monthly	145.00	15-Jun-89	Outstanding

Grand Total:

11,154.87

Consent   X  

Agenda Item:   E-2  

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:   6/28/89  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Appointment of Joseph Martinez to Fire Department

**SUBMITTED BY:**

Leo Lindig, Chief

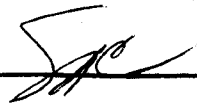
**REVIEWED BY:**

Review Board

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Joseph is presently an EMT with the Rescue Department and has applied for firefighter duty. The appointment will be subject to the usual probation period and all other requirements.

**ACTION REQUESTED:**

  
\_\_\_\_\_

Date Received \_\_\_\_\_


CITY OF FALCON HEIGHTS  
FIRE DEPARTMENT AND RESCUE SQUAD  
Application for Membership

PERSONAL INFORMATION

Name Martinez Joseph Louis Date of Birth 5/19/62  
Last First Middle

(No applicant under 18 or over 40 years of age is eligible).

Address 1122 Raleigh St St. Paul MN 55108  
Street City State Zip

Telephone 646-8999 487-1554   
home work

Own Home \_\_\_\_\_ Buying Home \_\_\_\_\_ Renting ✓

How long have you lived in Falcon Heights? N/A

EDUCATION

Name and Location	Years Attended	Graduated
Grammar School <u>Escuela de Glenview - Ponce, P.R.</u>	<u>? - ??</u>	<u>Yes</u>
High School <u>Escuela Modelo de Ponce - P.R.</u>	<u>77-80</u>	<u>Yes</u>
College <u>University of MN - Duluth</u>	<u>80-84</u>	<u>No</u>
Other* <u>Multimedia Standard First Aid and CPR</u>	<u>3/14/85</u>	<u>Yes</u>
<u>Advanced First Aid and CPR</u>	<u>6/21/88</u>	<u>Yes</u>
<u>EMT-A and CPR</u>	<u>9/7 - 12/16/88</u>	<u>Yes</u>
<u>MDH # 34603 eff. 2/13/89 / NREMT-A # A313459</u>	<u>exp date 12/31/90</u>	

\* Include any first aid, EMT, and firefighter training.

EMPLOYMENT

Present Employer Focus Homes No. of Years 1

Business Address 1951 University Ave. St Paul Working Hours 2-10 pm

Former employers (list your last two employers starting with the most recent employer).

Name & Address of Employer	Dates Employed	Position	Reason for Leaving
<u>Greenbrier Homes</u>	<u>From: 8/86 To: 5/88</u>	<u>Assistant Unit Coordinator</u>	<u>Greenbrier closed and became Focus Homes in small residential sites</u>
<u>Prosperity Homes</u>	<u>From: 6/86 To: 6/87</u>	<u>assistant counselor PT</u>	<u>Promotion at Greenbrier to Full Time as asst. Coordinate</u>

Have you ever been discharged from any position? No (If yes, explain) \_\_\_\_\_

GENERAL INFORMATION

Please state briefly what prompted you to seek membership with the Falcon Heights Fire Department and Rescue Squad Became interested after being on the rescue squad for about 2 months

What hours are you available for calls? Sun - Thurs 10pm - 2pm E/o weekend all day Fri. all day

Are you a U.S. citizen? Yes Do you have relatives in our employ? No

Have you ever been convicted of a misdemeanor, felony, or convicted in a military court martial? (Omit minor traffic violations).

Yes \_\_\_\_\_ No X If yes, explain \_\_\_\_\_

Do you have a valid driver's license? Yes B class No \_\_\_\_\_ License # M-635-441-549-379

How many traffic tickets for moving violations have you received in the past five years? None Nature of offense(s) \_\_\_\_\_

Outside interests, hobbies, etc. Volunteer with St Paul Red Cross EMS team as EMT / Civic Ctr. coordinator

PHYSICAL RECORD

Height 5' 10" Weight 265 Color of Hair Brown Color of Eyes Brown

How would you describe your general health? Good

List any physical defects None

Have you ever been injured? No Give details \_\_\_\_\_

Do you wear glasses? for reading Are you subject to claustrophobia? No

Are you afraid of heights? No

In case of emergency notify Kris Roberts

Name

731-8223

Phone

3437 York Dr. Woodbury MN (First call home, then work)

Address

REFERENCES (list three)

Name Lee Hathaway Phone 644-6652 Address Foens Homes  
 Name Valorie Azonie Phone 291-6710 Address Red Cross  
 Name John Mickelson Phone 625-3425 Address Friend

How many days, weeks, or months of the year are you out of town for reasons other than regular employment? Total days would be around 21 days a year

I hereby apply for membership in the Falcon Heights Fire Department and Rescue Squad. Prior to my acceptance I will have to pass a complete physical examination and a physical agility test. In addition, my acceptance is conditional upon my performance while on the Department. If my performance falls below Department standards, my position may be terminated at any time. Otherwise, I will serve a one-year probationary period. At the end of that period I will be accepted as a regular member of the department or my probationary period will be extended. I agree to abide by all by-laws and policies of the Falcon Heights Fire Department and Rescue Squad during my tenure with the Department.

Joseph J. Montus  
Signature

5/2/89  
Date

Consent   X  

Policy           

Agenda Item:   E-3  

Meeting Date:   6/28/89  

**CITY OF FALCON HEIGHTS**

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Check Cancellations

**SUBMITTED BY:**

Tom Kelly

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

- (a) Check #22370, issued 6/7/89 to MGM in amount of \$34.09 - Issued in error
- (b) Check #22411, issued 6/20/89 to Government Training Service in amount of \$150.00 - one Commissioner unable to attend, reservation cancelled. A new check was issued for 2 attendees only.

**ACTION REQUESTED:**



Consent   X  

Agenda Item:   E-4  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   6/28/89  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Proposed Resolution R-89-15 Requesting Metro Council  
HRA to apply for and implement a Deferred Loan Program within  
Falcon Heights

**SUBMITTED BY:**

Metropolitan Council

**REVIEWED BY:**

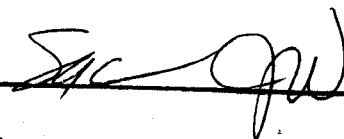
S. Chenoweth

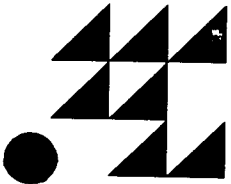
**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

The City has been participating in this program since  
1982 and we are now being requested to authorize continued  
participation.

**ACTION REQUESTED:**

Approval

A handwritten signature in black ink, appearing to be 'SAC' followed by a stylized name, written over a horizontal line.



METROPOLITAN COUNCIL *Mears Park Centre, 230 East Fifth Street, St. Paul, MN 55101 612 291-6359*  
*Metro HRA 291-7428, TTY 291-0904*

→ *Sc*  
*June 28 Agenda*

June 12, 1989

Mr. Janet R. Wiessner  
Administrator-Clerk-Treasurer  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113

JUN 09 1989

Dear Mr. Wiessner :

Minnesota Housing Finance Agency (MHFA) has invited Metro HRA to apply for funds appropriated by the State Legislature for Phase V of the Deferred Loan Program. This program provides deferred payment loans to low-income homeowners to make improvements affecting safety, energy improvements, accessibility, and habitability of their homes. Metro HRA administers the program in Ramsey County communities (except St. Paul).

When the program began in 1982, your city council approved a resolution authorizing Metro HRA to apply for the MHFA funds and administer the program within your city.

In order to complete our application for the Phase V funding, we again need a resolution authorizing your community's participation in the program. I have enclosed a sample resolution such as the one that was previously approved by your city council. Also enclosed is a summary of the program. Since Metro HRA must submit its application to MHFA by July 10, 1989, we would appreciate your help in getting the resolution scheduled (and approved) at the earliest possible council meeting.

If you have questions or if Metro HRA can be of any assistance, please call Kathy Fox at 291-6600.

Sincerely,

Thomas C. McElveen  
Division Manager  
Metro HRA

TCE/lf

Encl(s)



SAMPLE RESOLUTION

REQUESTING THE METROPOLITAN COUNCIL HRA TO APPLY FOR AND IMPLEMENT A DEFERRED LOAN PROGRAM WITHIN THE CITY OF \_\_\_\_\_.

WHEREAS, the City of \_\_\_\_\_ desires to assist low income homeowners in making repairs to their homes for the purpose of correcting defects affecting directly the safety, habitability, energy conservation, or accessibility of the property; and,

WHEREAS, the Minnesota Housing Finance Agency has funds to be used for such purposes, and will accept applications from housing and redevelopment authorities desiring to administer these Deferred Loan Program funds; and,

WHEREAS, the Metropolitan Council has been duly organized pursuant to Minnesota Statutes 1976, Section 473.123, and has all of the powers and duties of a housing and redevelopment authority pursuant to Minnesota Statutes 1976, 473.193, under the provisions of the Municipal Housing and Redevelopment Act, Minnesota Statutes 1976, Sections 462.411 and 462.711;

NOW, THEREFORE, BE IT RESOLVED that the Metropolitan Council is hereby requested to include the City of \_\_\_\_\_ in an application for state Deferred Loan Program funds, and that the \_\_\_\_\_ is hereby authorized to enter into any necessary agreement with the Metropolitan Council for operating the Program within the City.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 1989.

\_\_\_\_\_

DEFERRED LOAN PROGRAMPROGRAM SUMMARYI. General Description

The Minnesota Housing Finance Agency (MHFA) Deferred Loan Program (formerly known as the Rehabilitation Loan Program) provides deferred payment loans to low income homeowners for housing improvements directly affecting the safety, habitability, energy efficiency and accessibility of their homes. A Deferred Loan is a loan which need not be repaid unless the borrower sells, transfers, or ceases to live in the improved property within ten years of the date of the loan. After the ten-year period expires, the loan is forgiven. The program which was created in 1981 is entering its fifth phase.

The program is primarily funded through appropriations from the State Legislature. The funding level for the 1989-91 program phase will be \$9 million. There will also be a special \$500,000 fund specifically targeted for accessibility improvements. These funds are distributed statewide through local housing and redevelopment authorities, community action agencies, and other nonprofit organizations known as Administering Entities.

II. Program Eligibility

Applicants must meet five eligibility criteria in order to qualify for this program. They are as follows:

1. The applicant's household must have an adjusted gross income of \$8,500 or less. Adjusted income is calculated by taking the gross income (including all public assistance payments) of all members of the household, age 18 or over, and deducting from that amount \$1,000 per person. MHFA may also allow an extra deduction for extraordinary medical costs.
2. The applicant must own the property to be improved and it must be his/her principal place of residence.
3. The gross value of the applicant's assets (excluding the property to be improved and two surrounding acres) cannot exceed \$25,000.

4. The property cannot contain more than two dwelling units.
5. The structure, upon completion of necessary improvements, will be reasonably livable, safe, habitable, and energy efficient for the term of the loan.

### III. Improvement Eligibility

The Deferred Loan Program is designed to provide funds for basic improvements to make a dwelling more safe, habitable, or energy efficient. The need for such improvements is determined by an inspection performed by the staff of an Administering Entity. The cost of the necessary improvements cannot exceed \$9,000.

A special Accessibility Fund is available to use for improvements necessary to enable a disabled person to function in a residence. The need for such improvements is determined by an inspection performed by the staff of an Administering Entity, consideration of the disabled person's priority needs and consultation with the homeowner and MHFA. The cost of accessibility improvements cannot exceed \$10,000.

All improvements must be permanent improvements. Examples may include repair or replacement of furnaces, roofs, electrical and plumbing systems, insulation, and construction of ramps for accessibility.

### IV. Administrative Procedures

Based on an MHFA-determined allocation plan, organizations will be requested to apply to administer the program. An amount not exceeding 14% of an entity's allocation may be deducted from the allocation for administrative expenses.

The Administering Entity is responsible for determining the adjusted income, assets, and necessary improvements for each applicant.

After each loan package is assembled, the Administering Entity will submit the package to MHFA for review. Upon approval, MHFA will notify the Administering Entity of approval and supply the documents necessary to close the loan. The Administering Entity will close the loan; record the Repayment Agreement and Mortgage; monitor the rehabilitation work; certify, along with the borrower, that the work is completed satisfactorily and authorize contractor payment.

Consent  X

Policy \_\_\_\_\_

Agenda Item:  E-5

Meeting Date:  6/28/89

**CITY OF FALCON HEIGHTS**

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Licenses

**SUBMITTED BY:**

S. Chenoweth

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

(a) General Contractor #344

Classic R and R  
3435 Hennepin Ave. So.  
Mpls., MN 55408

(b) Mechanical Contractor #349

Minnegasco Inc.  
201 South 7th St.  
Mpls., MN 55402

Both are new licenses.

**ACTION REQUESTED:**

Approval

  
\_\_\_\_\_

Consent   X  

Policy           

Agenda Item:   E-6  

Meeting Date:   6/28/89  

**CITY OF FALCON HEIGHTS**

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Permanent Appointment of Tom Kelly as  
City Accountant

**SUBMITTED BY:**

Jan Wiessner

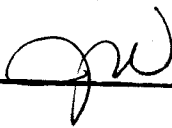
**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Tom has successfully completed his 6 month probation period. He has proven to be a competent, eager employee. I recommend he be promoted to Range 2, Step 2 effective July 1, 1989.

**ACTION REQUESTED:**

Appoint Tom Kelly as permanent employee, Range 2,  
Step 2, effective July 1, 1989.

  
\_\_\_\_\_

Please proof carefully!



CITY OF FALCON HEIGHTS

PERSONNEL ACTION FORM

Tom Kelly  
Employee's Name

City Accountant  
Position

Type of Action:

- Probation Appointment
- Regular Appointment
- Temporary Appointment
- Salary Increase
- Promotion
- Reclassification
- Resignation
- Dismissal
- Suspension
- Leave
- Other

Type of Leave:

- Vacation
- Sick Leave
- Comp. Time
- Worker's Compensation (Attach prior month's time sheet)
- Training
- Other
- Floating Holiday
- Emergency Leave

Pay Status:

- With Pay
- Without Pay

DATE OF LEAVE: \_\_\_\_\_ through \_\_\_\_\_

Total Work Days: \_\_\_\_\_

ITEM	PRESENT STATUS	PROPOSED STATUS
Position Title	City Accountant	Same
Salary Range	Range 2, Step 1	Range 2, Step 2
Rate	annual <input checked="" type="checkbox"/> hourly _____ monthly _____	annual <input checked="" type="checkbox"/> hourly _____ monthly _____
Department	Administration	Same

Reason for Action: Tom has successfully completed his 6 month Probation Period.

Effective Date: July 1, 1989

Employee Number: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Employee  
Supervisor

Date

6/22/89

APPROVED BY: \_\_\_\_\_

City Administrator

Date

RECORDED BY: \_\_\_\_\_

Accountant

Date

Date

Date of Council Action

Consent \_\_\_\_\_

Policy X

Agenda Item: F-1

**CITY OF FALCON HEIGHTS**

Meeting Date: 6/28/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Request to Lower Speed Limit on Fairview Ave. between Larpenteur and Roselawn Avenues.

**SUBMITTED BY:**

John Shelander  
1761 No. Fairview

**REVIEWED BY:**

Jan Wiessner  
Deputies

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Mr. Shelander is asking that the City Council request Ramsey County to consider lowering the speed limit from 40 mph to 35 mph. Although this is a County Road, the county will not conduct speed studies unless requested by the City in which a road is located.

**ATTACHMENTS:**

1. June 14 Wiessner letter
2. June 8 Shelander letter
3. June 16 Deputy Report
4. June 18 Deputy Report

**ACTION REQUESTED:**

*AW*



CITY OF  
**FALCON HEIGHTS**

---

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

---

June 14, 1989

Mr. John Shelander  
1761 Fairview Ave. No.  
Falcon Heights, MN 55113

Dear Mr. Shelander:

Thank you for your letter expressing your concern about the speed of traffic on Fairview Avenue in Falcon Heights. As Mr. Soler informed you, Ramsey County requires that any requests for speed limit changes on county roads come through the local city councils. I will place your request on the next city council meeting agenda which is scheduled for Wednesday, June 28th at 7:00 P.M.

In the meantime I will ask our deputies to patrol the area more intensely to hopefully deter drivers exceeding the current posted speed limit.

Thank you for bringing this to our attention.

Sincerely,

Janet Wiessner  
City Administrator

JW:p

CC: Falcon Heights Deputies



6/8/89

Janet Wiessner  
City of Falcon Heights  
2077 W. Larpenteur  
Falcon Heights, MN 55113

JUN 09 1989

Dear Janet,

This letter is in regard to changing the speed limit on Fairview Ave between Roselawn and Larpenteur Avenues. I am a Falcon Heights resident and live on the above section of Fairview Ave. I am most of all concerned with the safety myself and those who live on that stretch of road. With the speed limit set at 40 mph, it is very difficult to safely enter onto Fairview from my driveway. Also there are many cases in which motorists are blatantly exceeding the current speed limit and this is endangering the children and pets of the families that live in the area. I feel that 40 mph is too fast for that 1/2 mile section. North of Roselawn the speed limit is 35 mph and I would like to see this speed limit be consistent all the way to Larpenteur where Fairview terminates north of the Fairgrounds.

I have spoken with Ramsey county and they said that I would have to go through the city council and get the city of Falcon Heights to send a letter to Ramsey County (Dan Soler) requesting that the above portion of Fairview Avenue be re-zoned. An assistant of Mr. Soler's told me that Fairview Avenue was last zoned in 1976.

In closing I feel that the speed limit should be reduced to 30 mph or at least 30 mph because the increase in safety for all residents along this 1/2 mile stretch of Fairview far outweighs the convenience and time savings that the motorists enjoy for that short distance.

Please let me know if there is any additional support you need. I would be glad to get a petition signed by all residents that live on that section of Fairview.

Thank you,



John T. Shelander  
1761 Fairview Ave. N  
Falcon Heights, MN 55113  
644-6468 Home  
456-3724 Work

RAMSEY COUNTY SHERIFF OFFICE

MEMO

TO: Jan Weesner Falcon Heights

FROM: Deputy LaRogue

SUBJECT: Traffic Control on Fairview

TIME: \_\_\_\_\_ DATE 6-16-89 \_\_\_\_\_ OF REPORT

TIME: \_\_\_\_\_ DATE \_\_\_\_\_ OF OCCURANCE

NARRATIVE: \_\_\_\_\_

During my shift 1500-2300hrs, I monitored traffic on Fairview between Rose lawn and Serpentines. This was done both by moving radar and stationary. Speeds of vehicles were between 35mph to 42mph posted 40mph zone. No tags issued.

I issued one tag on Rose lawn + Cleveland for 42mph in a 30mph zone.

Jan LaRogue #235  
Signature

RAMSEY COUNTY SHERIFF OFFICE

MEMO

TO: JAN

FROM: Barry Falke

SUBJECT: Radar on Fairview Ave.

TIME: \_\_\_\_\_ DATE 6-19-89 \_\_\_\_\_ OF REPORT

TIME: \_\_\_\_\_ DATE \_\_\_\_\_ OF OCCURANCE

NARRATIVE: After having run radar on Fairview for over 3 hrs total at various times over the past 2 days I have found speeds vary between 35 mph to 46 mph.

During this time of working radar on Fairview I issued 1 citation for 51 mph in the 40 mph zone

I think the problem is that to the untrained eye of the people that have complained, the cars appear to be going faster than they actually are.

Barry Falke  
Signature

Consent \_\_\_\_\_

Policy X

Meeting Date: 6/28/89

Agenda Item: F-3

CITY OF FALCON HEIGHTS

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

*Recycling Contract*

**SUBMITTED BY:**

*Solid Waste Commission*

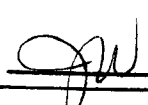
**REVIEWED BY:**

*Staff*

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

*The Solid Waste Commission will be holding a special meeting on June 27, 1989 to consider proposals from three recycling firms and a recommendation will be made available to Council for the June 28th meeting. From all indications City residents are eager for the service to resume.*

**ACTION REQUESTED:**



6/29/87

Item # F-3



# CITY OF FALCON HEIGHTS

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

June 28, 1989

TO: City Councilmembers  
Jan Wiessner

FROM: Shirley Chenoweth *SC*

The Solid Waste Commission at the special meeting on June 27th reviewed the three recycling proposals. They concurred that the Supercycle (Recomp) proposal was the most appropriate for our needs and budget at a price of \$67.50 per ton, with a \$1,100 monthly minimum for curbside pickup plus \$54.00 per hour and \$3.25 per bin for multi-family units.

The following are some items discussed:

1. The cost of doing business with Waste Management was prohibitive. (weekly pickup is too expensive)
2. RRI did not provide information on multi-units although they were made aware that this was required, both in the RFP and by phone conversations on June 23rd and June 26th.
3. Supercycle submitted a professional proposal, had competitive prices, included corrugated, is familiar with the route, can keep the 1st and 3rd Friday dates, can start July 7th, seem flexible (are willing to negotiate some items), and may provide for collection of plastics at curbside by mid 1990.

In a conversation with Tom Glander, Vice-President of Supercycle, he informed me that the current Supercycle operation is scaled down and is comprised of the most experienced drivers, processors and managers from the old company. The downsizing has allowed management to implement the necessary controls and procedures to ensure a smooth operation.

Attached is a copy of the Solid Waste Commission's recommendation.

This afternoon (June 28), Rick Hlavka, Ramsey County Environmental Health, advised that his department hopes to amend the grant agreements with the municipalities to assist in covering the additional cost of recycling for the remainder of 1989. Based on our City's average of 20 Tons per month, we could come close to covering costs under our present grant, but a buffer would be very welcome as there are some "unknowns" such as an increase in tonnage which would put us over our curbside budget.

Funding under our present grant:

1989 Grant for curbside pickup:	\$13,766.00
Expenditures for Jan.-May, 1989:	<u>3,988.00</u>
Balance:	9,778.00

Based on our 20 Ton average over the past six months, the monthly rate would be approximately \$1,395.00 per month at the rate quoted in Proposal I. The total for the remaining six months would be \$8,370, leaving \$1,408 for additional tonnage, additional multi-unit costs, or other unknown costs.

It has also been suggested that Coffman might pick up the cost of the bin rental; however, this would not be a great savings (approximately \$25.00).

SC:pp

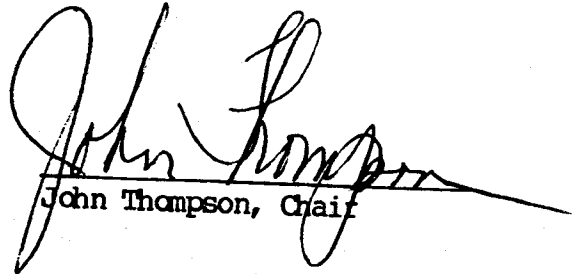
CITY OF FALCON HEIGHTS  
SOLID WASTE COMMISSION RECOMMENDATION

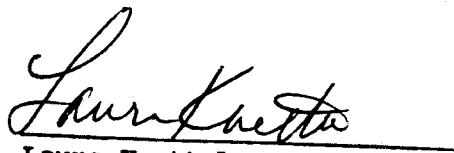
Date: 27 June 1989

The Solid Waste Commission recommends negotiating a contract for recycling services with Supercycle, Inc. (RECOMP).

Services to begin on Friday, July 7, 1989, for an eighteen month period.

Reviewing the RFPs submitted to the Commission; Supercycle, Inc. had the most competitive proposal.

  
John Thompson, Chair

  
Laura Kuettel, Secretary

III. Interested in weekly pickup only

WASTE MANAGEMENT BLAINE

	15 TONS	20	.25	30
F.H. Only	By tonnage			
SF	\$2,025	\$2,700	\$3,375	\$4,050
MF	507	507	507	507
T	2,532	3,207	3,882	4,557
F.H./Lauderdale/Roseville				
SF	\$1,920	\$2,560	\$3,200	\$3,840
MF	472	472	472	472
T	2,392	3,032	3,672	4,312
	<p>Tonnage for Multi-family was based on 3.5 Tons (present estimated/tonnage). It would increase drastically if all other multi units participate. <span style="float: right;">Coffman</span></p>			
	By Household - Unlimited Tonnage			
	F.H. Only	F.H./Lauderdale/Roseville		
SF	\$2,234.40	\$2,187.36		
MF	816.00	810.56		
T	3,050.40	2,998.12		



II. 1st and 3rd Wednesday Pickup

RAMSEY RECYCLING, INC.

15 TONS	20	.25	30
\$1,615.00	\$1,700.00	\$2,125.00	\$2,550

S F  
M F  
T

This contractor did not address multi-family. Stated he did not know we had apartments even though it was plainly stated in the RFP. The contractor did not submit a regular proposal, just referred to a proposed contract which was submitted on June 2nd. Also would want to change pickup days to Wednesdays.

I. 1st and 3rd Friday pickup (could start July 7) SUPERCYCLE, INC. (RECOMP)

	15 TONS	20	.25	30
S F	\$1,100.00	\$1,350.00	\$1,687.50	\$2,025.00
MF	45.00	45.00	45.00	45.00
T	1,057.00	1,395.00	1,732.50	2,070.00

Multi-family units are billed at \$54.00 per hour plus \$3.25 per container monthly rental. A 100 unit building would need 6 to 7 bins and estimated time for collection is 15 minutes. 1666 Coffman is the only building participating at this time, so the Multi-Family cost is based on their needs. The contractor is willing to include smaller buildings in the curbside program and we could add larger complexes to the contract as needed. Is willing to negotiate to meet our needs.

The City would also be required to pay 2% of the performance bond (approximately \$500 per year) and any City licensing or inspection fees (F.H. license fee is \$50.00 - could be waived? - no inspection fees. A letter of credit in lieu of the bond would be less expensive.

PROPOSAL TO PROVIDE COLLECTION, PROCESSING AND  
MARKETING OF RECYCLABLES FOR THE CITY OF FALCON HEIGHTS

A. Corporate Background and Experience

Super Cycle is in the business of collecting, processing and marketing recyclable materials. We provide service to both the public sector and the private sector through extensive curbside, multi-unit housing and commercial recycling services.

Currently, Super Cycle collects, processes and markets over 600 tons of recyclable materials each month. These materials include newsprint, corrugated cardboard, food and beverage cans, scrap metals, and package glass. We serve 4 communities, and over 100 multi-unit structures. On curbside alone we serve approximately 100,000 households in the metropolitan area.

Super Cycle operates the Ramsey County Recycling Center for Ramsey County. At this facility we do the majority of our materials processing, base our vehicle fleet and have located our corporate headquarters. Super Cycle also owns a portable processor that can be set up in approximately four hours on approximately 1 acre of land. This portable processor acts as a back-up facility for our main Rice Street plant.

Super Cycle was founded in 1986 and is a wholly owned subsidiary of RECOMP, a Denver based firm specializing in various aspects of solid waste management. RECOMP is a wholly owned subsidiary of Bonneville Pacific, a Salt Lake City, Utah firm which is publicly traded with assets of approximately \$120 million.

Prior to May 31, 1989 Super Cycle served 31 communities and collected, processed and marketed over 2400 tons per month of recyclable materials. The severe newspaper glut of the Spring of 1989 forced the prior owner, Northstar Universal, to terminate all of the contracts of Super Cycle in an attempt to control the losses resulting the cost to dispose of newspaper that could not be marketed. During the 30 day shut down period RECOMP purchased Super Cycle. The current Super Cycle is comprised of the most experienced and talented drivers, processors and managers from the old Company. The down sizing that has been done has allowed current management to implement the necessary controls and procedures to ensure a smoothly running operation. The down sizing has also greatly alleviated the potential problem of marketing

newspaper. Super Cycle has retained virtually all of its old markets and is working diligently to find new markets for recyclable materials.

Prior to May 31, 1989 Super Cycle performed the curbside collection of recyclables in the City of Falcon Heights. Our drivers are fully familiar with the City. We have the City fully mapped and routed and know of the problem areas. The preparation instructions, acceptable materials, missed collection policy and tonnage reporting will be the same as in the past. Enclosed with this proposal is a sample resident education tag which is left for residents who have set out non-recyclable or improperly prepared materials. This tag presents the necessary materials preparation.

Client List

Coon Rapids, second and fourth Friday collections  
Fridley, one half the City each Friday  
St. Paul, Monday through Thursday on the second and fourth weeks  
Shoreview, every other Tuesday

References

City of St. Paul  
Neighborhood Energy Consortium  
Ms. Mary T'Kach  
644-5436

City of Coon Rapids  
Mr. Mark Mehall  
780-6485

City of Shoreview  
Mr. Gene Kruckenberg  
484-3353

City of Fridley  
Ms. Lisa Campbell  
571-3450

## B. Description of the collection vehicle and fleet

Super Cycle runs a fleet of 20 vehicles, of which 15 are collection vehicles. Our collection vehicles were custom designed for Super Cycle's use. The collection vehicles are a combination of truck and trailer carrying 7 bins with an aggregate capacity of 19 cubic yards. Our vehicles accommodate a payload of approximately 7,500 pounds. The truck is based on a Ford E350 chassis. A picture of our collection vehicle is enclosed in this proposal.

## C. Other Services

Super Cycle is prepared to provide the City a variety of additional services to complement the existing recycling program. Some of these services will result in an additional fee over that stated in the accompanying fee proposal sheet.

School Recycling In a number of cities we service we assist the city in providing recycling services to the schools. This service is customarily incorporated in to a school curriculum educating children on recycling. Super Cycle's proposal includes providing recycling services to up to 10 schools without charge.

Multi Unit Housing Recycling Super Cycle provides recycling services to over 100 multi unit housing structures at this time. We are in the process of implementing city funded multi unit recycling programs in St. Paul.

Household Battery Collection Recently Super Cycle completed a very successful household battery collection in Golden Valley. We welcome the opportunity to perform similar collections in other cities provided the County will assume responsibility for the disposal of the collected batteries.

Plastic Recycling Super Cycle has in the past collected plastic bottles and jars at the curbside in St. Louis Park and at drop sites in Plymouth, Coon Rapids, Minnetonka and St. Paul. We are preparing to collect plastics at the curbside in all of our client cities, if they wish this service, by mid 1990.

## D. Service Delivery Specifications

### 1. Materials Preparation Instructions.

As outlined on the accompanying resident education tag used by Super Cycle to assist residents who have placed non-recyclable or improperly prepared materials at the curbside.

### 2. Missed Collection Policy.

Super Cycle proposes that all missed collection calls come directly to our office. We have installed a dedicated resident call line with telephone number of 224-1135. Our staff is trained to courteously service our customers and your residents. Our miss policy is attached to this proposal.

### 3. Tonnage Verification.

Every collection truck scales out of our yard and then scales in again when returning with a load of recyclables. Scale tickets presenting gross, net and tare weights are kept for each load. In addition the driver keeps a count of stops made for each load and this number is also reflected on the scale ticket. Lastly, the scale ticket also shows the time the vehicle left our yard and when it returned. Each month we report to our clients the tonnage and stops for each load on each collection day. Copies of the scale tickets accompany the report.

### 4. Vehicle Configuration.

The photograph of our collection trucks shows that our vehicles are marked with the name and telephone number of the company plus the unit number for further identification. All vehicles are equipped with bin covers. Additionally all vehicles are equipped with brooms, shovels, first aid kits, fire extinguisher and other appropriate safety devices. All vehicles will be maintained in good working condition and will be marked with Super Cycle's name and logo and will be kept clean and the bins will be covered to prevent materials from blowing out.

### 5. Collection Schedule

Super Cycle is prepared to collect recyclables at the curbside in the City of Falcon Heights on Friday of the first and third week of each month. We propose collection Begin on Friday July 7, 1989 and continue on the first and third Friday there after.

6. Corporate address and contact

Name: Super Cycle, Inc.  
Address: 775 Rice Street, St. Paul, Minnesota  
55117  
Telephone: 612-224-5081  
Contact: Thomas C. Glander, Vice President

E. Fee Schedule

1. Residential Curbside Collection

Fee per ton collected:  
\$67.50 per ton collected with a  
monthly minimum fee of \$1,100.00

2. Multi-unit collection

Service fee: \$54.00 per hour of collection  
operation serving multi-units in the  
City

Container fee: \$3.25 per container per month  
provided to the Multi-unit  
facility. (Typically a structure  
will be provided 5 to 10 of the 90  
gallon containers and the  
structure will be serviced weekly)

3. Other Charges

City vehicle licensing or inspection fees and  
performance bond premiums (2% annually of the  
bond amount) will be billed to the City at  
cost on the month following the month the  
expense is incurred.

*Not considered as  
less expensive*

*30-40%  
100%  
200%  
35%  
50%*

4. Proposal contingencies

a. Termination Provisions. The contract may be  
terminated by The City of Falcon Heights if the  
County's funding arrangement for recycling  
programs is significantly reduced. The contract  
may be terminated by Super Cycle if a lease for  
the Ramsey County Recycling Center can not be  
negotiated by August 1, 1989. The contract may be  
terminated by either party without cause upon 120 *days*.

days advance written notice.



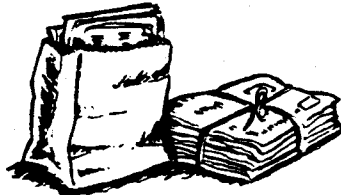


# THANKS FOR RECYCLING

In order to assure effective curbside recycling collection in your community please adhere to the following:

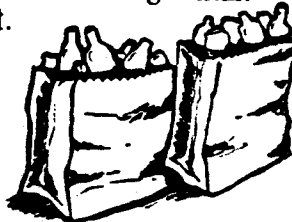
## PAPER

Bag newsprint in paper grocery bags or bundle with strong string or twine. No loose newspaper please.



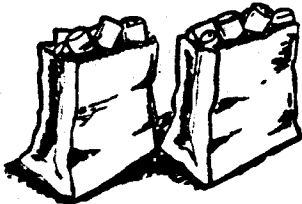
## CARDBOARD

Flatten and bundle corrugated cardboard with no dimension larger than 3 feet.



## GLASS

Rinse jars and bottles and place in a paper grocery bag.



## CANS

Place clean food and beverage cans (both aluminum and steel) in a paper grocery bag.

Please make sure that your materials are set out by 7:00 AM on collection day in a visible, convenient location near your curb.

**Super Cycle**  
Incorporated

Your Neighborhood Recycler

224.1125

# SOME ITEMS ARE NOT RECYCLABLE

We are not permitted to collect the following non-recyclable materials. We are instructed to tag and leave bags containing one or more of the following:

- MIXED MATERIALS**  
(Recyclable materials that are not sorted as described on the other side of this tag.)
- CATALOGS, MAGAZINES, AND "JUNK" MAIL**
- SCRAP PAPER/TISSUE PAPER**
- WRAPPING PAPER**
- FOOD CONTAMINATED MATERIAL**  
(Please no greasy pizza boxes.)
- MISC. METALS**  
(Hangers, pipe, pots, and pans.)
- AUTOMOBILE OIL**
- TIRES**
- CHIPBOARD—ANY VARIETY OF NONCORRUGATED PRESS BOARD SUCH AS:**
  - Beverage containers
  - Food boxes
  - Tissue boxes
  - Paper towel rolls
  - Egg cartons
  - Diaper boxes
- PHONE BOOKS**
- MILK CARTONS**
- WINDOW PANE GLASS**
- LIGHT BULBS**
- CERAMICS**
- PLASTICS OF ANY KIND**
- BATTERIES**

Please retain this list for future reference. If you have further questions please call Super Cycle at:

**224-1135**

Super Cycle's Miss Policy- Revised 5/1/89

Super Cycle's policy is:

Information Provided: For every missed collection referral that is received, we should get the address of the miss and the name and telephone number of the resident.

Miss Collection Schedule: Super Cycle will operate under the policy that collecting misses is the highest priority of the day.

Misses called in before 1:00 pm on the collection day will be collected that day. Calls after 1:00 pm will be collected on the following day before 4:30 pm.

Misses called in before 11:30 on the day after the collection day will be collected that day before 4:30 pm. Calls received after 11:30 will be collected on the following day before 4:30. The same policy will apply for miss calls received two days after the collection day.

For misses called in on or after the third day after collection Super Cycle will contact the resident and arrange a mutually convenient day for the collection to occur.

For legitimate misses we will pick up all materials, including food and cereal boxes, and then, if the resident has a recycling container, leave either an apology tag or an improperly prepared materials tag.

Consent \_\_\_\_\_

Policy  X

Agenda Item:  F-4

Meeting Date:  6/28/89

**CITY OF FALCON HEIGHTS**

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Review Chapter 9, Section 13.04 of City Code re: Off-street Parking within 10 feet of any street right of way.

**SUBMITTED BY:**

Jan Wiessner

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

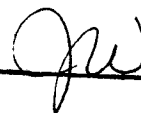
It has come to my attention that a conflict exists in what residents have been allowed to do in the past regarding off-street parking and a provision of the existing City Code, (Ch. 9, Sec. 13.04, Subd. 3,d.) I would like the Council to discuss the current policy to determine whether it should be (a) enforced or (b) changed, and if it should be changed, how you would like it handled. The Planning Commission currently has a Parking Committee to which this could be referred. A code amendment to Chapter 9 would require the usual public hearing procedure.

**Attachments:**

1. Chapter 9-13.04 (p. 72)

**ACTION REQUESTED:**

Discuss existing off-street parking policy, give staff direction.

  
\_\_\_\_\_

9-13.04 Off-street Parking and Loading

The off-street parking and loading requirements of this Code shall apply to all buildings, structures, and uses of land herein after established or authorized under and after the adoption of this Code.

**Subdivision 1. Residential Districts.** Off-street parking and loading shall be as required and regulated in Sections of this Code and by applicable provisions of Section herein.

**Subdivision 2. Surfacing and Drainage.** Off-street parking areas shall be improved with a durable and dustless surface. Such areas shall be so graded and drained as to dispose of all surface water accumulation within the parking area. Durable and dustless surface may include crushed rock and similar treatment for parking accessory to one (1), two (2), three (3), and four (4) unit residential structures; all other uses shall utilize asphalt, concrete, or a reasonable substitute surface as approved by the city engineer and capable of carrying a wheel load of 4,000 pounds. All surfacing must be completed prior to occupancy unless other arrangements have been made with the Zoning Administrator.

**Subdivision 3. Location.** All accessory off-street parking facilities required herein shall be located as follows:

a. Spaces accessory to one and two family dwellings as regulated in Sections 9-4 and 9-5.

b. Spaces accessory to multiple family dwellings as regulated in Sections 9-6 and 9-7.

c. Spaces accessory to uses located in a business or industrial district shall be within five hundred (500) feet of a main entrance to the principal building served. Parking as required by the Building Code for the handicapped shall be provided.

d. 

e. No driveway or off-street open parking area shall be located closer than five (5) feet from an adjacent lot zoned or used for residential purposes, except when adjoining an existing parking area on the adjacent lot.

Consent \_\_\_\_\_

Agenda Item: F-5

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/28/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Hiring of Architect for Park Building Construction

SUBMITTED BY:

Carol Kriegler

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The Park and Recreation Commission intends to make a recommendation to the City Council concerning the hiring of an Architect for the construction of the Community Park Building. The Commission received and considered proposals from nine architectural firms and will have interviewed four of these firms prior to making a recommendation to the City Council on Wednesday, June 28. The four firms interviewed were Kodet Architectural Group, Hils Gilbertson Architects, Inc., Buetow and Associates, and Runyan Vogel Group Architects.

The Commission also intends to present a preliminary program for the proposed building and an approximate cost estimate.

Attachments:

1. Commission Recommendation
2. Barton-Aschman Program Features
3. Survey Excerpt
4. Memo from C. Kriegler

ACTION REQUESTED:

1. Discuss preliminary program.
2. Hire Buetow and Associates as architect for project.
3. Discuss scope of project to give direction to architect.

  
\_\_\_\_\_

June 23, 1989

TO: MAYOR AND CITY COUNCIL MEMBERS  
FROM: LINDA MCLOON, PARKS AND RECREATION COMMISSION CHAIR  
RE: ARCHITECT FOR PARK BUILDING CONSTRUCTION

The Parks and Recreation Commission would like to recommend the hiring of Buetow and Associates, Inc. as architect for the proposed park building.



**Barton-Aschman Associates, Inc.**

111 Third Avenue South, Suite 350  
Minneapolis, Minnesota 55401  
USA

Phone: (612) 332-0421  
Fax: (612) 332-6180

MEMORANDUM TO: Falcon Heights Parks and Recreation Commission  
FROM: Wm. Scott Midness, ASLA  
DATE: June 6, 1989  
SUBJECT: Proposed Park Building; Community Park

The following is a preliminary program recommendation for the proposed park building at Community Park based upon findings in the survey and input from the neighborhood meeting:

**Program Features**

- o Rest Rooms - One men's, one women's, sink and toilet facilities in each, interior and exterior lockable doors, durable and easily maintainable fixtures, walls, etc., square footage as per code and architect's recommendations. Visible entry and natural lighting.
- o Warming/Multipurpose Area - Square footage as per code and based upon 30 people, durable flooring, visibility to skating/hockey rink, multipurpose layout (summer use) built-in benches, vestibule with lockable doors, access to restrooms from interior, drinking fountain, space for vending machines.
- o Picnic Area - Interior space for 30 people, access to restrooms from interior, access to kitchen facilities, exterior space (open with overhead structure) for 40 people, grills, trash receptacles, picnic tables, view to park.
- o Kitchen/Concession Area - Sink, maximum counterspace, outlets, stove and oven (optional), refrigerator, lockable partition, access to restrooms, warming/multipurpose area and picnic areas, window (concession) access to exterior (optional).
- o Storage Area - Space for supplies, hose, maintenance equipment, etc., (see Public Works), lockable door.
- o Utility Room - Furnace area, hot water heater, electrical box, utility sink size as per building code and architect's recommendations.



## **Barton-Aschman Associates, Inc.**

### **Design Criteria**

- o Style - Emulate character of city and neighborhood surroundings.
- o Scale - In keeping with surrounding buildings and park setting.
- o Location - Central location, close proximity to other park facilities (see Barton-Aschman recommendation).
- o Maintenance - Durable materials interior and exterior, minimal maintenance.
- o Vandalism - Vandal resistant design, minimal accessible windows, durable lighting and construction materials, maximum night lighting.
- o Landscaping/Site Elements - Consistent with master plan (as per Barton-Aschman recommendation), year-round interest, color, shade and minimal maintenance.

## TOTALS:

380 Surveys received  
 331 Tabulated  
 1,477 Households in F.H.  
 (excluding UM and Fair)  
 852 UM/Fair

## CITY OF FALCON HEIGHTS PARK FACILITY SURVEY

2,329 Total Households

9. If a new building or shelter is built in Falcon Heights to replace the vandalized facility at Community Park, what do you feel should be included in the building? (Check all appropriate responses)

1. 216 Picnic shelter  
 2. 226 Warming House  
 3. 113 Kitchen

4. 263 Rest Rooms  
 5. 83 Play Court  
 (Interior)

6. 100 Meeting Room  
 7. 67 Concession Area  
 8.      Other

---



CITY OF  
**FALCON HEIGHTS**

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

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June 23, 1989

TO: Jan Wiessner  
FROM: Carol Kriegler  
SUBJECT: Park Building Construction

This memo is an effort to solicit Council discussion and input concerning the potential scope of the Park Building Construction Project.

As you are aware, we now have input from the Park and Recreation Commission, the park facility surveys, and Barton-Aschman regarding the potential scope of the project. The input from all three of these sources are consistent in that they all indicate a strong desire and need for three major features -- a picnic shelter, warming facilities and restrooms. Attached is a copy of a preliminary program as prepared by Scott Midness.

My concern after speaking with Scott Midness and all four architects interviewed is that a \$100,000 budget may not be totally realistic for completing the project as it is outlined in the attached memorandum from Barton-Ashman. Although it is my desire to stay within this budget, I think I am being realistic to think that there is a possibility that the cost could exceed this figure. It is my opinion that a budget of \$100,000-\$150,000 might be more realistic. (Of course several of the architects would have liked to talk us into a \$200,000+ budget).

I am very interested to gain a sense of how the City Council might be viewing the scope of this project. Would they advocate scaling back the scope of the project in order to stay within a \$100,000 budget or would they advocate increasing the budget in order to get a more satisfactory product. I am very interested to see how the Council might address this issue if it should arise. Again, it is my hope that we can complete the project satisfactorily at a most economical cost.

Any feedback you might get on this issue would be greatly appreciated by myself and the Park and Recreation Commission.

Attachments

CK:p

Consent \_\_\_\_\_

Agenda Item: F-6

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/28/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

St. Paul Water Utility Contracts

SUBMITTED BY:

Tom Kelly

REVIEWED BY:

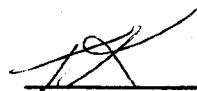
EXPLANATION/SUMMARY (attach additional sheets as necessary):

On June 14 I attended a meeting with the other communities who use the St. Paul Water Utility. The main concern expressed at the meeting was the 20% mark-up over the St. Paul rate and what power we as users have, if any. From this discussion, the group felt three options are available to us:

1. Status Quo: Each City remain on a retail or wholesale contract with the St. Paul Water Department.
2. Create a Water District to replace the St. Paul Water Department that would essentially serve the same area, or
3. Pursue special legislation that would require an outside source such as the Public Utility Commission or Arbitrator, to establish the rates for the contracts.

ACTION REQUESTED:

Discuss and provide direction to staff



Consent \_\_\_\_\_

Agenda Item: F-7

Policy X

**CITY OF FALCON HEIGHTS**

Meeting Date: 10/28/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

1990 Budget Preparation Process

**SUBMITTED BY:**

Jan Wiessner and Tom Kelly

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Attached for your review is a timeline for the preparation of the 1990 City Budget which complies with the current law. Since the governor vetoed the 1989 Tax Reform Bill, the current law affecting City budgets was passed in 1988 and is thought to be impossible for the counties to comply with. Next week we may receive information from LMC to alter this schedule; however at this time, they are recommending that we go ahead with this schedule.

Staff is working on a revised 5 Year Capital Improvement Budget as well as a 1990 Operational Budget.

**ACTION REQUESTED:**

1. Give major policy direction to staff on budget
2. Set public hearing and workshop dates

JW

CITY OF FALCON HEIGHTS

*Item # E-7*

Revised 6/26/89

1990 BUDGET PROCESS

Week	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
1				<p>1. State Revenue Dept. - Levy limit notification to City (1989 version)</p> <p>8. Administrator's Budget Proposal to Council</p>	<p>1. Proposed Levy Certification deadline</p> <p>4. Publish ¼ page advertisement in St. Paul paper (5 week-days prior to hearing)</p>	
2				<p>16. (Sat.) Council Budget Workshop</p>	<p>11. Public Hearing on Budget</p>	<p>9. Final Levy Certification Deadline</p>
3			<p>15. State Revenue Dept.-Levy limit notification to City (1988 version)</p>	<p>20. (W) Council Budget Workshop</p>		
4	<p>Council discuss Budget Process, schedule Workshops and Hearings, give staff budget direction</p>				<p>25. Council adopts Final Budget</p>	

CITY OF FALCON HEIGHTS  
1990 BUDGET PROCESS

TIMELINE

WEEK	June	July	August	Sept.	October
#1			1. Certify Levy to County		
#2		14. Staff finalizes budget recommendations, forwards budget to Council	8. County notifies residents of proposed tax increases	15. Deadline for notices to taxpayers (News-paper ads)	11. Public hearing on budget
#3		19. and 22. (?) Council Workshop to review budget			
#4	28. Council gives budget direction to staff, sets hearing dates, workshop dates	26. Council approves proposed budget			25. Final Levy certification date



Consent \_\_\_\_\_

Policy   x  

Meeting Date: 6/28/89

Agenda Item: F-8

CITY OF FALCON HEIGHTS

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

*Funding of Additional "Living in Falcon Heights" Booklets*

**SUBMITTED BY:**

*Shirley Chenoweth*

**REVIEWED BY:**

*Jan Wiessner*

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

*Our supply of the City Booklets was depleted several months ago and we have a list of requests for booklets at this time. The cost of printing 500 booklets with the necessary copy changes is estimated to be \$530.00, however, we did not budget for this item for 1989. This could be funded from Account 401-20, Mayor and Council-Communications, if you so desire.*

**ACTION REQUESTED:**

*Consider authorizing purchase of 500 City Booklets to be funded from Account 401-20.*

*Jan Wiessner*      *Shirley Chenoweth*

Consent \_\_\_\_\_

Agenda Item: F-9

Policy X

**CITY OF FALCON HEIGHTS**

Meeting Date: 6/28/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Street Light Installation - U Grove Area

**SUBMITTED BY:**

Tom Kelly and Jan Wiessner

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Approve issuance of City check No. 22419 to NSP for \$20,294.70. This is for the installation of eight street lights in the University/Grove area. It is the intention of the City to finance this project through the sale of debt. The City reserves the right to issue debt even though the City is paying for this project at this time.

Note: We've been advised by Steve Apfelbacher that this item may be included in future debt issuance if this resolution is passed at time of payment. We recommend doing this to keep the option open.

Attachment:

Proposed Resolution No. R-89-16

**ACTION REQUESTED:**

(1) Approve Check No. 22419 for \$20,294.70 with the intention of financing this project through the sale of debt.

(2) Adopt the proposed Resolution approving and issuing Check No. 22419 in amount of \$20,294.70.



*agenda file*

No. R-89-16

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

Date June 28, 1989

A RESOLUTION APPROVING CHECK NO. 22419 IN THE AMOUNT OF \$20,294.70, TO NORTHERN STATES POWER FOR INSTALLATION OF 8 STREET LIGHTS IN UNIVERSITY GROVE AREA

WHEREAS, that it is the City's intent to finance the University Grove Street Lights Project through the sale of debt, and

WHEREAS, the City reserves the right to issue debt even though the City is funding this project at this time,

BE IT THEREFORE RESOLVED, that Check No. 22419 be approved and issued.

Moved by P. Chenoweth

Approved by \_\_\_\_\_  
Mayor

June 28, 1989  
Date

YEAS	Nays	
BALDWIN		
CIERNIA	<u>4</u>	in Favor
CHENOWETH		
absent WALLIN	<u>0</u>	Against
BUSH		

Attested by \_\_\_\_\_  
City Administrator

June 28, 1989  
Date

Adopted by Council June 28, 1989

Consent \_\_\_\_\_

Agenda Item: F-10

Policy X

**CITY OF FALCON HEIGHTS**

Meeting Date: 6/28/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Amend City Compensation Plan to include City Planner Position.

**SUBMITTED BY:**

Jan Wiessner

**REVIEWED BY:**

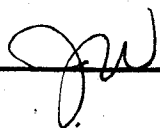
**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

In February, 1989, the City Council adopted a City Compensation Plan. This should be amended to include the new part-time professional planner position.

Recommendation

Assign Planner Position to Range 2 (250 Comparable Worth Points), Exempt Professional Classification.

**ACTION REQUESTED:**

  
\_\_\_\_\_

CITY OF FALCON HEIGHTS  
1989 COMPENSATION PLAN

Adopted February, 1989

I. Pay Ranges for Full-Time and Regular Part-Time Employees

Each pay range in the table consists of a basic monthly rate. Non-exempt employees are paid on an hourly rate and exempt employees are paid on an annual salary basis.

	POINTS	RANGE	STEP 1	STEP 2	STEP 3	Exceptional Performance Range
A. <u>Non-Exempt Classifications</u>	Secretary	1	1520	1604	1689	1690 - 1858
	Maintenance Worker	2	1614	1704	1794	1795 - 1974
	Public Works Foreman	3	1848	1951	2054	2055 - 2260
B. <u>Exempt - Administrative Classifications</u>	City Clerk	1	228	2021	2127	2128 - 2339
	Fire Marshal		1915	2021	2127	
	C. <u>Exempt - Professional Classifications</u>	Parks, Recreation and Comm. Services Director	228	1915	2021	2127
250			1980	2090	2200	
250			1980	2090	2200	
D. <u>Exempt - Executive Classification</u>	City Accountant City Planner	2	1980	2090	2200	2201 - 2420
		3	2680	2917	3155	
		483	2680	2917	3155	3156 - 628

II. Pay Range Guidelines

The pay range system is based on three primary principles: (1) compensation should accelerate more rapidly during the first years to reflect a learning curve of effectiveness; (2) the overall system should be adjusted annually to keep up with inflation and the competitive employment market; (3) after reaching the midpoint of the range, increases should be available to reward exceptional performance.

1. Starting Salary

The starting rate shown for all ranges is the entry rate for new employees who meet the minimum qualifications and experience for the position filled. It is recognized that some new employees will have higher than minimum qualifications. If approved by the City Council, they may be hired at a rate not to exceed Step 3.

2. Guidelines for Employee Progression Within Pay Plan

Progression between steps for each range shall be as described below and recommended adjustments must be substantiated with a current supervisor's performance review.

<u>Pay Plan Progression</u>	<u>Time Period</u>	<u>Performance Criteria</u>
Step 1	Entry Level	Entry Level
Step 2	6 Months	Meets Requirements
Step 3	1 Year	Meets Requirements
Exceptional Performance Range	Anniversary Dates	Exceeds Requirements

Employees will be eligible for review on their anniversary date of employment. At the review date, the employee may be increased or held at existing pay levels depending upon his/her performance since the previous review. The review will include an assessment of performance as defined in the current Position Description as well as on accomplishment of annual goals.

Exceptional Performance - Supervisors will recommend compensation for exceptional performance during the review period. City Council will approve merit pay based on relative importance of accomplishments and available funds.

3. Annual Adjustment to Pay Schedule - Each year the pay schedule as a whole will be reviewed during the budget process and modified as warranted on the basis of inflation and/or a comparison with comparable jobs in similar cities using the Stanton Survey. The entire schedule will be adjusted with range increases proportionate to the comparable worth ratings.

Consent \_\_\_\_\_

Agenda Item: F-11

Policy X

**CITY OF FALCON HEIGHTS**

Meeting Date: 6/28/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Appointment of Susan Hoyt-Taff to City Planner Position

**SUBMITTED BY:**

Jan Wiessner

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

A committee made up of David Black, John Uban, Carol Carlson, Shirley Chenoweth and Jan Wiessner interviewed four excellent candidates for the position.

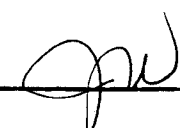
Falcon Heights resident Susan Hoyt-Taff has been selected for the appointment. The position will be similar to the existing Park, Rec and Community Services position in that it will be hourly part-time on an as-needed basis.

**Attachments:**

1. Personnel Action Form
2. Susan Hoyt-Taff's resume
3. See 1989 Compensation Plan

**ACTION REQUESTED:**

Appoint Susan Hoyt-Taff as part-time Planner, Range 2, Step 1, (\$1,980/month), pro-rated on an hourly rate (\$11.42/hour).

  
\_\_\_\_\_



MAY 20 1989

May 30, 1989

Ms. Jan Weissner, City Administrator  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, Minnesota 55113

Dear Ms. Weissner:

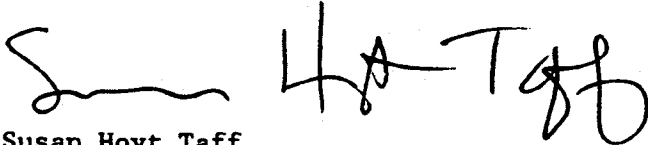
Please consider me for the planner position for the City of Falcon Heights. The position appeals to me for three reasons. First, my previous planning experience, described in my enclosed resume, qualifies me for the position. As a planner for two small metropolitan cities, La Crosse, Wisconsin and Winona, Minnesota, I worked with a wide variety of local and metropolitan planning issues. I reviewed plans, prepared reports and recorded proceedings for the planning commissions, community development committees and other citizen-appointed committees on community development and economic development projects. I routinely reported to the city councils, met with state and federal agencies, and prepared grant applications and environmental assessments on local planning projects.

Second, I'm especially interested in the issues facing the City of Falcon Heights. I'm a recent resident of the City and I grew up in nearby Arden Hills, which gives me a long-term perspective on changes in the mature northern suburbs of the Twin Cities' metropolitan area.

Third, I'm anxious to return to planning in local government. The part-time nature of this position would allow me to do so within the confines of family commitments.

Thank you for your consideration.

Sincerely,

  
Susan Hoyt Taff

4:45  
Tn

NAME: Susan Louise Hoyt Taff  
ADDRESS: 2217 Folwell Avenue  
Falcon Heights, Minnesota 55108  
TELEPHONE: (612) 645-3849

EDUCATION:

1981-1985: Ph. D. Program in Urban and Historical Geography, Department of Geography, University of Wisconsin-Madison. Course work in demographic analysis, computer cartography, urban history, regional development, statistics, and applied regression. Completed preliminary examinations in urban geography and historical geography, 1984.

1975: M.S., Urban and Regional Planning, University of Wisconsin-Madison. Course work in land economics, public finance, housing and community development.

1971: B.A., Art History, Carleton College, Northfield, Minnesota.

WORK EXPERIENCE:

1981-1983: Teaching Assistant, Department of Geography, University of Wisconsin-Madison. Prepared and presented course materials on recent issues in environmental conservation for 120 students in six discussion sections each semester. Responsible for selecting issues for discussion, preparing syllabi, lecturing, facilitating discussions, and grading.

1/ 1978-1981: Assistant City Planner, City of La Crosse, La Crosse, Wisconsin. Reviewed and reported on a variety of local planning and development issues to the Planning Commission, Community Development Committee and City Council. Prepared and coordinated the City's Community Development Block Grant and Urban Development Action Grant programs. Designed and administered the City's first housing rehabilitation program. Responsible for: directing the community development citizen participation process; advising the Planning Commission, Community Development Committee, elected officials and the public on community development program requirements and plans; preparing grant applications and environmental assessments; assisting in project review; and reporting to state and federal agencies. Also staffed the regional transportation committee and spoke to civic groups about local and regional development issues. Taught an adult education class on local historic development.

SUSAN HOYT TAFF

1975-1978: Community Development Planner, City of Winona, Minnesota. Prepared and coordinated the City's Community Development Block Grant Program. Developed the Downtown Historic Rehabilitation Grant Program for economic development. Responsible for: directing the community development citizen participation process; advising the Community Development Committee, the City Council and the public on community development grant requirements and projects; preparing grant applications and environmental assessments; and reporting to state and federal agencies. Assisted in administering the City's housing rehabilitation program and dilapidated housing acquisition/relocation project. Also staffed the Board of Adjustment, the Senior Citizen's Task Force on site selection for a senior community center and the Downtown Historic Rehabilitation Grant Review Board. Spoke to civic groups on historic and current development trends, prepared a walking tour of historic downtown Winona and taught an adult education class on local development.

1974-1975: Planning Intern, State Planning Agency, State of Wisconsin. Researched urban housing and neighborhood quality issues as part of the agency's analysis of state development trends.

1972-1973: Community Development Assistant, Housing and Redevelopment Authority, Minneapolis, Minnesota. Researched agency activities, carried out surveys, and recorded meetings for the Cedar-Riverside Project Area Committee.

REFERENCES:

Ronald Bracegirdle, City Planner  
Planning Department  
City of La Crosse, Wisconsin 54601 (608) 789-7512

Robert Hurt  
Robert Hurt, Architects  
Dakota, Minnesota 55925 (507) 643-6690

Alan Kuentz  
1245 Brighton Square  
New Brighton, Minnesota 55112 (612) 633-0679

Barbara Lukermann  
2211 Folwell Avenue  
Falcon Heights, Minnesota 55108 (612) 645-2625

Anne Carroll  
2249 Folwell Avenue  
Falcon Heights, Minnesota 55108 (612) 649-1430

Please proof carefully.



# CITY OF FALCON HEIGHTS

## PERSONNEL ACTION FORM

Susan Hoyt - Tapp  
Employee's Name

City Planner  
Position

**Type of Action:**

- Probation Appointment
- Regular Appointment
- Temporary Appointment
- Salary Increase
- Promotion
- Reclassification
- Resignation
- Dismissal
- Suspension
- Leave
- Other Initial Classification

**Type of Leave:**

- Vacation
- Sick Leave
- Comp. Time
- Worker's Compensation (Attach prior month's time sheet)
- Training
- Other
- Floating Holiday
- Emergency Leave

**Pay Status:**

- With Pay
- Without Pay

DATE OF LEAVE: \_\_\_\_\_ through \_\_\_\_\_

Total Work Days: \_\_\_\_\_

ITEM	PRESENT STATUS	PROPOSED STATUS
Position Title	<u>City Planner</u>	<u>City Planner</u>
Salary Range	<u>2</u>	<u>Range # 2, Level 1</u>
Rate	annual <input type="checkbox"/> hourly <input type="checkbox"/> <input checked="" type="checkbox"/> monthly	annual <input type="checkbox"/> hourly <input type="checkbox"/> <input checked="" type="checkbox"/> monthly
Department	_____	<u>Planning</u>

Reason for Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective Date: July 1, 1989

Employee Number: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: Janet R. Wiessner Date: 6/22/89  
Supervisor Date

APPROVED BY: [Signature] Date: \_\_\_\_\_  
City Administrator

RECORDED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Accountant

Date of Council Action June 28, 1989

Consent \_\_\_\_\_

Agenda Item: F-12

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/28/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

City Administrator Performance Evaluation

SUBMITTED BY:

Tom Baldwin

REVIEWED BY:

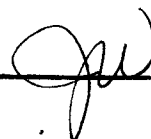
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Tom met with Jan on June 20 with input from Council-members. Tom will provide information at the Council meeting.

Attachment:

1. Employment Agreement, April 1987

ACTION REQUESTED: Employment Agreement Amendment Resolution



## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT made this 25th day of April, 1987, between the City of Falcon Heights and Janet R. Wiessner herein called Wiessner.

WITNESSETH:

WHEREAS THE CITY OF FALCON HEIGHTS wishes to employ Wiessner as its City Clerk Administrator and Wiessner agrees to enter the employ of the City of Falcon Heights effective May 18, 1987, upon the terms herein provided:

IT IS AGREED as follows:

1. POSITION. The City of Falcon Heights agrees to employ Wiessner as their City Clerk Administrator. Wiessner agrees to serve as the City Clerk Administrator and will devote her full business time and best efforts to the City of Falcon Heights and will engage in no outside business. Attached is a copy of the position description.
2. SALARY. The City of Falcon Heights agrees to pay Wiessner an annual salary at the rate of \$35,000 per year for the year starting May 18, 1987, and thereafter at such rate as may from time to time be fixed by the City Council. It is understood that Wiessner's salary will be reviewed annually and she will be given a performance appraisal prior to her annual reviews.
3. CITY PLANS. Wiessner will be entitled to participate in PERA and FICA, insurance and other benefit plans as the City of Falcon Heights may from time to time maintain for the benefit of its employees, plus the other benefit plans as outlined below.
  - a. CAR ALLOWANCE. Wiessner will be paid a car allowance of one hundred fifty (\$150) dollars per month to compensate her for all City driving on city business within the seven (7) county metro area. Wiessner will be further compensated for all City driving on City business outside the seven (7) county area at the rate of twenty (\$.20) cents per mile (this rate shall be subject to change from time to time due to economic changes and will be handled by Resolution) in addition to the one hundred fifty (\$150) dollars per month car allowance.
  - b. VACATIONS. The City agrees to grant two week's vacation in 1987.
  - c. SICK LEAVE. The City will advance Wiessner twelve (12) sick leave days effective for her reporting date. Wiessner will continue to accrue sick leave at the same rate as other employees in addition twelve (12) days.
  - d. HOLIDAYS. The City will provide the same standard holidays as enjoyed by other employees.
  - e. INSURANCE. The City will pay the full cost of the dental, hospital and medical insurance for Wiessner and her family. She shall have the choice of the plans now in existence with the City.

The City will provide group life insurance coverage equal to one (1) times annual salary at no expense to Wiessner.

The City agrees to pay short term disability premiums.

4. **DUES AND SUBSCRIPTIONS.** The City agrees to budget and to pay the professional dues and subscriptions of Wiessner necessary for her continuation and full participation in national, regional, state and local associations necessary and desirable for her continued professional participation, growth and advancement, for the good of the City.
5. **PROFESSIONAL DEVELOPMENT.** The City agrees to budget and pay the travel and subsistence expenses of Wiessner for professional and official travel, meetings and occasions adequate to continue the professional development of Wiessner and to adequately pursue necessary official and other functions for the City including, but not limited to, the ICMA Conference, State League of Municipalities, National League of Cities and such other committees thereof which Wiessner serves as a member. Wiessner will use good judgment in her outside activities so that she will not neglect her primary duties to the City.

The City also agrees to budget and to pay for the travel and subsistence expenses of Wiessner for short courses, or seminars that are necessary for her professional growth and for the good of the City as approved by the City Council.

6. **CIVIC CLUB MEMBERSHIP.** The City recognizes the desirability of representation in and before local civic and other organizations, and Wiessner is authorized to become a member of such civic clubs or organizations as deemed appropriate at City expense.
7. **MOVING.** A one time moving allowance not to exceed \$1,000 shall be granted if such allowance is used within the first two years of employment. Moving allowance will be granted only for a move that will locate Wiessner's place of permanent residence closer to the boundaries of Falcon Heights than does her current residence. Should the City terminate Wiessner's employment, the moving allowance will be deducted from her severance allowance. Should Wiessner terminate her employment with the City within two years of the moving allowance being granted, she will reimburse the City the total amount of the moving allowance.
8. **RETIREMENT, ICMA PLAN.** The City agrees to continue the agreement provided by the ICMA retirement plan and the City of Falcon Heights. Any contributions to the plan will be deducted from Wiessner's annual salary as stated in Paragraph 2 above.
9. **TERMINATION AND SEVERANCE PAY.** In the event that Wiessner is terminated by the City Council during such time that Wiessner is willing and able to perform the duties of the City Clerk Administrator, then in that event the City agrees to pay Wiessner a lump sum cash payment equal to three (3) month's pay aggregate salary; provided, however, that in the event Wiessner is terminated because of her conviction of any illegal act involving personal gain to her, then, in that event, the City shall have no obligation to pay the aggregate severance sum designated in this paragraph.

In the event the City at any time during the employment term reduces the salary or other financial benefits of Wiessner in a greater percentage than any across-the-board reduction for all City employees, or in the event the City refuses, following written notice, to comply with any other provision benefitting Wiessner herein, or Wiessner resigns following a formal suggestion by the City that she resign, then, in that event, Wiessner may at her option, be deemed to be "terminated" at the date of such reduction or such refusal to comply with the meaning and context of the herein severance pay provision.

In the event Wiessner voluntarily resigns her position with the City, then Wiessner shall give the City forty-five (45) days notice in advance.

10. GENERAL EXPENSES. The City recognizes that certain expenses of a non-personal and generally job affiliated nature are incurred by Wiessner, and hereby agrees to reimburse or to pay said general expenses subject to Council approval.
11. GENERAL PROVISIONS. the text herein shall constitute the entire Employment Agreement between the City and Wiessner.

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Wiessner.

This Agreement shall become effective April 25, 1987.

If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Falcon Heights on a unanimous vote of its City Council has caused this Agreement to be signed and executed in its behalf by its Mayor and Wiessner has signed and executed this Agreement, both in duplicate, the day and year first above written.

  
MAYOR OF THE CITY OF FALCON HEIGHTS  
STATE OF MINNESOTA

  
JANET R. WIESSNER