

# City of Falcon Heights

## A G E N D A

Regular Meeting of the City Council  
December 7, 1995

I. CALL TO ORDER: 7 p.m.

II. BALDWIN \_\_\_\_\_ GEHRZ \_\_\_\_\_ GIBSON TALBOT \_\_\_\_\_ HUSTAD \_\_\_\_\_  
JACOBS \_\_\_\_\_ HOYT \_\_\_\_\_ ASLESON \_\_\_\_\_  
ATTORNEY \_\_\_\_\_ ENGINEER \_\_\_\_\_

III. COMMUNITY FORUM

IV. APPROVAL OF MINUTES: November 22, 1995

V. CONSENT AGENDA:

- C-1. Disbursements
  - a. General disbursements
  - b. Payroll, 11/15/95 to 11/30/95, \$10,645.18
- C-2. Licenses
- C-3. Request to ask for a donation for a computer printer from Hewlett Packard

VI. PUBLIC HEARING:

- PH-1. Public Hearing on delinquent utility charges
- PH-2. Public hearing and presentation on the city's proposed 1996 budget

VII. POLICY AGENDA:

- P-1. Approval of the revised Falcon Heights/Lauderdale Fire Agreement

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

- P-2. Adoption of a goal statement for compliance with the Livable Communities Act

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

VIII. INFORMATION AND ANNOUNCEMENTS:

IX. ADJOURNMENT

**CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF NOVEMBER 22, 1995**

**DRAFT**

Mayor Baldwin convened the meeting at 7:02 p.m.

**PRESENT**

Baldwin, Gehrz, Gibson Talbot, and Hustad. Also present were Hoyt and Asleson.

**ABSENT**

Jacobs.

**COMMUNITY FORUM**

There was no one wishing to take advantage of the community forum.

**MINUTES OF OCTOBER 25, 1995**

Minutes were approved by unanimous consent with a correction under "Information and Announcements".

**CONSENT AGENDA APPROVED**

Motion was made by Councilmember Gehrz to approve the consent agenda. Motion passed unanimously.

1. Disbursements
2. Licenses
3. Promotion of Public Works and Parks Superintendent to step three
4. Authorization to contract with Casserly Molzahn and Associates as tax increment financing advisors

**POLICY AGENDA**

**PROPOSED CHANGES TO THE CITY'S PERSONNEL POLICY**

Administrator Hoyt reviewed the staff recommendations regarding changes to the city's personnel policy. Many of the changes were made to clarify leaves with and without pay and to bring the policy into line with the Family Medical Leave Act. Other proposed changes included: allowing the administrator to make temporary, seasonal, and as-needed employment appointments; pro-rating all benefits to regular, part-time employees; the addition of a winter holiday (December 24), the elimination of merit pay; clarified educational assistance policy; and the elimination of severance pay.

Hoyt explained that severance pay was being proposed to be eliminated since most employees leave city service to better their own situation and need not be further compensated by the city. If the council wished to award a bonus upon severance or retirement to a particularly good employee or wanted to compensate a laid-off employee, they would still have that option on a case by case basis. The elimination of the severance pay policy is a benefit loss to current employees and might inadvertently

penalize someone planning to leave the city very soon. If this is a concern, the council could phase out the severance benefit at a date in the near future, giving current employees an opportunity to use it.

Councilmember Hustad asked how health care benefits would be pro-rated for part-time employees. Hoyt answered that any regular, part-time employee would be eligible to participate in the city's health benefits package but that the city's contribution would be pro-rated according to the number of hours designated for the position. For example, an employee working 10% time could buy into the same insurance package as a full-time employee, but the city's contribution to the premiums would only be 10% of that given to a full-time employee.

Councilmember Hustad then proposed the elimination of the sick leave sell back policy. Hustad stated that the policy may inadvertently encourage people not to use their sick leave when they should stay home. Mayor Baldwin noted that his employer has a similar policy, which is meant to reduce the financial liability of sick leave payouts at termination. However, Baldwin stated, those problems are not as likely to be seen in a smaller organization. The council discussed the use of sick leave, noting that while some may have more need to use it (for sick children and family members, for example) sick leave should be seen as an insurance policy rather than as a matter of financial benefit. Councilmember Gehrz agreed with the idea of eliminating the sell back, but suggested that the policy not become effective until January 1, 1996 since there may be employees planning on selling back time this year.

With respect to severance pay, the council agreed that it was not good policy to pay employees who are leaving the city as a routine matter. However, they did agree that it would be fair to give employees some advance notice of this benefit loss and not delete the severance pay clause until July 1, 1996.

A motion was made by Councilmember Gibson Talbot to approve the revised personnel policy effective immediately, with the following exceptions: 1) the severance pay policy is to be eliminated effective July 1, 1996 and 2) the sick leave sell back policy is to be eliminated as of January 1, 1996. Motion passed unanimously.

#### **INFORMATION ON THE 1990 PROCESS FOR APPOINTMENT TO A VACANT COUNCIL SEAT**

Councilmember Gehrz was elected to the office of Mayor effective at the first meeting in 1996. Since there will be only two years remaining in her council term, the 1996 council must appoint a replacement to serve out the term (January 1996 to January 1998).

Mayor Baldwin, who has been on the council for three other such appointments, described the process that was used the last time there was a vacancy. The council advertised the opening and invited all the applicants to give a five minute presentation at a public meeting and on television. The council then each voted anonymously for three candidates that they would be able to support. All names taken from the councilmembers were considered further and were invited back for a second interview. After the interviews, the

councilmembers were asked to anonymously vote for one candidate that they would support. The council then made their final decision from the final names submitted.

The council will officially announce the opening and decide upon the particular process to be used once Mayor-Elect Gehrz takes office in 1996 and the seat is officially open.

#### **CITY INFORMATION AND ANNOUNCEMENTS**

Councilmember Hustad encouraged the council to read the copy of the Weber-Brandl report included in the council's agenda packet.

Administrator Hoyt announced that Mayor Baldwin will be honored at the Ramsey County League of Local Governments dinner on December 13. She also announced that RCLLG was changing their meeting date and time.

#### **ADJOURNMENT**

The meeting was adjourned at 7:46 p.m.

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Tom Baldwin, Mayor

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Carla Asleson  
Recording Secretary

Meeting Date: 12/7/95

Agenda Item: C - 1

***CITY OF FALCON HEIGHTS***

***REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through 12/1/95, \$53,192.78
- b. Payroll, 11/15/95 to 11/30/95, \$10,645.18

ACTION REQUESTED: Approval

a.

APPROVAL OF BILLS  
PERIOD ENDING: 12/07/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ASLESON, CARLA	FALL 95 TUITION REIMBURS	CUNTINGE	1,001.30
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	46.10
	BARTON SAND & GRAVEL CO.	ELEMENTARY SCHOOL SAND	PARKS CI	867.64
	COLONIAL INSURANCE	IVERSON PREMIUM	FIRE PRE	36.45
	COLONIAL INSURANCE	BAUMANN PREMIUM	FIRE FIG	29.65
	*** TOTAL	FOR COLONIAL INSURANCE		66.10
	DANKO EMERGENCY EQUIPMENT	REPAIR HURST HOSE	FIRE FIG	46.86
	E-2 RECYCLING, INC.	11/95 RECYCLING	SOLID WA	2,389.50
	EMERGENCY APPARATUS MAINT	REPAIR HEADLIGHTS #753	FIRE FIG	262.53
	FOCUS NEWSPAPERS	DELINQ. UTILITIES NOTICE	SANITARY	51.35
	GEHRZ, SUE	CHAMBER/LMC MEETINGS	LEGISLAT	25.00
	GRAINGER, W. W., INC.	COMM. PK. LIGHTING MAINT	PARK MAI	10.98
	GRAINGER, W. W., INC.	MULTIFOLD TOWELS	FIRE FIG	11.07
	GRAINGER, W. W., INC.	MULTIFOLD TOWELS; BATTERY	BUILDING	17.88
	GRAINGER, W. W., INC.	CUG VBELTS-BOBCAT-MOWER	STREETS	18.47
	GRAINGER, W. W., INC.	LINERS	PARK MAI	13.07
	GRAINGER, W. W., INC.	EXIT LIGHTS-CITY HALL	BUILDING	17.89
	*** TOTAL	FOR GRAINGER, W. W., INC		89.36
	I. D. ENGRAVING COMPANY	PLAQUES & BRASS PLATES	MCAD	357.84
	IVERSON, TERRY	11/95 MILEAGE	ADMINIST	4.50
	IVERSON, TERRY	11/95 MILEAGE	FIRE PRE	51.00
	IVERSON, TERRY	NORTH SUB-GAVEL MEETING	FIRE PRE	5.19
	*** TOTAL	FOR IVERSON, TERRY		60.69
	KNOX LUMBER CO.	HOCKEY BOARD SUPPLIES	PARK MAI	7.19
	KRIEGLER, CAROL	MSPA CONFERENCE MILEAGE	PARK & R	90.00
	KRIEGLER, CAROL	FRAMES FOR PLAYROOM	PARK PRO	6.33
	KRIEGLER, CAROL	PLAYROOM OPEN HOUSE FOOD	PARK PRO	27.08
	*** TOTAL	FOR KRIEGLER, CAROL		123.41
	KRIEGLER, MATTHEW	DELIVERY OF EVENT FLYERS	MCAD	63.25
	LEONARD, STREET & DEINARD	LEGAL SVC THROUGH 10/31	LEGAL	285.80
	LEONARD, STREET & DEINARD	LEGAL SVC THROUGH 10/31	TIF #1	95.00
	*** TOTAL	FOR LEONARD, STREET & DE		380.80
	MCI TELECOMMUNICATIONS	10/15-11/14 LONG DISTANC	BUILDING	1.32
	M-75 BUILDING MAINTENANCE	11/95 CLEANING	BUILDING	154.43
	MAIER STEWART & ASSOC.	10/1-10/28 ENGINEERING	LARPENTE	359.97

APPROVAL OF BILLS  
PERIOD ENDING: 12/07/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	MAIER STEWART & ASSOC.	10/1-10/28 ENGINEERING	PARKS CI	111.13
	MAIER STEWART & ASSOC.	10/1-10/28 ENGINEERING	STORM SE	767.42
	MAIER STEWART & ASSOC.	10/1-10/28 ENGINEERING	ENGINEER	345.20
	*** TOTAL FOR MAIER STEWART & ASSO			1,583.72
	MIKE McPHILLIPS INC	FALL STREET SWEEPING	STREETS	5,926.87
	MIDWEST DELIVERY SERVICE	DELIVERY	ADMINIST	8.60
31463	MN DEPARTMENT OF REVENUE	STATE WITHHELD 11/30/95	ADMINIST	663.98
	NSP	11/95 ELECTRIC	EMERGENC	6.28
	NSP	11/95 ELECTRIC	PARK MAI	21.96
	*** TOTAL FOR NSP			28.24
	NSP	11/95 STREET LIGHTING	STR. LIG	1,921.16
31464	NORTH STAR STATE BANK	FED WITHHELD 11/30/95	ADMINIST	3,576.76
	OFFICE MAX CREDIT PLAN	LASER CARTRIDGE; MISC.	ADMINIST	122.61
	PERA	PERA WITHHELD 11/30/95	ADMINIST	1,220.94
	PRECISION COMPUTER SYSTEM	UTILITY BILLING DISKS	SANITARY	14.68
	SCHARBER & SONS	JOHN DEERE FUEL FILTERS	STREETS	21.76
	SUPER AMERICA	FUEL 10/22-11/22/95	RESCUE S	51.01
	SUPER AMERICA	FUEL 10/22-11/22/95	FIRE FIG	57.00
	SUPER AMERICA	FUEL 10/22-11/22/95	PARK MAI	25.09
	SUPER AMERICA	FUEL 10/22-11/22/95	STREETS	88.64
	*** TOTAL FOR SUPER AMERICA			221.74
	TAFF, SUSAN HOYT	SUBURBAN CHAMBER MEETING	ADMINIST	15.00
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	58.46
	USWEST COMMUNICATIONS	11/95 PHONE	PARK & R	55.97
	ST. PAUL WATER UTILITY	11/95 WATER	BUILDING	15.08
	ST. PAUL WATER UTILITY	11/95 WATER	PARK MAI	9.60
	*** TOTAL FOR ST. PAUL WATER UTILI			24.68
31462	RCLLG	RCLLG ANNUAL MEETING	LEGISLAT	110.00
	BERNARDY, CONNIE LANNERS	12/15/95 MCAD SERVICES	MCAD	1,470.86
	BERNARDY, CONNIE LANNERS	PROGRAM SUPPLIES	MCAD	100.11
	BERNARDY, CONNIE LANNERS	COPIES	MCAD	4.85
	BERNARDY, CONNIE LANNERS	POSTAGE	MCAD	2.00
	BERNARDY, CONNIE LANNERS	TELEPHONE	MCAD	30.50
	BERNARDY, CONNIE LANNERS	MISC. MEETINGS	MCAD	312.13
	BERNARDY, CONNIE LANNERS	MCHW EXP.	MCAD	423.39
	*** TOTAL FOR BERNARDY, CONNIE LAN			2,343.84
	COLTER-MUNYER, SUSIE	MISC. AFTER SCHOOL	MCAD	336.41

APPROVAL OF BILLS  
 PERIOD ENDING: 12/07/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	RIGDON, JOE	11/95 BANK MILEAGE	FINANCE	9.00
	PRECISION LANDSCAPE	1995 TREE TRIMMING	TREE PRO	7,305.86
	HEROLD, NATHANIEL	RESCUE-OPEN HOUSE-SUPPLY-RESCUE-S		14.03
	ALL SYSTEMS ROOFING, INC.	CITY HALL REROOFING (#2)	GENERAL	21,572.50
	PIRKOLA, PAT	SORTS OF SPORTS REFUND	-----	14.00
	PARK, HYEOUN AE	SORTS OF SPORTS REFUND	-----	14.00
	AT&T WIRELESS SERVICES	PUBLIC WORKS PAGER 12/95 BUILDING		13.30
		*** TOTAL FOR BANK 01		53,192.78
		*** GRAND TOTAL ***		53,192.78
		*** GRAND TOTAL ***		53,192.78



6

PERIOD END DATE 11/30/95  
SYSTEM DATE 11/29/95

\*\*FILE NOT UPDATED\*\*

PAGE 1

C H E C K   R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHEC. AMOUN
1				
2				
3				
4	COM	11 29 95 1 THOMAS BALDWIN	23865	300.31
5	COM	11 29 95 6 SUSAN GEHRZ	23866	217.05
6	COM	11 29 95 8 SAM JACOBS	23867	277.05
7	COM	11 29 95 10 JAN GIBSON TALBOT	23868	200.00
8				
9	COM	11 29 95 11 JOHN HUSTAD	23869	247.05
10	COM	11 29 95 30 NICHOLAS BAUMANN	23870	122.78
11	COM	11 29 95 34 CLEMENT KURHAJETZ	23871	274.14
12	COM	11 29 95 40 KEVIN ANDERSON	23872	46.17
13	COM	11 29 95 42 MICHAEL D. CLARKIN	23873	27.70
14	COM	11 29 95 48 JOHN H. HOLMGREN	23874	68.26
15	COM	11 29 95 50 JOSEPH L. MARTINEZ	23875	64.64
16	COM	11 29 95 56 GREGORY S. PETERSON	23876	43.94
17	COM	11 29 95 59 GREGORY M. FULLER	23877	45.31
18	COM	11 29 95 61 DENNIS G. LEMAY	23878	104.67
19	COM	11 29 95 62 BRYON A. SCHULTZ	23879	26.17
20	COM	11 29 95 1002 SUSAN HOYT TAFF	23880	1443.58
21	COM	11 29 95 1003 TERRY IVERSON	23881	949.16
22	COM	11 29 95 1005 CAROL KRIEGLER	23882	510.64
23	COM	11 29 95 1006 JAY MORGAN	23883	856.89
24	COM	11 29 95 1007 PATRICIA PHILLIPS	23884	777.51
25	COM	11 29 95 1008 DELORIS SWENSON	23885	753.75
26	COM	11 29 95 1010 CARLA ASLESON	23886	916.58
27	COM	11 29 95 1011 LAWRENCE A. KLINGENBERG	23887	979.45
28	COM	11 29 95 1012 JOSEPH M. RIGDON	23888	835.90
29	COM	11 29 95 1031 LINDA TREEFUL	23889	163.44
30	COM	11 29 95 1033 DAVE TRETSVEN	23890	331.63
31	COM	11 29 95 1102 AUSTIN M. PETERSON	23891	38.79
32	COM	11 29 95 1110 JULIE OBERMILLER	23892	22.62
33				
34				
35			****TOTALS****	10645.18
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RECYCLED FIBER

Meeting Date: 12/7/95

Agenda Item: C-2

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

MUNICIPAL AND LIQUOR LICENSES

Tung Kwan, Inc., dba Chinatown Restaurant  
#3256 Restaurant and on-sale Beer  
#26 On-sale Wine

J's Liquors  
#3257 Retail Liquor Store & Cigarette Sales  
#07 Off-Sale Liquor

Pizza Hut  
#3258 Restaurant and On-sale Non-Intoxicating Malt Liquor

Falcon Bowl  
#3259 Bowling Alley, Bottle Club, On-sale Malt Liquor

Ciatti's, Inc.  
#3260 Restaurant and Cigarette Sales  
#25 On-Sale Liquor  
#24 On-Sale Sunday

CHRISTMAS TREE SALES

#3255 Falcon Heights/Lauderdale Lion's Club

\* Denotes new business

CONSENT      CONSENT      CONSENT      CONSENT      CONSENT      CONSENT

Meeting Date: 12/7/95

Agenda Item: C-3

***CITY OF FALCON HEIGHTS  
REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION:      Request to ask for a donation for a computer printer from Hewlett Packard

SUBMITTED BY:      Clem Kurhajetz, Fire Chief

REVIEWED BY:      Susan Hoyt, City Administrator

**EXPLANATION/SUMMARY:**

The fire department is requesting permission to ask for a printer from Hewlett Packard. The department has use of a city computer and printer, but it also uses a temporarily donated computer in its training area. The department, which is directly across the street from the company, frequently communicates with Hewlett Packard personnel when they are outside. Informal discussions with Hewlett Packard personnel indicate that the company may have some old, out of use printers that would be available for a donation.

The fire department understands that the council must approve the department's request for a donation. It also understands that any requests must be done in a businesslike fashion and are not tied to service delivery.

**ACTION REQUESTED:**

Approve the fire department's request to ask for a donation of a printer from Hewlett Packard.

CONSENT      CONSENT      CONSENT      CONSENT      CONSENT      CONSENT

Meeting Date: 12/7/95

Agenda Item: PH-1

## CITY OF FALCON HEIGHTS

### PUBLIC HEARING

ITEM DESCRIPTION: The presentation and public hearing on the city's proposed 1996 budget

SUBMITTED BY: Susan Hoyt, City Administrator  
Joe Rigdon, City Accountant

EXPLANATION/SUMMARY: The presentation of the city's proposed 1996 budget and related property tax information will be presented by Susan Hoyt, the city administrator and Joe Rigdon, the city accountant. Following the presentation, there will be an opportunity for members of the public to ask questions.

#### ACTION REQUESTED:

- Presentation of the proposed 1996 budget and related property tax information.
- Questions from the audience.

Meeting Date: 12/7/95

Agenda Item: PH-2

### CITY OF FALCON HEIGHTS

#### REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Public Hearing on delinquent utility charges

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY: All attached properties are at least two quarters past due on their utility bills. These property owners have received two notices of their delinquency (their 3rd quarter bill due October 31 and a mailed notice of public hearing). The public hearing notice was also published in the Focus newspaper on November 16, 1995 as required by statute.

Those who have not paid their assessment by December 14, 1995 will have the amount placed on their property tax bill as a special assessment. The amounts due, as noted on the attached list, include:

- The standard 10% penalty fee per quarter
- a 3% administrative fee to cover staff time related to processing the delinquent accounts and costs of mailing and publishing the public hearing notices
- An annual interest rate of eight percent, which is charged since the city will not receive revenue collected from property taxes until July and December of 1996.

Ramsey County does not charge the city a fee for annual special assessments related to utility bills.

#### ATTACHMENTS:

- Assessment roll
- Proposed Resolution 95-32 levying special assessments for delinquent charges

#### ACTION REQUESTED:

- Hold public hearing on special assessments
- Motion to approve Resolution 95-32 levying special assessments for delinquent utility charges.

## DELINQUENT SEWER ACCOUNTS

NAME & ADDRESS	PIN#	AMOUNT OWED	3% ADMIN. FEE	TOTAL AMOUNT OWED
JOSEPH LAMPI 1744 ARONA ST. FALCON HEIGHTS, MN 55113	15-29-23-33-0050-7 LOT 21, BLK 7, FALCON HEIGHTS ADDN	218.79	6.56	225.35
OKSANA YONAN 1892 ALBERT ST. FALCON HEIGHTS, MN 55113	15-29-23-31-0022-8 LOT 3, BLK 1, KLATT'S ADDN	168.03	5.04	173.07
CAROLE BASIL 1900 ARONA ST. FALCON HEIGHTS, MN 55113	15-29-23-32-0025-4 LOT 14, BLK 4, JUHL'S ROSELAWN ADDN #3	218.79	6.56	225.35
KAY ANDREWS 1471 CALIFORNIA AVE. FALCON HEIGHTS, MN 55108	22-29-23-22-0017-2 EX W 50' LOT 5, BLK 13, NORTHOME 3RD ADDN	218.79	6.56	225.35
EDWARD SARNOSKI 1507 CALIFORNIA AVE. FALCON HEIGHTS, MN 55108	22-29-23-22-0009-1 ELY 50' OF LOT 1, BLK 13 NORTHOME 3RD ADDN	218.79	6.56	225.35
CYNTHIA KOECHER 1625 HOLLYWOOD COURT FALCON HEIGHTS, MN 55108	21-29-23-11-0011-1 E 17' OF LOT 12 & ALL OF LOT 11, BLK 21, CROSSROADS CT.	218.79	6.56	225.35
ERNEST & MIRIAM KUTZIK 1910 HOLTON ST. FALCON HEIGHTS, MN 55113	15-29-23-31-0042-2 LOT 2, BLK 15, MIDWAY PLAINS	218.79	6.56	225.35
JEFFREY CLARK 1341 IDAHO AVE. FALCON HEIGHTS, MN 55108	22-29-23-21-0090-0 LOT 22, BLK 4, NORTHOME	218.79	6.56	225.35
GRACE LAI 2129 SCUDDER ST. ST. PAUL, MN 55108	16-29-23-34-0087-3 1893 LARPENTEUR AVE. LOT 6, BLK 1 AND LOT 2, BLK 1, FALCON RIDGE ESTATES	176.55	5.30	181.85
JOHN WEBSTER 1850 SNELLING DRIVE FALCON HEIGHTS, MN 55113	15-29-23-32-0057-1 LOT 10, BLK 1, KELLER'S FALCON HEIGHTS	218.79	6.56	225.35
ROBERT O'CONNELL 3101 SILVER LAKE ROAD MINNEAPOLIS, MN 55418	16-29-23-44-0035-1 LOT LOCATED ON 1700 BLOCK OF ST. MARY'S AVE, N 25' OF E 145' OF LOT 24, CROSSROADS	16.62	0.50	17.12
<b>TOTAL</b>		<b>2,111.52</b>	<b>63.32</b>	<b>2,174.84</b>

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

Date: 12/7/95

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A RESOLUTION RELATING TO LEVYING SPECIAL ASSESSMENTS FOR  
DELINQUENT UTILITY CHARGES

BE IT HEREBY RESOLVED by the city council of the City of Falcon Heights, Ramsey County, Minnesota, as follows:

1. It is hereby determined that there are delinquent utility charges against the properties hereinafter set forth, in the amounts set forth opposite the description of such properties:
2. A special assessment in the amount hereinafter set forth is levied against each of such tracts, with an interest rate of eight percent annually, respectively;
3. A total amount of such special assessment, in each case, shall be payable with the 1995 real estate taxes due and payable during 1996;
4. The clerk shall forthwith transmit a certified copy of the assessment for the County Auditor to be extended on the proper tax lists of the county and such assessment shall be collected and paid over into the same manner as other municipal taxes;
5. Tracts of land and the amount of such special assessments are as follows: (see attached)
6. The delinquent utility assessment roll total is \$2,174.84.

-----  
Moved by: \_\_\_\_\_

BALDWIN  
GEHRZ \_\_\_ In Favor  
GIBSON TALBOT  
HUSTAD \_\_\_ Against  
JACOBS

Approved by: \_\_\_\_\_

Mayor  
12/7/95  
Date

Attested by: \_\_\_\_\_

City Clerk  
12/7/95  
Date

Meeting date: 12/7/95  
Agenda Item: P - 1

***CITY OF FALCON HEIGHTS  
REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION: Approval of the revised Falcon Heights/Lauderdale Fire Agreement

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: City of Lauderdale

**EXPLANATION/SUMMARY:**

The Cities of Falcon Heights and Lauderdale share fire services. The current agreement is inadequate because it does not accurately identify how the city charges for service, specifically HAZMAT services. There are also some additional changes that clarify the text that the staffs of both cities feel are appropriate.

The fire agreement includes charges for the fire marshal, both for annual inspections of businesses, multi-family dwellings and childcare facilities as well as charges for service based upon the number of trucks that respond to a fire and the length of time the trucks are on call. The hourly cost of the truck is based upon the annual operating costs operating the fire department. The charges for service were presented in an August budget workshop.

The agreement is on-going unless one party notifies the other party of termination by June 1 of the end year the contract is intended for termination.

**ATTACHMENT:**

- 1 - Revised draft Falcon Heights/Lauderdale Fire Agreement

**ACTION REQUESTED:**

Approve the revised Falcon Heights/Lauderdale Fire Agreement.



**AGREEMENT FOR FIRE SERVICE BETWEEN  
THE CITY OF FALCON HEIGHTS AND THE CITY OF LAUDERDALE**

This agreement is made between the City of Falcon Heights, a Minnesota municipal corporation, and the City of Lauderdale, a Minnesota municipal corporation, on the \_\_\_ day of December, 1995.

WHEREAS, the parties hereto are parties to a previous agreement dated July 1, 1980 and dated January 1, 1992, relating to the furnishing of fire service by the City of Falcon Heights to the City of Lauderdale; and

WHEREAS, the parties wish to make this agreement for the continued provision of fire service by the City of Falcon Heights to the City of Lauderdale in accordance with the terms and provisions hereinafter set forth; and

WHEREAS, the City of Falcon Heights is authorized by prior action of the city council pursuant to MSA Section 438.08 to provide fire service outside the limits of Falcon Heights; and

WHEREAS, MSA Section 438.09 authorizes municipalities to contract with other municipalities providing fire services as authorized under MSA 438.08 to contract for compensation for services rendered; and

WHEREAS, Falcon Heights and Lauderdale are adjacent communities and Falcon Heights has the means and ability to provide fire protection services for Lauderdale while at the same time providing adequate fire services within the City of Falcon Heights.

NOW, THEREFORE, the parties hereto agree as follows:

1. Services. Falcon Heights shall provide the following services to Lauderdale:
  - a. Fire Services. Falcon Heights shall furnish fire protection services to all property located within Lauderdale. Falcon Heights shall respond to all fires in Lauderdale with the same level of service and effort as it does in Falcon Heights whenever Falcon Heights is notified of such fire.
  - b. Routine Fire Marshal Services. Falcon Heights shall provide routine fire marshal services. The services shall include routine annual inspections of all day care facilities, multi-family residential structures with three or more units, and

commercial and industrial structures, and one follow-up inspection per structure.

- c. Non-routine Fire Marshal Services. Falcon Heights shall provide additional fire marshal services necessitated by particular fire code concerns, complaints, or the need for more than one follow-up inspection.

2. Compensation. For the services provided herein by Falcon Heights, Lauderdale shall pay Falcon Heights the sum of the following:

- a. A readiness-to-serve factor equal to a base rate sum computed by multiplying the Lauderdale fair market value times a standard multiplier.
- b. Charges for service will be based upon a charge for each truck according to the call time as outlined in the attached fee schedule. The fee shall be based on the budgeted costs for operating the fire department. Falcon Heights shall provide Lauderdale with an estimated cost based for the coming year by August 31 of each year.
- c. A fee for fire prevention services based upon the fire marshal's hourly rate and mileage and an estimated number of hours of fire prevention inspection activities and associated work will be calculated for the coming year. Any fire prevention services provided that exceed the number of estimated hours will be charged on an as-needed basis and be pro-rated using the fire marshal's hourly rate and mileage.
- d. It shall be the responsibility of Lauderdale to recover or pay for any HAZMAT costs incurred in Lauderdale.
- e. Lauderdale shall make payment to Falcon Heights based on the rates and charges established by Falcon Heights for each calendar year. Falcon Heights shall bill Lauderdale monthly for services received. The bill shall be submitted within thirty days after the end of the month. Lauderdale shall pay on a monthly basis on or before the 1st day of each month.

3. Effective Date and Term. This agreement shall apply to services rendered and shall continue in force until modified or terminated by agreement of the parties or until termination by either party. The agreement may be severed by either party by notifying the other party's city administrator with a written notice of termination on or before June 1 of the calendar year of the party's intent to terminate the contract no earlier than midnight, December 31 of that same calendar year or after December 31 of that calendar year as identified in the notification of termination.
4. Liability. Falcon Heights shall not be liable to Lauderdale or any other person or party for loss or damage of any kind whatever resulting from any failure to prevent, control or extinguish any fire, or prevent any personal injury, unless such loss or damage or injury is caused by the gross negligence of Falcon Heights.
5. State Aid. Pursuant to the authority granted in MSA Section 69.011, et. seq. and in particular MSA Section 69.021, Subd. 7, Falcon Heights shall, for the purposes of calculating fire state aid, be entitled to include the population and net tax capacity of Lauderdale in the area for which it furnishes fire protection service and two duly executed copies of this contract shall be filed by Falcon Heights with the Minnesota Commissioner of Revenue, who will in turn forward one copy of the contract to the Ramsey County Auditor. See Attachment A.
6. Fire Incident Inspections. Fire inspections carried out by the fire chief or his or her authorized personnel, including the fire marshal, as part of a fire incident shall be considered as part of over-all fire department services covered by this contract and no separate charge shall be made for these inspections.
7. Monthly Reports. Falcon Heights shall provide monthly fire report summaries within thirty days after the end of the month. Falcon Heights shall provide special fire reports upon Lauderdale's request.
8. Communication. Falcon Heights shall make every reasonable effort to notify Lauderdale of a major fire or related incident in a timely way on the first business day following the incident.
9. Mutual Aid. Falcon Heights shall, in providing the services under this agreement, utilize the mutual aid assistance available to it pursuant to various mutual aid agreements with other governmental units while

serving Lauderdale including the authority to request assistance from a HAZMAT unit when the situation warrants it.

IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth below.

CITY OF FALCON HEIGHTS

CITY OF LAUDERDALE

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

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

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

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

A. Fee schedule

CHARGE PER TRUCK DISPATCHED IN RESPONSE TO A FIRE CALL

	0 - 45 minutes	46 - 120 minutes	121 - 360 minutes	over 360 minutes (extreme)
FIRE CALL	\$ 347.00	\$ 347.00	\$ 694.00	\$1,041.00
IDENTIFIED- FALSE ALARM	\$ 173.50	\$ 347.00	not applicable	not applicable

This is a new category designed to reduce false alarm charges.

B. Estimated cost for responding to fire calls in Lauderdale for 1996

Based upon actual calls from July, 1994 through May, 1995 the cost using this formula would be \$ 20,610.50 (or 4% higher than the total actual cost). It represents a total of 47 calls of which 30 are for actual fires and 17 for false alarms.

Two approaches to Lauderdale's budgeting:

- 1st: use the \$20,610 with a 10% increase \$23,000
- 2nd: estimate:

$$40 \text{ calls} \times 2 \text{ trucks/call} < 121 \text{ minutes} \times \$347 = \$27,760$$

IV. ESTIMATED TOTAL COST FOR FIRE SERVICE FOR 1996

Readiness - to - serve:	\$ 6,310
Fire prevention inspections:	\$ 2,100
Fire calls	\$27,760
<b>TOTAL</b>	<b>\$36,170</b>

(The city of Falcon Heights records show that the maximum revenue from Lauderdale for fire service over the past five years was \$31,764.)

Meeting Date: 12/7/95  
Agenda Item: P - 2

***CITY OF FALCON HEIGHTS***

***REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION: Adoption of a goal statement for compliance with the Livable Communities Act

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Jack Frost, Metropolitan Council  
Mike Kuehn, Metropolitan Council

**EXPLANATION/SUMMARY:**

The city agreed to participate in the 1995-1996 Livable Communities Act on November 8, 1995. As part of the agreement, the city is asked to submit a goals statement to the Metropolitan Council for approval. Given Falcon Heights level of affordability, the city is not required to establish goals for creating more affordable housing units, but to comment on the status of housing in the future. The attached goal statement states that there are no plans to change the current mix of housing and land use in the city. It notes that the major focus will be on maintaining the existing housing stock.

The Metropolitan Council staff reviewed the draft goal statement and determined that it was satisfactory.

**ATTACHED:**

- 1 - Draft goals agreement and statement

**ACTION REQUESTED:**

Approve the city's goal statement for the Metropolitan Livable Communities Act.

# DRAFT HOUSING GOALS AGREEMENT METROPOLITAN LIVABLE COMMUNITIES ACT

## PRINCIPLES

The city of Falcon Heights supports:

1. A balanced housing supply, with housing available for people at all income levels.
2. The accommodation of all racial and ethnic groups in the purchase, sale, rental and location of housing within the community.
3. A variety of housing types for people in all stages of the life-cycle.
4. A community of well-maintained housing and neighborhoods, including ownership and rental housing.
5. Housing development that respects the natural environment of the community while striving to accommodate the need for a variety of housing types and costs.
6. The availability of a full range of services and facilities for its residents, and the improvement of access to and linkage between housing and employment.

## GOALS

To carry out the above housing principles, the City of Falcon Heights agrees to use benchmark indicators for communities of similar location and stage of development as affordable and life-cycle housing goals for the period 1996 to 2010, and to make its best efforts, given market conditions and resource availability, to remain within or make progress toward these benchmarks.

	CITY INDEX	BENCHMARK	GOAL
<b>Affordability</b>			
Ownership	60%	68-77%	see attached
Rental	85%	45-48%	see attached
<b>Life-Cycle</b>			
Type (Non-single family detached)	45%	36-41%	see attached
Owner/renter Mix	56/44%	(64-74) / (26-36)%	see attached
<b>Density</b>			
Single-Family Detached	3.4/acre	1.8-2.9/acre	see attached
Multifamily	17/acre	12-15/acre	see attached

To achieve the above goals, the City of Falcon Heights elects to participate in the Metropolitan Livable Communities Act Local Housing Incentives Program, and will prepare and submit a plan to the Metropolitan Council by June 30, 1996, indicating the actions it will take to carry out the above goals.

## CERTIFICATION

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**City of Falcon Heights**  
**Proposed Goals for Livable Communities**  
**20 November 1995**

The City of Falcon Heights meets or exceeds all but one benchmark outlined by the Metropolitan Council. The city is a fully developed, inner ring suburb with a stable or slightly declining population and an established tax base.

**Affordability**

Ownership                      The city is currently 8% or approximately 90 units short of meeting the ownership affordability benchmark. However, the city's market values are increasing less rapidly than other metropolitan cities including several in the same planning area (see attachments), which will make the city comparatively more affordable over time. This, along with the city's high rental affordability index of 85%, make it reasonable not to establish any goals for increasing affordable housing ownership.

Rental                              The city exceeds the affordable rental housing benchmark. At this time there are no plans to change this level of affordability.

Note                                 The city will focus on maintaining its housing stock over the coming decade.

**Life- Cycle**

Type  
(non-single  
family detached)              The city exceeds these benchmarks. At this time there are no plans or opportunities to change this measure.

Owner/renter mix              The city exceeds these benchmarks. At this time there are no plans or opportunities to change this measure.

**Density**

Single-family  
detached                          The city exceeds these benchmarks. Given the fully developed character of the city, it is unlikely that this will change.

Multifamily                      The city exceeds these benchmarks. Given the fully developed character of the city, it is unlikely that this will change.



POLICY

POLICY

POLICY

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POLICY

Meeting Date: 12/7/95

Agenda Item: P - 3

**CITY OF FALCON HEIGHTS  
REQUEST FOR COUNCIL CONSIDERATION**

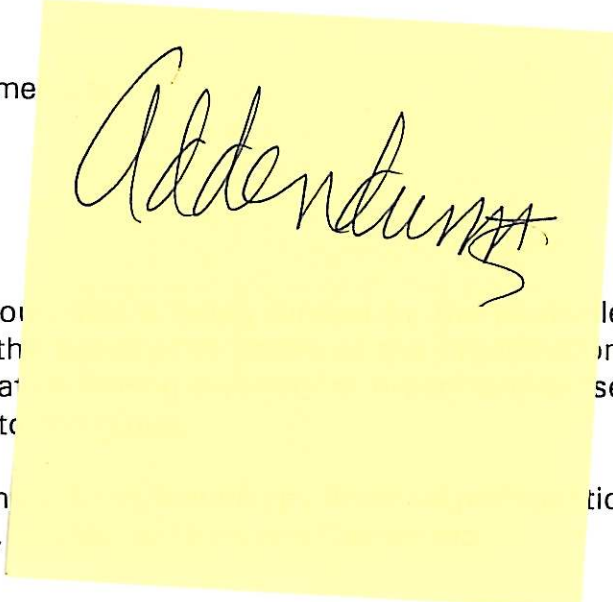
ITEM DESCRIPTION: Approval of request to join the directors for the Roseville Area Family Collaborative

SUBMITTED BY: Sue Gehrz, Councilmember

EXPLANATION/SUMMARY:

The Roseville Area Family Collaborative, a group of parents from the Roseville Area Schools, requested that Falcon Heights participate in the program. The group is designed to expand opportunities for collaboration between the schools and the community (see attached). Mayor-Elect Gehrz is willing to be the liaison to the group.

The program is funded through a state grant and does not require any contribution from the city. The program would complement, not replace, existing programs.



ATTACHMENTS:

- 1 - Program Summary

ACTION REQUESTED:

Report from Councilmember Gehrz regarding the Roseville Area Family Collaborative

Decide on membership on the board.

POLICY

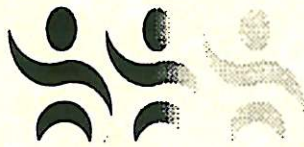
POLICY

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**Family Collaborative**  
Growing Healthy Together



November 8, 1995

To: Governance Board Member *Sue*

From: Sharon Buechner *SB*

RE: Governance Board Meeting

We have finally found a meeting date and time that is workable for all Board members. Our meeting is scheduled for **Monday, December 18** from 9:15 - 11:15 at the Fairview Community Center, 1910 W. County Road B, Roseville in room 203.

I am enclosing a copy of the proposed bylaws. Please read them carefully and bring your concerns and questions with you or feel free to call me prior to the December 18th meeting. In addition, I have enclosed some information regarding the new Department of Children, Families and Learning that I would like you to read.

The proposed agenda is as follows:

AGENDA

- Welcome/Introductions
- Review, Make Changes and Approve Bylaws
- Discuss Indemnification
- Elect Officers
- Set Meeting Dates and Agendas for the Upcoming Year

Child care will be provided. If you need child care please call Polly at 604-3500 to reserve a place for your child(ren).

If you have any questions or concerns, please call me at 604-3514.

*How you will join us! Sally*

# BYLAWS OF THE ROSEVILLE AREA FAMILY COLLABORATIVE

-----DRAFT October 2, 1995-----

## ARTICLE I BOARD OF DIRECTORS

Section 1.01. **General Powers** The business and affairs of the collaborative shall be managed by the board of directors and directed by the Manager of the Family Collaborative. The school district shall be the fiscal agent. The school board of the district would intervene in the business of the board or directors to assure compliance of state or federal regulations governing school districts. The board of directors may, from time to time, delegate such authority and responsibility as it may determine to one or more committees or officers.

Section 1.02. **Number and Selection** The board of directors shall consist of sixteen directors initially and shall thereafter consist of a number as determined by the board. The board of directors shall be composed initially of the following persons:

### Designated Directors

1. Manager of the Family Collaborative
2. Roseville Area School Board Member
3. Superintendent of Roseville Area Schools or designee
4. Ramsey County Commissioner
5. Ramsey County Manager or designee
6. Director of Capitol of Community Services or designee
7. Ramsey County Library Director or designee
8. Roseville City Council Member
9. Roseville City Manager or designee
10. St. Paul Children's Initiative Board Member
11. North Suburban Senior Council Manager or designee

### Directors

12. Satellite Site Representative -participant
13. Fairview Site Representative -participant
14. Community Member
15. Community Member
16. Business Member

Section 1.03. **Term** Each non-designated director shall serve for a term of three years, serving only two consecutive terms, that expires at the annual meeting of the board of directors subsequent to his/her election and until a replacement is accepted. Those directors who derive their status as a director from their positions as an elected official, whose terms as directors shall automatically expire upon termination of their elected official status.

Section 1.04. **Vacancies** Any vacancy occurring among the directors by reason of death, resignation, removal, or otherwise may be filled for the unexpired term by the party or organization entitled to select such a director.

Section 1.05. **Removal** Any one or more directors may be removed with or without cause at any time by the party or organization that selected such director.

## ARTICLE II MEETING OF THE BOARD OF DIRECTORS

Section 2.01 **Annual Meeting of Board** An annual meeting of the board of directors of the collaboration for the purpose of electing officers and directors and transacting such other business as may properly come before the meeting shall be held each year at such time and place as the board of directors may designate.

Section 2.02. **Regular Meetings** Regular meeting of the board of directors may be held from time to time but, not less than quarterly, at such time and place as the board of directors may designate.

Section 2.03 **Special Meetings** A special meeting of the board of directors may be called for any purpose at any time by the manager or chairperson of the board or upon request of any three or more directors.

Section 2.04. **Notice of Meetings** Written notice of each regular and special meeting of the board of directors stating date, time and place and in the case of a special meeting, the purpose of the meeting shall be delivered, mailed, or faxed not less than five nor more than thirty days before such meeting. No business shall be transacted at a special meeting except that which has been specified in the notice of the meeting.

Section 2.05. **Waiver of Notice** A director may waive notice of a meeting of the board. A waiver of notice by a director entitled to notice is effective whether given before, at or after the meeting, and whether given in writing, orally, or by attendance. Attendance by a director at a meeting is a waiver of notice of that meeting unless the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting.

Section 2.06. **Quorum** At each meeting of the board of directors, the presence in person of a simple majority of the directors currently holding office shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time by a majority of the directors present. If a quorum is present when a duly called or

held meeting is convened, the directors present may continue to transact business until adjournment, even though the withdrawal of directors originally present leaves less than the proportion or number otherwise required for a quorum.

Section 2.07 **Voting** Each director shall have one vote.

Section 2.08. **Meetings by Electronic Communication.** A conference among directors by a means of communication through which the directors may simultaneously hear each other during the conference is a board meeting if the same notice is given of the conference as would be required for a meeting and if the number of board members participating in the conference is a quorum. Participation in a meeting by this means is personal presence at the meeting.

Section 2.09. **Action Without a Meeting.** An action required or permitted to be taken at a board meeting may be taken by written notice signed by the number of board members who would be required to take the same action at a meeting of the board at which all board members were present; provided, however, that all board members must be notified immediately of its text and effective date and provided further that the written action is effective when signed by the required number of board members unless a different effective time is provided in the written action. A board member who does not sign or consent to the written action is not liable for the action.

### ARTICLE III COMMITTEES

Section 3.01 **Executive Committee.** The executive committee consisting of the manager, chair, vice chair and secretary shall act only during intervals between meetings of the board of directors. During such intervals and subject to such control and direction, the executive committee shall have and may exercise all of the authority and powers of the board of directors in the management of the business of the collaborative subject to such limitations as the board of directors may impose from time to time. Unless specifically authorized by the board of directors by resolution approved by affirmative vote of a majority of the directors, the executive committee shall not have the authority and power to elect officers, to adopt a plan of merger or consolidation, to authorize the sale or other disposition of all or substantially all of the property and assets of the collaborative, to authorize a voluntary dissolution of the collaborative or a revocation thereof, or to amend these Bylaws.

Section 3.02 **Other Committees.** The board of directors or the executive committee may designate one or more other committees from time to time and may adopt such regulations as it deems advisable with respect to the membership, authority, and procedures of such committees.

Section 3.03 **Rules of Procedure.** Subject to these Bylaws and to such regulations as the board of directors and the executive committee may adopt from time to time, each committee designated by the board of directors or the executive committee may fix its own rules of procedure and may hold meetings at such times and places as it may, from time to time, determine.

Section 3.04 **Meetings by Electronic Communication.** A conference among committee members by a means of communication through which the committee members may simultaneously hear each other during the conference is a committee meeting if the same notice is given of the conference as would be required for a meeting and if the number of committee members participating in the conference is a quorum. Participation in a meeting by this means is personal presence at the meeting.

Section 3.05 **Notice of Meetings.** Written notice of each meeting of the committee members stating date, time, and place shall be delivered, mailed, or faxed not less than five nor more than thirty days prior to the meeting to each committee member at his or her last address according to the available records of the collaborative; provided, however, that if the day or date, time, and place of a committee meeting has been announced at a previous meeting of the committee, notice is not required.

Section 3.06 **Waiver of Notice.** A committee member may waive notice of a meeting of a committee. A waiver of notice by a committee member entitled to notice is effective whether given before, at, or after the meeting and whether given in writing, orally, or by attendance. Attendance by a committee member at a meeting is a waiver of notice of that meeting unless the committee member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting.

Section 3.07 **Quorum.** At each meeting of a committee, the presence in person of at least one-third of the currently appointed committee members shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time by a majority of the committee members present. If a quorum is present when a duly called or held meeting is convened, committee members present may continue to transact business until adjournment, even though the withdrawal of committee members originally present leaves less than the proportion or number otherwise required for a quorum.

Section 3.08 **Voting.** Except as otherwise provided in the Minnesota Statutes or these Bylaws, all questions at a meeting of a committee at which a quorum is present shall be decided by the affirmative vote of a majority of the committee members entitled to vote and who are present in person at a duly held meeting.

Section 3.09 **Action Without a Meeting.** An action required or permitted to be taken at a committee meeting may be taken by written notice signed by the number of committee members who would be required to take the same action at a meeting of the committee at which all committee members were present; provided, however, that all committee members must be notified immediately of its text and effective date and provided further that the written action is effective when signed by the required number of committee members unless a different effective time is provided in the written action. Failure to provide the notice does not invalidate the written action. A committee member who does not sign or consent to the written action is not liable for the action.

Section 3.11 **Minutes.** Committees shall keep full and complete records of all meetings and actions. Minutes of committee meetings must be made available upon request to members of the committee and to all directors.

#### ARTICLE IV OFFICERS

Section 4.01 **Election, Qualification, Terms.** The officers of the collaborative shall consist of a chairperson of the board, a vice chair and a secretary, all of whom shall be elected from among the directors at the annual meeting of the board. Terms are limited to three consecutive year. Each officer of the collaborative shall hold office until his or her successor is elected and qualified, provided that each officer shall serve at the pleasure of and may be removed with or without cause at any time by the board of directors.

Section 4.02 **Chairperson of the Board.** The chairperson of the board shall preside at all meetings of the board of directors. In the event of the absence or disability of the chairperson of the board, then the vice chairperson of the board, if any, or if none, then the secretary shall preside at meetings of the board of directors.

Section 4.03 **Manager.** The manager shall be responsible to the board of directors for the application and implementation of established policies in the operations of the collaborative. The manager shall oversee the maintenance and financial records of and, when necessary, certify proceedings of the board of directors. In general, the manager shall perform all duties usually incident to the office of manager and all duties prescribed by the board of directors.

Section 4.04 **Vice-Chair.** The vice-chair shall have all the authority and perform all of the duties of the chair in the absence of the manager or when circumstances prevent the chair from acting and shall have such other authority and perform such other duties as may be determined by the board of directors.

Section 4.05 **Secretary**. The secretary shall attend all meetings of the board of directors and shall record or cause to be recorded all proceedings of such meetings in the minute book of the collaborative. The secretary shall give or cause to be given proper notice of all meetings of the board of directors.

Section 4.06 **Authority and Duties**. In addition to the foregoing authority and duties, all officers of the collaborative shall respectively have such authority and perform such duties as may be designated from time to time by the board of directors.

Section 4.07 **Resignation, Removal, Vacancies**. An officer may resign by giving written notice to the collaborative. The resignation is effective without acceptance when the notice is given to the collaborative, unless a later effective date is named in the notice. An officer may be removed with or without cause by a resolution adopted by the board of directors. A vacancy in an office because of death, resignation, removal, disqualification, or other cause may, or in the case of a vacancy in the office of chair or secretary must, be filled for the unexpired part of the term by a majority vote of the organization's Board present at the regular meeting in which the new candidate(s) are presented by the Nominating Committee. If the unexpired term is less than (6) months, the unexpired term shall be filled by appointment by the Board of Directors.

## ARTICLE V

### INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS

Section 5.01 -----leave this one for later

## ARTICLE VI

### MISCELLANEOUS

Section 6.01 **Governance Structure**. The Site Teams are the first level of the Governance with representation from families and service providers, 51% shall be family participants. The Site Team memberships will represent a majority of family participants, who are nominated by the Sites and ratified by the Board. The Site Teams will be led by a site coordinator and will operate by consensus.

The Implementation Team is the next level of governance. The membership of the Implementation Team will represent agencies, programs and participants from all Sites. Members of the Implementation Team will be appointed. The Implementation Team will be lead by the Manager of the Collaborative and will operate by consensus.



Section 6.02 **Fiscal Year.** The fiscal year of the collaborative shall end June 30 in each year or such other period as the board of directors may, from time to time, designate.

Section 6.03 **Responsibilities of the Governance Board.** Each year the Governance board shall address the following: employment and oversight of the manager; develop a vision, mission, values and review the goals for the Collaborative; approve the service delivery plan for the sites including staff development; develop budget guidelines and approve the budget; review all required reports to funders; and approve a plan for evaluation and review the results annually.

Section 6.04 **Change of Bylaws.** Amendment to the Bylaws must be proposed in writing and sent to each member at least one month prior to the action being taken by the Board. In order to change the bylaws an amendment must receive a two-thirds vote of the membership of the board.