

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

April 24, 1996
A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___
ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: March 27, 1996 and April 10, 1996 **Tab #1**
- E. SPECIAL ORDER OF BUSINESS
 - 1. Presentation by Twin Cities Tree Trust in appreciation of 1995 tree planting and educational activities **Tab #2**
- F. CONSENT AGENDA:
 - 1. Disbursements **Tab #3**
 - a. General disbursements through 4/18/96, \$95,440.50
 - b. Payroll, 3/16/96 to 3/31/96, \$10,622.47
 - c. Payroll, 4/1/96 to 4/15/96, \$12,837.80
 - 2. Licenses **Tab #4**
 - 3. Approval of fire department purchase **Tab #5**
 - 4. Commission liaison assignments **Tab #6**
 - 5. Donation to the Retired Senior Volunteer Program (RSVP) **Tab #7**
 - 6. Consideration of proposed amendments to the Administrative Manual regarding the Planning Commission **Tab #8**
 - 7. Cancellation of May 8 council meeting and scheduling a May 9 workshop **Tab #9**
- G. POLICY AGENDA:
 - 1. Authorization to remove a tree on private property at 1607 Maple Knoll Drive **Tab #10**
ACTION: _____
 - 2. Update on the Comprehensive Plan **Tab #11**
ACTION: _____
 - 3. Information on Eco-Teams **Tab #12**
ACTION: _____
 - 4. Information on city code enforcement **Tab #13**
ACTION: _____
- H. INFORMATION AND ANNOUNCEMENTS: **Tab #14**
 - 1. Minutes of Parks and Rec Commission dated 3/25/96
 - 2. Minutes of Planning Commission dated 2/26/96
 - 3. Minutes of Solid Waste Commission dated 3/7/96
- I. ADJOURN

ADDENDUM

ADDENDUM

CONSENT

Date: 4/24/96

Item: 7

ITEM: Scheduling tour of New Brighton for Tuesday, May 28 at 5:30 PM

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Earlier this year, Mayor Gehrz and Administrator Hoyt met with New Brighton city officials to discuss redevelopment activities and tax increment financing. Mayor Benke invited the Falcon Heights city council to join New Brighton councilmembers for a tour of the city. This is tentatively scheduled for 5:30 PM on Tuesday, May 28 prior to the New Brighton regular council meeting.

If there is space for planning commissioners, the planning commission will also be invited to join the group.

ACTION REQUESTED:

Schedule tour with the City of New Brighton officials for May 28 at 5:30 PM.

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**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF MARCH 27, 1996**

DRAFT

Acting Mayor Jacobs convened the meeting at 7:08 p.m.

PRESENT

Gibson Talbot, Hustad, Jacobs, and Kuettel. Also present were Hoyt and Asleson.

ABSENT

Gehrz.

COMMUNITY FORUM

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

MINUTES OF MARCH 27, 1996

Councilmember Hustad requested that a section be added to his comments regarding his abstention on the vote regarding Ordinance 96-02. He read his amendment aloud and it was accepted by the council. The amended minutes were then approved by unanimous consent.

SPECIAL ORDER OF BUSINESS

Acting Mayor Jacobs administered the oath of office to newly appointed Councilmember Laura Kuettel.

CONSENT AGENDA APPROVED

Acting Mayor Jacobs requested that the consent agenda be amended to table the Commission liaison assignments and to add an item regarding the April 10 meeting.

Councilmember Hustad moved the adoption of the following consent agenda. Motion passed unanimously.

1. Disbursements
2. Licenses
3. Appointment of Paul Martinez to the Human Rights Commission as one of three on-going members
4. Acceptance of Falcon Heights/Lauderdale Lions Club donation to the summer recreations Open Gym program
5. Designation of date for 1996 Volunteer Recognition dinner
6. Approval of Fire Department appointment
7. Cancellation of April 10 council meeting and scheduling an April 10 workshop.

POLICY AGENDA

There was no policy agenda for consideration.

INFORMATION AND ANNOUNCEMENTS

Councilmember Hustad reported that the Park and Recreation Commission had held a special meeting to review parks programming for the upcoming year. Of particular interest for the commission is programming specifically for older children in the upper elementary and middle school grades.

Administrator Hoyt reported on boulevard tree trimming, the activities of the Keeping Connected group, and the need for more Neighborhood Watch block captains.

ADJOURNMENT

The meeting adjourned at 7:19 p.m. Following adjournment, the council recessed into an educational workshop on the uses and laws regarding the city's comprehensive plan.

Sam Jacobs, Acting Mayor

Carla Asleson
Recording Secretary

**CITY OF FALCON HEIGHTS
SPECIAL CITY COUNCIL MEETING
MINUTES OF APRIL 10, 1996**

DRAFT

Mayor Gehrz convened the meeting at 6:08 p.m.

PRESENT

Gehrz, Jacobs, and Kuettel. Also present were Hoyt, Asleson, and Maurer.

ABSENT

Gibson Talbot, Hustad

APPROVAL OF DISBURSEMENTS

Mayor Gehrz explained that the only order of business for the evening was to approve the disbursements. Disbursements were approved by unanimous consent.

ADJOURNMENT

The meeting adjourned at 6:09 p.m.

Susan L. Gehrz, Mayor

Carla Asleson
Recording Secretary

SPECIAL ORDER OF BUSINESS

Meeting: 4/24/96

Item: 1

ITEM: Presentation by Twin Cities Tree Trust in appreciate of 1995 tree planting and educational activities

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Linda Treeful, City Forester

EXPLANATION/DESCRIPTION:

Janette Monear of the Twin Cities Tree Trust will be in attendance to present two plaques to the city in appreciation of 1995 tree planting and educational activities. The Tree Trust is the organization that administers the Foster-Wheeler/University of Minnesota tree grant program, which in 1995 awarded funding to the city to do tree planting on the city boulevards and at Falcon Heights Elementary School.

A photographer will be on hand to take pictures of the Mayor and Forester accepting these awards on behalf of the city.

CONSENT
Meeting: 4/24/96
Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/DESCRIPTION:

- a. General disbursements through 4/18/96, \$95,440.50
- b. Payroll, 3/16/96 to 3/31/96, \$10,622.47
- c. Payroll, 4/1/96 to 4/15/96, \$12,837.80

ACTION REQUESTED: Approval

a.

APPROVAL OF BILLS
PERIOD ENDING: 04/24/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	2ND QTR PHONE LEASE	FIRE FIG	18.26
	ASLESON, CARLA	MILEAGE	ADMINIST	30.85
	ASLESON, CARLA	MILEAGE	PLANNING	1.40
	*** TOTAL FOR ASLESON, CARLA			32.25
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	44.20
	AMERICAN LINEN SUPPLY CO.	BUILDING MATS	BUILDING	35.32
	*** TOTAL FOR AMERICAN LINEN SUPPL			79.52
	AMERICAN OFFICE PRODUCTS	PAPER, ENVELOPES, LABELS	ADMINIST	280.83
	AMERICAN PLANNING ASSOC.	APA DUES 1996	PLANNING	143.00
	AWARDS BY HAMMOND	KUETTEL NAMEPLATE	ADMINIST	10.70
	AUTOMATIC GARAGE DOOR	WIRE COILED CORD-DOORS	FIRE FIG	143.51
	AUTOMATIC GARAGE DOOR	WIRE COILED CORD-DOORS	BUILDING	71.76
	AUTOMATIC GARAGE DOOR	SHIPPING CHARGE	BUILDING	5.00
	*** TOTAL FOR AUTOMATIC GARAGE DOO			220.27
	CITIZENS LEAGUE	96 PUBLIC AFFAIRS DRCTRY	ADMINIST	15.00
	CY'S UNIFORMS	FIRE CLOTHING	FIRE FIG	22.50
	EMERGENCY APPARATUS MAINT	REPAIR SIDE BOX DOOR 756	RESCUE S	102.31
	GRAINGER, W. W., INC.	LOBBY LIGHTS; BULBS	BUILDING	99.07
	GRAINGER, W. W., INC.	CITY HALL BULBS	BUILDING	44.00
	*** TOTAL FOR GRAINGER, W. W., INC			143.07
	HOISINGTON KOEGLER GROUP	3/96 PLANNING & DESIGN	LARPENTE	386.50
	HOISINGTON KOEGLER GROUP	3/96 PLANNING-COMP PLAN	PLANNING	947.15
	*** TOTAL FOR HOISINGTON KOEGLER G			1,333.65
	HONEYWELL INC.	5/1-7/31/96 MONITORING	PARK & R	104.00
	ICMA RETIREMENT TRUST-457	4/96 CONTRIBUTIONS	ADMINIST	100.00
	ICMA RETIREMENT TRUST-457	4/96 CONTRIBUTIONS	FINANCE	150.00
	ICMA RETIREMENT TRUST-457	4/96 CONTRIBUTIONS	PARK MAI	200.00
	*** TOTAL FOR ICMA RETIREMENT TRUS			450.00
	INSTY-PRINTS PLUS	FIRE INCIDENT REPORTS	FIRE FIG	88.27
	INSTY-PRINTS PLUS	ENVELOPES	ADMINIST	532.64
	*** TOTAL FOR INSTY-PRINTS PLUS			620.91
	HENNEPIN TECH. COLLEGE	FIRE OFFICER CLASS	FIRE FIG	423.90
	JANKE, KATHLEEN	4/96 CLEANING	FIRE FIG	80.00
	KNOX-LUMBER CO.	KITCHEN CEILING TILES	BUILDING	76.26
	DAVID W. KRIESEL, INC.	4/96 BUILDING INSPECT	PLANNING	550.00

APPROVAL OF BILLS
PERIOD ENDING: 04/24/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	LEAGUE OF MN CITIES	CITIES BULLETIN SUBSCRPT	ADMINIST	40.00
	LEONARD, STREET & DEINARD	LEGAL SVC TO 3/31/96	LEGAL	95.00
	MAIER STEWART & ASSOC.	2/25-3/30/96 ENGINEERING	LARPENTE	1,991.63
	MAIER STEWART & ASSOC.	2/25-3/30/96 ENGINEERING	INFRASTR	79.99
	MAIER STEWART & ASSOC.	2/25-3/30/96 ENGINEERING	ENGINEER	159.06
		*** TOTAL FOR MAIER STEWART & ASSO		2,230.68
	METRO FIRE	HELMET WITH CRESCENT	FIRE FIG	108.36
	METROPOLITAN COUNCIL	5/96 SEWER SERVICE	SANITARY	37,950.00
	MIDTOWN CLEANERS	LINEN CLEANING	RESCUE S	19.26
31985	MN DEPARTMENT OF REVENUE	STATE WITHHELD 4/15/96	ADMINIST	723.03
	NSP	3/96 ELECTRIC	SANITARY	16.81
	NSP	3/96 ELECTRIC	SANITARY	11.70
	NSP	3/96 ELECTRIC	SANITARY	117.82
	NSP	3/96 GAS & ELECTRIC	PARK MAI	94.34
	NSP	3/96 ELECTRIC	BUILDING	733.15
	NSP	3/96 GAS	BUILDING	615.30
		*** TOTAL FOR NSP		1,589.12
31984	NORTH STAR STATE BANK	FED WITHHELD 4/15/96	ADMINIST	3,925.76
	N. SUBURBAN GAVEL ASSOC.	GAVEL ASSOC RECOG DINNER	FIRE PRE	15.00
31986	NU ELECTRIC CO.	SKYLIGHT ELECTRICAL WORK	BUILDING	100.00
	PERA	PERA WITHHELD 4/15/96	ADMINIST	1,330.47
	PERA LIFE	PHILLIPS 4/96 PREMIUM	ADMINIST	12.00
	PERA LIFE	BAUMANN 4/96 PREMIUM	FIRE FIG	12.00
	PERA LIFE	IVERSON 4/96 PREMIUM	FIRE PRE	12.00
		*** TOTAL FOR PERA LIFE		36.00
31982	PANINO'S	WORKSHOP FOOD	LEGISLAT	22.04
	RAMSEY CLINIC	EXAM FOR PHYSICAL	FIRE FIG	142.00
	RAMSEY COUNTY	4/96 INSURANCE PREMIUMS	ADMINIST	3,537.23
	S & S TREE SPECIALISTS	IN TREE REMOVAL-CITY HALL	TREE PRO	145.37
	S & S TREE SPECIALISTS	IN TREE PRUNING-CITY HALL	TREE PRO	1,029.01
	S & S TREE SPECIALISTS	IN TREE PRUNING	TREE PRO	2,337.60
		*** TOTAL FOR S & S TREE SPECIALIS		3,512.06
	SWEET COMPUTER SERVICES	RESCUE SOFTWARE SUPPORT	RESCUE S	248.19
	T.R.F. SUPPLY COMPANY	FOLD TOWELS; EAR MUFFS	BUILDING	96.26

APPROVAL OF BILLS
PERIOD ENDING: 04/24/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	TAFF, SUSAN HOYT	4/96 MILEAGE	ADMINIST	165.00
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	38.00
	UNIVERSITY OF MINNESOTA	MUNICIPAL CLERKS INSTIT.	ADMINIST	320.00
	USWEST CELLULAR	3/96 CELLULAR PHONE	RESCUE S	25.59
	USWEST COMMUNICATIONS	4/96 PHONE	BUILDING	364.17
	USWEST COMMUNICATIONS	4/96 PHONE	FIRE FIG	55.11
	USWEST COMMUNICATIONS	4/96 PHONE	PARK & R	57.83
	*** TOTAL FOR USWEST COMMUNICATION			477.11
	MN SOCIETY OF CPAs	TECHNOLOGY CONFERENCE	FINANCE	170.00
	BERNARDY, CONNIE LANNERS	4/30/96 MCAD SERVICES	MCAD	1,543.85
	ST. ANTHONY VILLAGE	4/96 POLICE SERVICES	POLICE	28,535.45
	BRODERICK, BERNARD	DELIVERY MILEAGE	ADMINIST	8.71
	COLTER-MUNYER, SUSIE	3/96 AFTER SCHOOL	MCAD	544.00
	COLTER-MUNYER, SUSIE	3/96 OPEN GYM	MCAD	64.00
	*** TOTAL FOR COLTER-MUNYER, SUSIE			608.00
	ANOKA TECHNICAL COLLEGE	HAZ. MATERIALS CLASS	FIRE FIG	70.00
	COORDINATED BUS. SYSTEMS,	COPIER MAINT. 4/10-7/9	ADMINIST	454.72
	HUGHES & COSTELLO	4/96 PROSECUTION	PROSECUT	2,177.10
	31983 BEST BUY	MONITOR REPAIR	ADMINIST	60.00
	LUSTIG, MARY	AMBULANCE OVERPAYMENT	-----	360.00
	*** TOTAL FOR BANK 01			95,440.50
	*** GRAND TOTAL ***			95,440.50
	*** GRAND TOTAL ***			95,440.50

J.

PERIOD END DATE 03/31/96
SYSTEM DATE 03/29/96

FILE NOT UPDATED

PAGE 1

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME	EMPLOYEE NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	3 29 96	SUSAN GEHRZ	6	24198	284.56
COM	3 29 96	SAM JACOBS	8	24199	277.05
COM	3 29 96	JAN GIBSON TALBOT	10	24200	200.00
COM	3 29 96	JOHN HUSTAD	11	24201	247.05
COM	3 29 96	LAURA A. KUETTEL	12	24202	138.52
COM	3 29 96	NICHOLAS BAUMANN	30	24203	122.78
COM	3 29 96	CLEMENT KURHAJETZ	34	24204	274.55
COM	3 29 96	KEVIN ANDERSON	40	24205	46.17
COM	3 29 96	MICHAEL D. CLARKIN	42	24206	27.70
COM	3 29 96	JOSEPH L. MARTINEZ	50	24207	64.64
COM	3 29 96	GREGORY S. PETERSON	56	24208	44.06
COM	3 29 96	GREGORY M. FULLER	59	24209	45.41
COM	3 29 96	DENNIS G. LEMAY	61	24210	104.67
COM	3 29 96	SUSAN HOYT TAFF	1002	24211	1451.39
COM	3 29 96	TERRY IVERSON	1003	24212	979.23
COM	3 29 96	CAROL KRIEGLER	1005	24213	628.18
COM	3 29 96	JAY MORGAN	1006	24214	928.22
COM	3 29 96	PATRICIA PHILLIPS	1007	24215	801.51
COM	3 29 96	DELORIS SWENSON	1008	24216	775.97
COM	3 29 96	CARLA ASLESON	1010	24217	944.09
COM	3 29 96	LAWRENCE A. KLINGENBERG	1011	24218	983.93
COM	3 29 96	JOSEPH M. RIGDON	1012	24219	861.51
COM	3 29 96	JASON CIERNIA	1026	24220	22.62
COM	3 29 96	DAVE TRETSVEN	1033	24221	151.76
COM	3 29 96	JAMES W. SNOWDEN	1083	24222	80.22
COM	3 29 96	JULIE OBERMILLER	1110	24223	72.73
COM	3 29 96	MICHAEL D. LASSER	1115	24224	46.17
COM	3 29 96	ANNETTE S. SIMMONS	1120	24225	17.78
				****TOTALS****	10622.47

PERIOD END DATE 04/15/96
SYSTEM DATE 04/15/96

FILE NOT UPDATED

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CHECK TYPE	CHECK DATE	EMPLOYEE NAME	CHECK NUMBER	CHECK AMOUNT
COM	4 15 96	30 NICHOLAS BAUMANN	24228	160.18
COM	4 15 96	31 ROSS BERNDT	24229	54.35
COM	4 15 96	32 RAYMOND BROWN	24230	287.79
COM	4 15 96	33 JOHN HOLMGREN SR.	24231	96.16
COM	4 15 96	34 CLEMENT KURHAJETZ	24232	180.82
COM	4 15 96	35 LEO LINDIG	24233	157.91
COM	4 15 96	40 KEVIN ANDERSON	24234	102.50
COM	4 15 96	41 DAVID P. BIANCHI	24235	18.59
COM	4 15 96	42 MICHAEL D. CLARKIN	24236	152.27
COM	4 15 96	45 JAMES D. FULLER	24237	98.59
COM	4 15 96	47 NATHANIEL HEROLD	24238	157.58
COM	4 15 96	48 JOHN H. HOLMGREN	24239	42.83
COM	4 15 96	49 DOUGLAS LEMAY	24240	27.48
COM	4 15 96	50 JOSEPH L. MARTINEZ	24241	178.49
COM	4 15 96	51 CINDY K. MCDERMOND	24242	49.30
COM	4 15 96	56 GREGORY S. PETERSON	24243	246.29
COM	4 15 96	59 GREGORY M. FULLER	24244	228.98
COM	4 15 96	60 TERRY D. IVERSON	24245	87.10
COM	4 15 96	61 DENNIS G. LEMAY	24246	41.42
COM	4 15 96	63 RACHELLE L. MARVIN	24247	153.12
COM	4 15 96	66 ALFRED HERNANDEZ	24248	203.29
COM	4 15 96	67 BRENT W. KOSKELA	24249	331.37
COM	4 15 96	69 JASON J. HYATT	24250	217.95
COM	4 15 96	70 JUSTIN T. NOVAK	24251	177.78
COM	4 15 96	71 THOMAS R. REITAN	24252	287.56
COM	4 15 96	72 JOHN R. WOLFSBERGER	24253	250.50
COM	4 15 96	1002 SUSAN HOYT TAFF	24254	1451.39
COM	4 15 96	1003 TERRY IVERSON	24255	967.23
COM	4 15 96	1005 CAROL KRIEGLER	24256	612.01
COM	4 15 96	1006 JAY MORGAN	24257	928.22
COM	4 15 96	1007 PATRICIA PHILLIPS	24258	789.51
COM	4 15 96	1008 DELORIS SWENSON	24259	775.97
COM	4 15 96	1010 CARLA ASLESON	24260	944.09
COM	4 15 96	1011 LAWRENCE A. KLINGENBERG	24261	983.93
COM	4 15 96	1012 JOSEPH M. RIGDON	24262	861.51
COM	4 15 96	1031 LINDA TREEFUL	24263	379.84
COM	4 15 96	1033 DAVE TRETSVEN	24264	153.90
****TOTALS****				12837.80

****TOTALS****

12837.80

CONSENT
Meeting Date: 4/24/96
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

BUSINESS

*James Kernik DDS #3380
1549 Larpenteur Ave.
Falcon Heights, MN 55113

MECHANICAL

Hearth Services, Inc. #3378

TREE TRIMMING

Pohl's Tree Service #3379

*Denotes new business

ITEM: Approval of fire department purchases
SUBMITTED BY: Clem Kurhajetz, Fire Chief
REVIEWED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Two quotes have been received for the purchase of fire department flashlights. These flashlights are designed especially for use by firefighters. Six of the units are rechargeable and come with charger units, while the remaining 24 units are run on batteries. This purchase is a budgeted item in the 1996 Public Safety Capital Improvement budget.

METRO FIRE:	\$1890
GRAND FORKS FIRE:	\$2196

ACTION REQUESTED: Approve purchase of flashlights and chargers from Metro Fire at a cost of \$1890.00, plus applicable taxes, from the Public Safety Capital Improvement Fund.

CONSENT
Meeting Date: 4/24/96
Item: 4

ITEM: Commission liaison assignments

SUBMITTED BY: Sue Gehrz, Mayor

EXPLANATION/DESCRIPTION:

Effective May 1, councilmembers will be assigned to the following commission liaison assignments:

Mayor Gehrz: Planning Commission

Councilmember Hustad: Keeping Connected Task Force

Councilmember Jacobs: Solid Waste Commission

Councilmember Kuettel: Park and Recreation Commission

Councilmember Gibson Talbot: Human Rights Commission

These assignments will be reviewed and reassigned at the first council meeting of 1997.

ACTION REQUESTED: Acknowledge commission assignments.

ITEM: Donation to the Retired Senior Volunteer Program (RSVP)

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

For a number of years, the city has made an annual \$40.00 donation to the Retired Senior Volunteer Program (RSVP). As its name suggests, the program coordinates the recruitment, placement, and administration of senior citizen volunteers throughout the metro area. The City of Falcon Heights has two RSVP volunteers that donate their time on a regular basis. These are Bernice Lindemann, who provides clerical assistance, and Bernie Broderick, who provides driver/delivery-type services. The contribution to this program is in conformance with the city's donation policy.

Staff is recommending that this year's donation be increased from \$40.00 to \$100.00. This recommendation comes after the receipt of a report from RSVP showing how last year's donation was spent and the amount of volunteer time received. Of the \$40.00 that the city donated, nearly half was paid back to the volunteers in the form of mileage reimbursement (RSVP reimburses volunteers for mileage costs to get to and from their work station site.) This left RSVP only about \$20.00 for operating costs to cover the 98 hours of volunteer time that the city received. Donating \$100.00 to RSVP would amount to about \$1.00 per hour of services received this year. There are sufficient funds in the city's donation budget to cover an increase of this size.

ACTION REQUESTED: Authorize a \$100.00 donation to the Retired Senior Volunteer Program.

ITEM: Consideration of proposed amendments to the Administrative Manual regarding the Planning Commission

SUBMITTED BY: Planning Commission

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

The city's Administrative Manual contains a section that governs the composition and activities of each of the city's commissions. The Planning Commission has indicated that a few amendments to their section of the Administrative Manual are in order. The following recommendations were made by the Planning Commission at their April 15 meeting:

COMPOSITION

The Administrative Manual currently states that the Planning Commission be composed of "not less than seven nor more than nine members." It was recommended by the commission that this language be changed to permit just seven commissioners at any given time. This has been the practice for at least the past seven years. The commission wanted to continue to discourage an eight member commission (to lessen the possibility of tie-votes) and a nine member commission seemed overly large given the need for the commissioners to know one another and work together as a team.

VACANCIES

A redundant and confusing clause in the "vacancies" section is proposed to be eliminated. The meaning of the clause is stated in the next sentence, namely that all commissioners continue to serve until their successors are appointed.

REPORTS

The commission also recommended striking language requiring that they submit a formal work report to the city council each year. The council has final approval over all land use cases (e.g. variances, conditional use permits) reviewed by the commission and is kept informed of commission activities through other means. Striking this language would not prohibit the commission from presenting a formal report at the request of the council, but it does eliminate the requirement that it do so on a yearly basis.

ATTACHMENT: Proposed amendments to the Administrative Manual regarding the Planning Commission.

ACTION REQUESTED: By motion, approve recommended amendments to the Administrative Manual regarding the Planning Commission.

B. PLANNING COMMISSION

1. Purpose. The commission shall be the city planning agency authorized by Minnesota Statutes, Section 462.354, Subd. 1, which includes guiding future development of land, services, and facilities to ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and to promote the public health, safety, and general welfare of the community by:
 - a. establishing community objectives and policy;
 - b. making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.
 - c. reviewing and making recommendations on all matters relating to or affecting the physical development of the city.

2. Composition & Qualifications. The commission shall consist of ~~not less than seven nor more than nine~~ members to be appointed by the mayor and approved by the council as follows:
 - a. Members of the commission shall be appointed according to their ability to contribute to and perform the functions, powers and duties imposed upon the commission.
 - b. Members of the commission shall be eligible voters residing within the city.

3. Terms, Vacancies, Oaths. The term of office of all commission members shall be three years. Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the term. No member shall serve more than two consecutive three year terms or more than eight consecutive years on the Planning Commission. ~~and until an existing term of office expires.~~

Members shall hold office until their successors are appointed. All members shall serve without compensation, but may be reimbursed for expenses as authorized and approved by the city council.

4. Removal. Commission members shall be subject to removal for cause, by a four-fifths vote of the city council.

Failure to attend meetings regularly shall be one basis for removal.

5. Organization, Officers. Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.
6. Meetings, Records, Reports. The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. ~~On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar year.~~
7. Commission's Duties. In fulfillment of its purpose the commission's duties and responsibilities shall be to:
 - a. exercise duties given planning agencies by law and any duties conferred upon it by the zoning code and by the city council.
 - b. periodically, but at least once every two (2) years, review the comprehensive plan, any additions or amendments, and any capital improvement program the council has adopted to implement the plan; and if deemed necessary, revise the comprehensive plan, adopt the amendments or the new comprehensive plan, amend the capital improvement program, and make recommendations to council.

CONSENT
Meeting Date: 4/24/96
Item: 7

ITEM: Cancellation of May 8 council meeting and scheduling a
May 9 workshop

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Due to lack of items requiring approval, the May 8 regular city council meeting is proposed to be canceled and replaced with a workshop on May 9 beginning at 6:00 p.m. This workshop would be held at Falcon Heights Elementary School.

ACTION REQUESTED:

Cancel May 8 regular council meeting and schedule an May 9 workshop.

ITEM: Authorization to remove a tree on private property at 1607 Maple Knoll Drive

SUBMITTED BY: James and Lisa Betz, Property Owners

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner
Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Background

James and Lisa Betz, the property owners at 1607 Maple Knoll Drive, have requested that the city remove the dying Catalpa tree on their property. This request was made because the Betz's believe that the tree began to die shortly after the city installed a retaining wall abutting their property during the 1991 street project. The installation of the wall required that several tree roots be cut close to the tree base.

Policy

The city is not responsible for removing trees on private property. Even when the city orders the removal of a private property tree due to Dutch Elm or other tree disease, the property owner is responsible for hiring a contractor and paying the removal costs. This is the policy even when a portion of their tree is on the city boulevard.

Uniqueness of this Request

In deciding whether or not to grant this request, it is important that the council differentiate why this request is different from other requests for private tree removal that might come along at a later time. Staff finds that there are two reasons that this request is unique and warrants removal of the Betz tree:

1. The necessary addition of a retaining wall during the 1991 street reconstruction is the most likely cause for the decline of the tree.

The retaining wall that was installed by the Betz property was required to make the street/landscaping work at this site. At the time of the construction of this retaining wall, it was decided that rather than removing the tree, it was worth the risk of seeing if it would live. Had we been fairly certain that the tree would not survive, removal of the tree would have been authorized at the time the project was done. The forester has noted tree's decline in health since that time (see attachment 2).

2. The addition of the retaining wall as a new publicly placed structure, not an existing one.

Most city street projects impact the health of the boulevard trees that are owned and maintained by the city. Exceptions to this are those trees that are growing on private property by existing sidewalks. When sidewalk pieces are replaced those trees might suffer. But homeowners are typically aware of potential conflicts between growing trees and existing sidewalks. To date the city has not witnessed any deteriorating private trees from sidewalk replacements done in 1993 or later.

Given these unique circumstances, staff recommends the council consider having the tree removed by the city's tree contractor at an estimated cost of \$800.

ATTACHMENTS:

1. Letter of request from James and Lisa Betz
2. Forester's report
3. Map of the area

ACTION REQUESTED: Authorization to remove a private Catalpa tree at 1607 Maple Knoll Drive at a cost of approximately \$800.

April 16, 1996

City of Falcon Heights:

Our residence at 1607- Maple Knoll Dr. Falcon Heights, has a Catalpa tree on the East side of the property.

When we purchased the property July 1, 1991 the City of Falcon Heights was in the process of resurfacing the streets and installing curbs.

Due to the way the property sloped towards the street on the East side, the slope was cut back and a retaining wall was constructed.

Over the past 3 years it appears that the Catalpa tree is dying. Last year only one third of the tree had leaves on it.

We feel the installation of the retaining wall has affected the root system enough to be gradually killing the tree.

It is our opinion that the tree needs to be removed. We are asking that the City of Falcon Heights ~~to~~ accept all costs in this matter.

Sincerely,

Jin Oet
Lisa Oetz

April 17, 1996

To: Susan Hoyt
From: Linda Treeful

Re: Catalpa on private property at 1607 Maple Knoll Drive

I have noticed the decline of this large Catalpa tree over the past several years, particularly the past two. Several different factors can account for this decline.

Probably the most significant factor is that the tree's roots were cut off on the east side to install a retaining wall during a road reconstruction project in 1991 (I'm not absolutely sure of the year). The retaining wall is approximately three feet high. Since most tree roots are within the top 18 inches of soil, essentially all of the roots would have been removed on the east side of the tree. The retaining wall is bowed out around the tree, an obvious attempt to accommodate the roots. At the most, the cuts were made about 8 feet from the trunk, very close for a tree that size.

I had noticed the tree prior to the road construction project because there aren't many Catalpa trees in Falcon Heights (this is the only one I can think of, off hand) and it is a very large tree. The diameter is approx. 36" (I didn't measure it); the removal cost by S&S Tree Service would be approx. \$200.

Other factors which may have played a role in the tree's decline. The Catalpa species is on its northern most boundary here in the Twin Cities, meaning it is under stress due to the climate. In addition, this tree has a large crack which runs up the side of the trunk, which existed prior to the construction of the retaining wall. Perhaps it was hit by lightning many years ago. Or it may be a frost crack. Either way, the crack is an indication of addition stress.

Please contact me if you have any questions about this tree

James Betz
1607 Maple Knoll Drive

T.H. 51

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MAPLE KNOLL DRIVE

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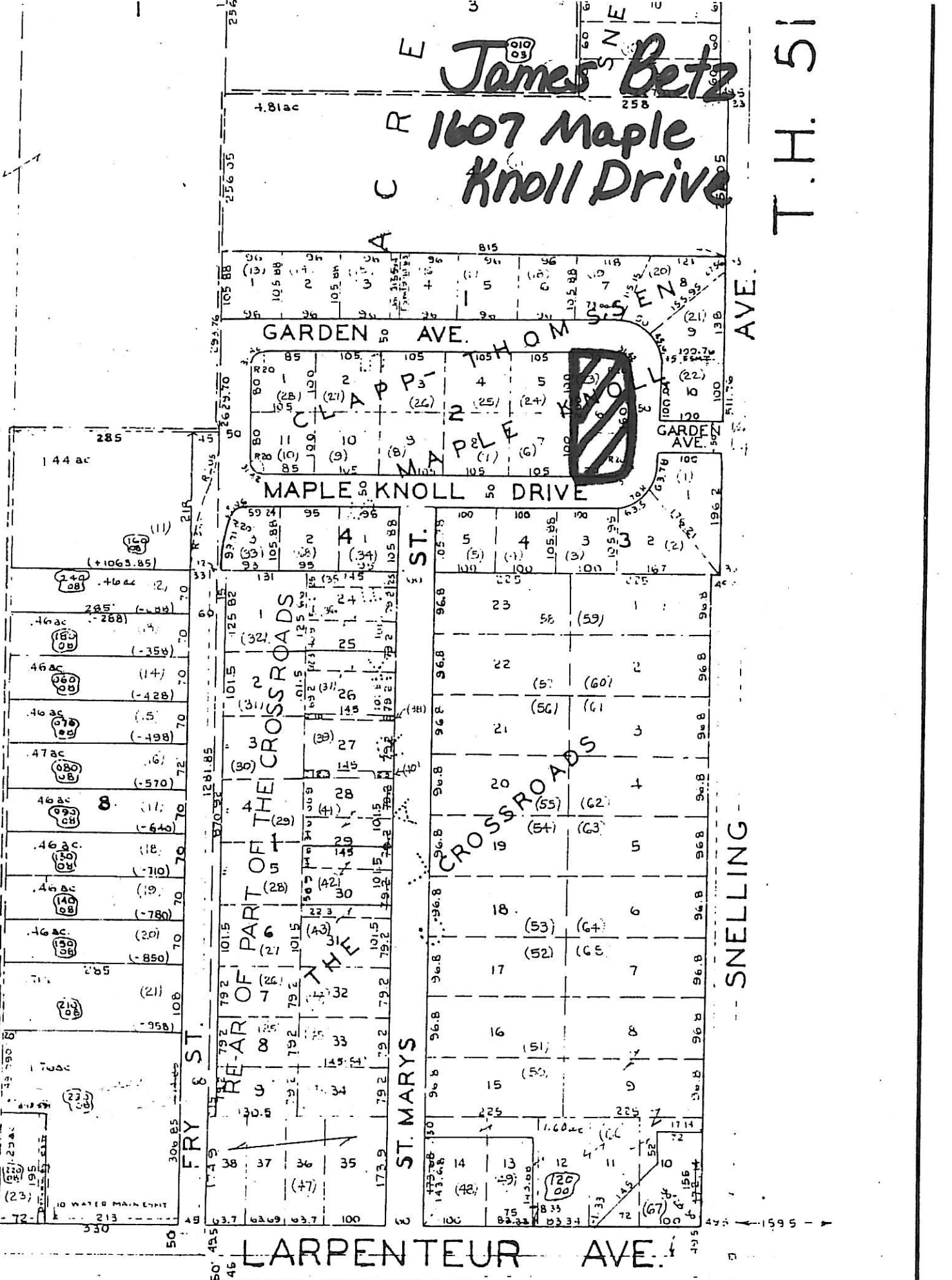
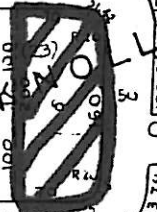
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POLICY
Date: 4/24/96
Item: 2

ITEM: Update on the comprehensive plan

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Fred Hoisington, Hoisington/Koegler Group

EXPLANATION/DESCRIPTION:

At the April 15 planning commission meeting, Fred Hoisington presented an educational planning workshop for the commissioners. A portion of the time was spent on the city's 1991 comprehensive plan. After some discussion, the commission, like the council earlier in April, agreed that there the plan needs updating to bring it into conformance with the city's current and future plans as follows:

- Update tables
- Update the public trail and bike plan
- Update the capital improvement plan
- Specify the Larpenteur Avenue project and business district improvements
- Remove LRT from the plan
- Change the city hall area to public area
- Be more specific about redevelopment expectations on the southeast corner (something short of design guidelines, maybe more specific planning principles)
- Review and revise how the university lands are addressed north of Larpenteur Avenue for maximum flexibility in future planning
- Review the University Master Plan for the Commonwealth Terrace housing and revise our plan to reflect the possible increased housing density and population
- Review the University Master Plan improving the open space quality of the wetlands on the west side of the university campus and south of Commonwealth Avenue.

With the exception of the revisions related to the southeast corner, which requires consulting with Fred Hoisington, the staff can prepare the proposed revisions for the commission's review.

ACTION REQUESTED: Review of key items in the update by staff.
Comments and suggestions from the council. No formal action required.

POLICY
Date: 4/24/96
Item: 3

ITEM: Information on Eco-Teams

SUBMITTED BY: John Hustad, Councilmember

EXPLANATION/DESCRIPTION:

Councilmember Hustad and Administrator Hoyt met with Ted Moores, the director of Global Action, about a program the organization is promoting called Eco-Teams. The effort is designed to build small groups within a neighborhood or community to reduce household waste. The Eco-Team approach involves using facilitators to the groups moving and a workbook for households. It is sometimes done in conjunction with a school program "Journey for the Planet".

Mr. Moores discussed how this might be used in a community like Falcon Heights. In the attached letter, he suggests that to assure an effective, broad based program \$10,000 start-up funds and an additional \$15,000 over time would be ideal. However, Mr. Moores explained that the program can be modified depending upon the way it is promoted in the community.

Councilmember Hustad will introduce the idea to the council and discuss some possibilities.

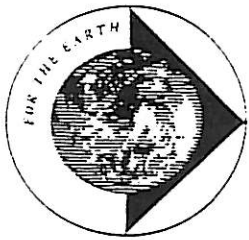
(The workbooks for both the Eco-Team and Journey for the Planet will be available at the meeting or before.)

ATTACHMENTS:

1. Summary of the Global Action Plan
2. Letter from Ted Moores, Director of Global Action

ACTION REQUESTED:

Introduction of the idea by Councilmember Hustad. Discussion among the councilmembers.



GLOBAL ACTION PLAN™

The "EcoTeam" and "Journey For The Planet" Programs

What is Global Action Plan?

- The 1992 Rio Earth Summit pointed out that America holds 5% of the Earth's population yet consumes 33% of the planet's resources and wastes up to 75% of that! More than 1/3 of resources are consumed in households and much of the rest are consumed because of what we purchase.
- Global Action Plan, a non profit organization, developed a comprehensive framework for individuals to develop environmentally sustainable practices by taking effective action in the home, workplace and community. In partnership with community, school and business sectors Global Action Plan supports the implementation and progress of neighborhood "EcoTeams" for adults and the "Journey for the Planet" program for children.
- An "EcoTeam" is 6 to 8 households meeting 8 times over a four month period to share their experiences and resources. Each person decides what actions they'll take in their household using the workbook as a guide. The meetings are facilitated by an experienced coach and participants from around the world are able to share the measurable action steps they have taken.
- The "Journey for the Planet" program is a 5 week curriculum supporting children primarily in the 9-12 age range, to take personal actions in using our planet's resources more wisely..

What are the goals?

- The *international* goal is to engage a critical mass of industrialized countries in adopting sustainable lifestyle practices so that together we can support the rest of the world to manage resources in a way that will insure indefinite use.
- The goal of the *national* movement is to have a critical mass of Americans adopt environmentally sustainable lifestyle practices by the year 2000. In small communities the goal is to reach 15% of the citizens and in large metropolitan areas the goal is 15% of the citizens in 15% of the neighborhoods. When 15% of a population adopt a behavior, a threshold is crossed and these practices will diffuse rapidly through the culture, according to social diffusion theory.
- The goal in the *Twin Cities* is to develop effective, proven working models supporting at least 10 Twin Cities neighborhoods to the diffusion stage. The 1996 goals are to engage:
 - 16+ neighborhoods in 3 rounds of EcoTeams (150+ people per neighborhood);
 - 16+ schools and 4 youth groups completing the "Journey for the Planet" program and starting at least one more EcoTeam or JFTP program;
 - at least 16 businesses and 6 government agencies engaged in the program with committed resources.At the same time we will provide program and technical support to other communities to begin laying foundations for effective programs. When the Twin Cities model is tested and proven we will function as a "train the trainer" and a program support vehicle for other communities and areas.

How does it expand?

- This "grassroots" movement to create sustainable community is being accomplished first by developing successful working models in specific communities around the world, then reaching out to support other communities in moving toward success. The Twin Cities is the first and largest of these pilot communities.
- The leadership starts with a few committed individuals from any sector engaging schools, neighborhoods, businesses and local governments to share in responsibility to achieve the goals. Then, in many cases, the municipal government will redirect resources to support the movement as an efficient and effective vehicle for advancing its goals for sustainability.
- Success is measured by people taking effective action steps and by replicability. That is, each EcoTeam generates two more teams, which the recent EcoTeams have been doing as part of the last phase of the program, and so on until social diffusion occurs.

Current status, all communities, February 1996:

- The kids "Journey for the Planet" program, which became available in the fall of 1995, is in high demand already because it offers an ideal teaching and learning model while taking a comprehensive look at our individual impact on the environment. It also provides a leadership model to catalyze adults into action. With the kids program as the glue to help hold the different community sectors together, the development of mutually supportive multi-sector partnerships is being met with great enthusiasm.
- The EcoTeam program, revised in 1995 to work more effectively for a broad range of participants, used the economically and racially diverse Phillips neighborhood in Minneapolis as a proving ground thanks to the generous support and partnerships of the US EPA and the local Office of Environmental Assistance.
- Representatives from 15 industrialized countries have taken steps to integrate the programs into their communities with two having adopted the programs through the governments. Most see it as the best way to achieve the mandates of "Agenda 21".
Our international partners are:

	<i>Belgium</i>	<i>Canada</i>	<i>Denmark</i>	<i>Finland</i>
<i>Germany</i>	<i>Ireland</i>	<i>Japan</i>	<i>Netherlands</i>	<i>Norway</i>
<i>Spain</i>	<i>Sweden</i>	<i>Switzerland</i>	<i>United Kingdom</i>	<i>United States</i>
- *The United Nations* has partnered with Global Action Plan to give "Global Hero" awards to kids and "Global Citizen" awards to adults who complete the programs. *The President's Council on Sustainable Development* has endorsed the programs and the *National Awards Council for Environmental Sustainability* awarded Global Action Plan the prestigious Renew America Award.
- Since the fall of 1995, 9 cities in the U.S. have started community wide EcoTeam campaigns. (*The pilot cities include: Mpls / St Paul, San Francisco, San Jose, Santa Cruz, Portland OR, Portland ME, Seattle, Chattanooga, and Bend OR.*) (The city management of San Jose has adopted the EcoTeam program as the most effective way to achieve sustainable community.)
- To date over 3000 households in the U.S. have participated in the EcoTeam program. A year after finishing the program we found that people actually increased the number of environmentally "friendly" behaviors, continued to improve savings and 53% took these changes to their workplace or community.

In the Twin Cities Metro Area:

- We're experimenting with three neighborhood outreach models: *direct delivery* as in the Phillips neighborhood; *supporting a neighborhood organization*, such as the Powderhorn model; and *full franchise / partnership* with a neighborhood organization such as the Lyndale Neighborhood Association model. All three are viable and need to be developed and refined to use as models for other communities.
- We are developing support systems and materials for the most effective partnerships possible with schools, neighborhoods, municipal governments, businesses supporting community focused initiatives, and large corporations that help us expand that focus to other communities in the U.S. and abroad.
- Over 150 EcoTeams, (1200+ households), have started in the Twin Cities, many from 13 different corporations. Presently 22 neighborhoods in central Mpls and St Paul and 30 schools are in various stages of beginning to work with the EcoTeam and Journey for the Planet programs. *Over 615 students have actually started the "Journey for the Planet" program.*
- Partnerships with prominent corporations as well as municipal governments and government agencies exist or are in the making. (*Examples are: Cray Research, Honeywell, 3M, Target, HB Fuller, Ryan Construction, the US EPA, the Office of Environmental Assistance, Minneapolis, Anoka County, the University of Minnesota, Hamline U, Green Institute, Minnesota Earth Day Network and the Science Museum.*)

The following neighborhoods are at various stages of beginning the "EcoTeam" program in the Twin Cities:

<i>In Minneapolis</i>	- Bancroft	- CARAG	- Cedar-Riverside	- Central	- ECCO
	- Kenwood	- Linden Hills	- Longfellow	- Lyndale	- Lynhurst
	- Phillips	- Powderhorn	- Seward	- Whittier	
<i>In St Paul</i>	- Como	- Frogtown	- Mac-Groveland	- Merriam Park	
	- St Anthony Park	- Highland	- West Side St Paul		
<i>Metro Area</i>	- Anoka	- Blaine	- Glen Lake	- White Bear Lake	
	- Woodbury	- Maplewood			

How To Get Involved

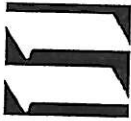
To become a member of the Household EcoTeam Program, fill out the form below and send in your membership contribution of \$35 to Global Action Plan. We will then send you the *Household EcoTeam Workbook*, a team start-up kit, and assign you a program coach. Your coach will assist you in forming your EcoTeam, then coach your team through the six-month program. Your membership also entitles you to our *EcoTeam Newsletter* and *EcoTeam Feedback Report* for a year.

Our estimate is that the average family of four who goes through the Household EcoTeam Program can save \$1,200 per year through learning how to be more efficient and careful in their use of resources. That is a return per household of 35 times the initial contribution the first year and every year thereafter! It is one of the best investments you'll ever make and one you will make for our children and their children.

- I'd like to become a member of Global Action Plan's Household EcoTeam Program. Enclosed is my membership contribution of \$35 plus \$3.00 for shipping and handling (\$20 is tax deductible).
- I'd like to tell others about the program. Please send me more brochures. (Kindly indicate how many you would like _____)
- I'm interested in how to utilize the Household EcoTeam Program in my business, organization, church or school. (please circle preference.)

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone _____
 Day: _____ Evening: _____
 Membership Sponsor: _____
 (if applicable)

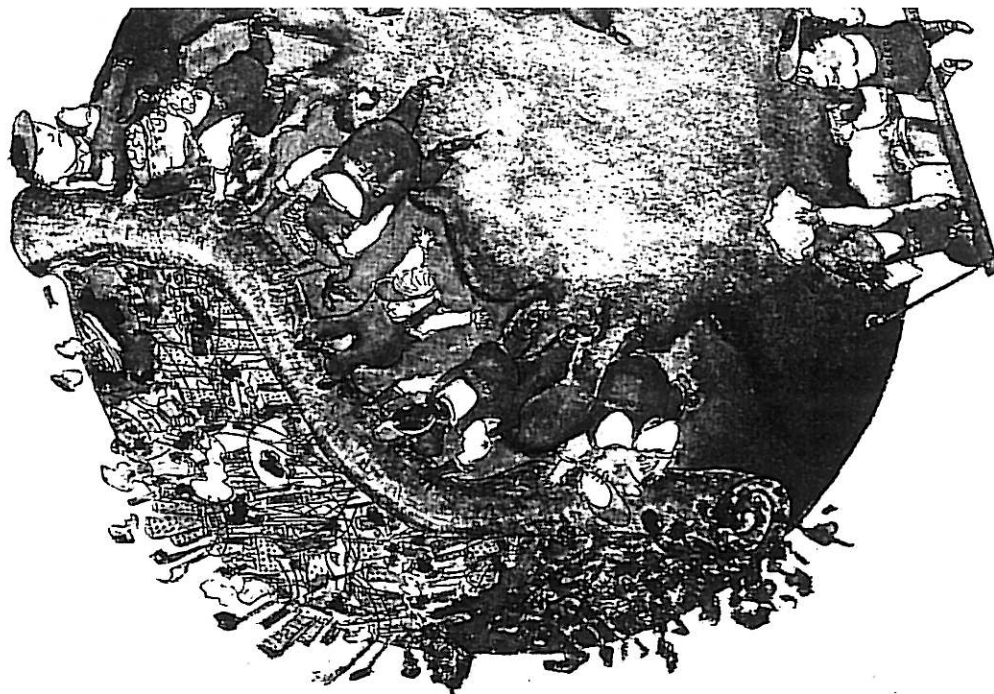
Mail this form with a check payable to:
 Global Action Plan
 3318 Hennepin Avenue South
 Minneapolis, MN 55408
 Tel: 612/824-7394
 Fax: 612/824-0025

KARE


Invites you to join the

Household EcoTeam Program™

and help save the Earth.



Household EcoTeam Program

Through the program you can do your part to achieve the global environmental goals in Earth Day's "Agenda for the Green Decade."

By achieving these goals, an average family of four will save each year:

- ◆ \$1,200
- ◆ 104 Cubic Feet of Landfill
- ◆ 3,120 lbs. of Garbage
- ◆ 73,000 Gallons of Water
- ◆ 10 Trees
- ◆ 10 Tons of CO₂ Emissions
- ◆ 140 lbs. of Acid Rain Pollutants
- ◆ 600 Gallons of Gasoline

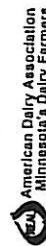
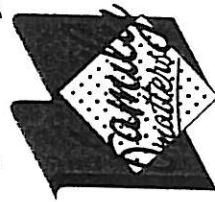
all while improving the quality of their lives.

Global Action Plan
 3318 Hennepin Avenue South
 Minneapolis, MN 55408

Tel: 612/824-7394

Fax: 612/824-0025

This brochure is sponsored by:





How The Household EcoTeam Program Works

The program simplifies the overload of environmental information, and divides it into six specific areas—one set of actions to work on each month, over a period of six months. A small group of friends, family members, neighbors, or co-workers form an EcoTeam and support each other in putting these actions into practice. An easy-to-use *Household EcoTeam Workbook* provides step-by-step guidance as you and your EcoTeam work through the monthly action areas. Each EcoTeam is assigned a coach who has been trained by the Global Action Plan to help the team go through the program successfully.

Monthly Action Areas

- ◆ Reduce Your Garbage
- ◆ Improve Home Water Efficiency
- ◆ Improve Home Energy Efficiency
- ◆ Improve Transportation Efficiency
- ◆ Be an Eco-Wise Consumer
- ◆ Empower Others through Household, Workplace, and Community Action.

Like many people, you may have a vague sense of what you should do to restore the environment, but you're overwhelmed by the complexity of the task and the amount of information. You may be asking yourself questions like:

Where do I start?

Which actions are the important ones?

How do I implement these actions?

Does what I do actually make a difference?

The Global Action Plan for the Earth (GAP) has created an innovative program that answers these questions and gives you support in changing your life so that it can be more "Earth friendly."

The Household EcoTeam Program is designed to help transform people's *desire* to make a difference into effective actions that *will* make a difference.

For each of the first five months, the workbook guides you through an assessment of the current status of your household relative to each action area. Then, based on the results of your assessment, you'll choose from a list of suggested actions to bring your household closer to a sustainable balance with the environment. Finally, each month you'll implement the actions you select and report the results back to your EcoTeam.

The sixth month is for celebrating your EcoTeam's accomplishments—and for using your energy and expertise to create wider change for the Earth. Guidelines are provided to help you organize and support new EcoTeams, and to work in other ways to bring your community into environmental balance.

You Can Make a Difference



Paul Douglas
KARE 11 NEWS
Meteorologist

Global Action Plan with the support of KARE 11 is launching an exciting campaign to form EcoTeams across Minnesota. Weekly reports on the EarthKARE segment of KARE 11 NEWS at 6pm will track the ongoing progress of several EcoTeams as well as the formation of new EcoTeams.

By joining an EcoTeam, you become part of an international environmental campaign to create sustainable lifestyles. Right now there are active EcoTeams in Canada, Germany, Netherlands, Norway, Sweden, Switzerland, United Kingdom, and the United States. The results of the actions taken by all EcoTeams—those in your community, as well as nationally and internationally—are collected monthly and communicated back to each EcoTeam on a regular basis. Through reports on KARE 11 and to your EcoTeam, you'll know that your actions, rather than just being "a drop in the bucket," are actually helping to fill it. Your feedback will also encourage further action by people around the world through demonstrating that progress toward global environmental goals is possible—and that it's *happening*.

ECOTEAM NEWSLETTER

Volume 1, Number 1

IN THIS ISSUE:

- 1 Starting an EcoTeam
- 1 Promoting Change
- 1 Getting Involved
- 1 The EcoTeam
- 2 Appreciation
- 2 Appreciation by Fire
- 2 Appreciation by Air
- 2 Appreciation by Water
- 2 Credits

HOUSEHOLD ECOTEAM WORKBOOK

A Six-month Program to Bring Your Household into Environmental Balance

By David Gordon and Robert Wilson

THE HOUSEHOLD ECOTEAM PROGRAM
A PART OF THE GLOBAL ACTION PLAN FOR THE EARTH



GLOBAL ACTION PLAN OF MINNESOTA™

3318 Hennepin Avenue S. Minneapolis, MN 55408 Tel: (612) 824-2433 Fax: (612) 824-0025

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Program Director, GAP/MN

Susan Hoyt
City Administrator
City of Falcon Heights
2077 W. Larpenteur
Falcon Heights, MN 55113

March 15, 1996

MAR 15 1996

Dear Susan:

Thank you for the great meeting. I'm very excited about the potential that Falcon Heights has for becoming a showcase city to bring the EcoTeam community initiative to scale. A 15% target represents only about 160 households, which is very easy to visualize. With a multi-pronged approach, (neighborhood "seed" teams, "Journey for the Planet" teams and possibly corporate and University of MN teams,) the initial 15% target could be reached as little as three years.

Our budget discussion, using the number of \$10,000 to get a very solid start and \$15,000 for the next two years, can be spelled out in detail when we meet to discuss target numbers, etc.. In any case, there would be a variety of contributors to the pot including, but not exclusive to, citizens, city, Hewlett Packard, Harvest State Co-op, and other agencies (such as O.E. A.) as partners, which will help to secure the program.

Enclosed are the two books @ \$35 and \$12.95 for a total of \$47.95 plus \$3 for postage. I'm looking forward to further dialogue and a mutually fruitful relationship with the City of Falcon Heights.

With warm regards,

Ted Moores

Ted Moores
Executive Director, CEO

cc: Mary C. Gliniany
Associate Director, COO

ITEM: Information on city code enforcement

SUBMITTED BY: Susan Hoyt, City Administrator
Carla Aselson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Cities adopt local ordinances to protect the public, health, safety and welfare. These ordinances are frequently referred to as the city "code". For example, the ordinances cover a wide variety of activities from licensing businesses to when garbage haulers can pick up trash. The city's zoning code is the most comprehensive of these ordinance sections.

Purpose. The purpose of these codes are to set out guidelines to protect the public health, safety and welfare by establishing standards. Maintaining codes is an important part of assuring that the city's neighborhoods will continue to be a good place to live. How these codes are enforced to make sure they are effective and, if possible, non-threatening requires careful attention.

Enforcement. During the summer months, the staff receives complaints from parties about perceived or actual code violations in their neighborhood. Frequently these complaints are not a violation of the city code but revolve around a misunderstanding or dispute between neighbors.

Approach. Generally, staff uses the following approach to deal with property related and code enforcement:

- 1st Listen to the concerns of the caller.
- 2nd Identify if it is a city code issue or a complaint that is between private parties or another source (NSP, County, etc.).
- 3rd If it is a complaint about a neighbor, as in any dispute or misunderstanding, subtly encourage the person making the complaint to talk with his or her neighbor, if at all feasible.
- 4th If it isn't a city code violation, explain why not.

- 5th If it is a potential city code violation, explain that this will be checked out and if it is a code violation, a letter will be sent to the property owner in violation of the code to alert them to the problem.
- 6th Staff follows a process for notifying property owners of code violations.
- 7th Most code violations come to the city via complaint. However, obvious code violations that are seen by staff on a recurring basis are also addressed . For example, staff may notify the property owner if he or she has had several cars routinely parked on the lawn over a period of time.
- 8th Code violations are **not** clear cut. Staff finds that working with property owners to alleviate clear violations is the most effective way to proceed. Most property owners respond very willingly. Citing property owners and going to court is, typically, not an effective way to address the problem, but is available depending upon the circumstances.

Process . If the complaint falls under the city ordinances, the following process is used:

1. The person making the complaint is told that if the situation exists as described that the property owner may be a violation of the city code and that this will be investigated. The complainant's name is confidential according to state statute.

Example: My neighbor has an unlicensed vehicle without wheels in his driveway and has for several months.

Code: Falls under the nuisance code. Vehicle must be licensed and in operating condition. (It does not have to be attractive.)

2. Determine if the complaint is valid by physically checking it out (if possible).

Example: Staff drives by property and sees that there is an unlicensed vehicle without tires. A Polaroid photo is taken.

Code: Staff determines that the property owner is in violation of the city code.

3. A "friendly" letter is sent to the property owner (even if the resident is not the property owner) and the violation of the code is explained as well as the reason that the city ordinance exists to maintain the health, safety and appearance of the neighborhood.

Example: The property owner receives a letter stating that in order to maintain the neighborhood, the vehicle must be made operable and be licensed within ten days or be removed from the property.

4. The property owner is given ten days to ameliorate the code violation. In almost all cases, Falcon Heights property owners respond to this first letter.

5. If the property owner fails to remedy the situation, a second "stronger" letter is sent with the statement that the city will take further action if necessary if the situation is not remedied within 10 days. (This is usually certified or, depending upon the circumstances, sometimes delivered by a police officer.)

Example: The city tells the owner that the vehicle must be licensed and repaired within ten days . (The city must be very careful about removing and disposing of any property - even if it appears to be "junk" to most people. The city can mow grass and charge for it.)

6. If the property owner fails to remedy the situation after the second letter, the city prosecutor sends a letter asking for a response within 10 days. He suggests there will be further action.

7. If the letter from the prosecutor doesn't work, a citation for violating the city code may be issued and charged as a misdemeanor. This requires action in court.

8. The city code provides some flexibility with timing on these issues to accomodate progress in completing the task and special circumstances.

Conclusion. To date, staff's experience is that by far the majority of Falcon Heights residents maintain their properties very well and respect their relationship with their neighbors. Staff also has found that notifying property owners in violation of the code with a non-threatening letter explaining the violation and why it is a violation usually gets prompt

cooperation. Many people don't realize that they are violating a city code and have not thought about how the violation (long grass, inoperable car) affects the perception of their neighborhood. Of course, some situations are more challenging.

ATTACHMENTS:

1. List of 1995 property code complaints
2. 1995 Animal complaints (go directly to the police department for follow-up with letters.)

ACTION REQUESTED:

Staff will discuss the approach and process used in code enforcement by giving specific examples over the past two years.

1995 Residential Property Code Violations

Overgrown grass and noxious weeds: 10 cases

Resolved after one letter: 5

Resolved after two or more letters: 3

Junk, debris, garbage, unlicensed vehicles: 11 cases

Resolved after one letter: 8

Resolved after two or more letters: 3

Parking on lawns: 3 cases (not including Fair-related cases)

Resolved after one letter: 3

TOTAL 24 CASES.

4/18/96
CM DULE

FALCON HGTS ANIMAL COMPLAINTS

IR_DATE_CMT	ICR_PLC	ICR_UOC_1_LIT
02/14/95	DOG AT LARGE COMPLAINT	
04/06/95	DOG AT LARGE COMPLAINT	
04/14/95	BARKING DOG COMPLAINT	
04/16/95	DOG AT LARGE COMPLAINT	
04/21/95	DOG AT LARGE COMPLAINT	
04/23/95	BARKING DOG COMPLAINT	
04/24/95	BARKING DOG COMPLAINT	
04/28/95	BARKING DOG COMPLAINT	
04/29/95	BARKING DOG COMPLAINT	
05/10/95	OTHER ANIMAL COMPLAINTS	
05/12/95	BARKING DOG COMPLAINT	
05/20/95	BARKING DOG COMPLAINT	
05/20/95	BARKING DOG COMPLAINT	
05/22/95	OTHER ANIMAL COMPLAINTS	
05/25/95	BARKING DOG COMPLAINT	
05/26/95	BARKING DOG COMPLAINT	
05/30/95	BARKING DOG COMPLAINT	
06/05/95	CAT AT LARGE COMPLAINT	
06/11/95	DOG AT LARGE COMPLAINT	
06/15/95	OTHER ANIMAL COMPLAINTS	
06/19/95	OTHER ANIMAL COMPLAINTS	
06/21/95	BARKING DOG COMPLAINT	
06/23/95	DOG AT LARGE COMPLAINT	
06/23/95	OTHER ANIMAL COMPLAINTS	
07/07/95	DOG AT LARGE COMPLAINT	
07/13/95	OTHER ANIMAL COMPLAINTS	
07/15/95	OTHER ANIMAL COMPLAINTS	
07/20/95	BARKING DOG COMPLAINT	
08/23/95	ANIMAL BITES	
08/23/95	DOG AT LARGE COMPLAINT	
08/24/95	OTHER ANIMAL COMPLAINTS	
08/27/95	DOG AT LARGE COMPLAINT	
09/07/95	BARKING DOG COMPLAINT	
09/11/95	DOG AT LARGE COMPLAINT	
09/15/95	BARKING DOG COMPLAINT	
09/16/95	DOG AT LARGE COMPLAINT	
09/27/95	BARKING DOG COMPLAINT	
10/01/95	DOG AT LARGE COMPLAINT	
10/05/95	DOG AT LARGE COMPLAINT	
10/08/95	BARKING DOG COMPLAINT	
11/14/95	DOG AT LARGE COMPLAINT	
11/14/95	OTHER ANIMAL COMPLAINTS	
11/16/95	OTHER ANIMAL COMPLAINTS	
11/21/95	BARKING DOG COMPLAINT	
12/12/95	ANIMAL BITES	
12/25/95	BARKING DOG COMPLAINT	

Animal Complaints
1995

Total Complaints
Received - 46

Barking Dogs - 19
(12 from 2 addresses)

Dog at Large - 14
Other Animal Complaints - 10

Animal Bites - 2
Cat at Large - 1

Minutes

City of Falcon Heights
Parks and Recreation Commission
March 25, 1996, 7:00 p.m.

Members Present: Greg Schaefer, Carol Weisberg, Nancy Wickhem, Carol Kriegler (Parks Director), John Hustad (Council Liaison).

Absent: Morris Nicholson, Steve Schugel.

Guests: Margaret Barrett, Matthew Kriegler (student), and three male elementary students accompanying Nancy Wickhem.

The purpose of this meeting was to obtain community input on summer programs for youth with a special emphasis on activities for older elementary school youth and middle school students.

Carol Kriegler reported that she obtained input from elementary students by holding a focus group at Falcon Heights Elementary School. Ten students from grades 4-6 attended, with at least one male and one female from each of grade. She started by having the students fill out a brief survey, and used this information as a basis for generating discussion. A summary of the focus group discussion is attached.

Open gym is an important feature of our summer program. The Lion's Club has offered to pay for four hours of open gym time per week, including staff salaries. Optimal scheduling would be one and a half hour sessions, two to four days per week.

The **Time-In** program is very popular but seems to be shaped by the people who staff it. One year it was staffed by a male who loved baseball and was happy to play ball everyday and shoot baskets now and then; that year no girls showed up for Time-In. Staff changes the next year resulted in the program attracting more little kids. Future staffing decisions will take into account the importance of offering a well-rounded program that attracts both girls and boys.

Suggestions:

- Try to find people with special skills in the community who would be willing to share these skills, such as boat building.
- Offer activities with a nature focus.
- Offer all sorts of sports on Tuesday and Thursday mornings at Curtis Field.
- Include volleyball and badminton.
- Offer track and field club at Community Park.
- Put chemical toilet at Grove Park so that programs may be offered there also.
- See list of ideas generated by focus group (attached).

Submitted by Carol Weisberg

**Falcon Heights Planning Commission
Minutes
February 26, 1996**

Call to Order: Chair Kuettel called the meeting to order at 7:00 p.m.

Attendance: Commissioners present were Kuettel, Groff (arrived later), Hanschen (arrived later), Struck, Treadwell, and Wilcox. Also present were City Administrator Hoyt and Planner Asleson. Commissioner Brace was absent.

Approval of January minutes: The minutes of January 22, 1996 were reviewed and approved by unanimous consent.

Review of City Council minutes: The city council minutes of January 24th were reviewed by Administrator Hoyt for informational purposes.

Commissioners Hanschen and Groff arrived at 7:02 p.m.

Review of Planning Commission Standing Rules: The commission performed their annual review of the standing rules and asked that staff return with the following corrections: 1) change reference to a vice-chair to "the most senior commissioner in attendance"; 2) re-word the section on having the public fill out comment forms to more accurately reflect commission practice; 3) re-word several awkwardly worded sentences; and 4) change the membership requirement to seven commissioners, rather than the present "seven to nine" reference. Administrator Hoyt noted that while the planning commission has the authority to amend their standing rules, they would need to recommend that the city council change the administrative manual before the number of commissioners could be officially changed.

Chair Kuettel remarked that, although it does not need to be stated in the standing rules, commissioners should take their responsibility to the commission seriously and make an attempt to attend each monthly meeting. In the event a commissioner can't make a meeting, they are expected to notify city staff of this ahead of time.

Public Hearing Regarding Miscellaneous Changes to the Zoning Code: Planner Asleson briefly reviewed the proposed changes to the zoning code. The changes primarily clarify sections of the code that are unclear and eliminate contradictory language. The exception is a section requiring replacement garages when a garage is converted to living space and prohibiting new street curb cuts to properties that have alley access.

Chair Kuettel opened the public hearing at 7:22 p.m. There being no one present wishing to be heard, the public hearing was immediately closed.

Motion was made by Commissioner Struck to recommend approval of the zoning code changes to the City Council. Motion passed unanimously.

Information on Traditional Neighborhood Planning: Administrator Hoyt shared information with the commission regarding a seminar she'd attended on neighborhood planning. She noted that the concepts presented as basic to traditional neighborhood planning including small lots, front porches, and alleys, all items which exist in Falcon Heights.

Announcements: Planner Asleson reminded the commission about training opportunities and about the change in meeting date (3rd Monday of the month, beginning in March).

Adjournment: The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Carla Asleson
Planner/Recording Secretary

Falcon Heights Solid Waste Commission
Minutes
March 7, 1996

Call to Order: Chair Marty McCleery called the meeting to order at 7:05 p.m.

Attendance: Commissioners present were Marty McCleery, Barbara Leary, Jeff Alexander, Frank Meah, Catherine Mackiewicz, and Mary Pat McGinnis. Also present was Carla Asleson (staff liaison). Commissioners absent were John Brynildson, Barbara O'Leary, and Susan Smith.

Approval of Minutes: Jeff Alexander moved and Catherine Mackiewicz seconded approval of the minutes of March 7, 1996. Motion passed unanimously.

Discussion regarding city newsletter: The commission reviewed the draft newsletter insert and made suggestions regarding revision. Carla Asleson explained that either photographs or large "bullet" type text would be used to describe the preparation of cereal boxes for recycling (remove liner, etc.)

The commission also reviewed a draft article written by staff at the Ramsey County Solid Waste Division. The article discusses why it's important for people to know where their waste is hauled. The commission suggested that the article focus more on **why** people should care rather than on how the waste is processed at Newport. These suggestions will be passed along to county staff.

Planning for 1996 city-wide garage sale:

After discussion, the following decisions were made about the city-wide garage sale:

- The sale will be held on May 18, 1996
- Pre-registration will not be required this year, since maps will not show individual addresses and participation will be determined by a manual count (see below)
- City maps (not garage sale maps), sale guideline sheets, and a donation location list will be available at City Hall for those that want them. Once again, the maps will not show individual houses but will just show the city's boundaries.
- Instead of using pre-registration to determine participation, each Commissioner will be given a neighborhood area to survey and report a count of actual garage sales held. This will be more accurate than pre-registration and will save residents the trouble of coming to City Hall ahead of time. A city map will be included in the next agenda so that neighborhood assignments can be made at that time.
- Publicity: Barbara Leary will make arrangements for classified ads in the local papers, Carla Asleson will issue press releases and place a "display ad" in the city newsletter, an announcement will appear on cable television, and the city sign will be used if available.

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Respectfully submitted,

Carla Asleson
Planner/Recording Secretary

Description of individual projects:

Each of the commissioners described the "independent project" or personal area of interest that they will be investigating/researching during 1996. These included hazardous waste (McCleery), Internet information (Leary), school recycling (Mackiewicz), new resident information (McGinnis), legislative action and OEA grants for tree chipping (Alexander), and disposal of household batteries (Meah.)

Next Agenda will include brainstorming on how to increase recycling rates in apartment buildings and reports from commissioners on their individual projects.

Adjournment: The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Carla Asleson
Acting Recording Secretary

1996 COUNCIL ASSIGNMENTS

MAYOR GEHRZ
Liaison to all City Administration
Liaison to Planning Commission
Liaison to Association of Metropolitan
Municipalities (AMM)*
Liaison to League of Minnesota Cities
(LMC)*
Liaison to Legislative Representatives
Liaison to Roseville Family Collaborative
Minnesota State Fair relations
University relations
Representative to Mayors Commission
Against Drugs
Weed Inspector © (Pete Klingenberg,
Assistant)

COUNCILMEMBER
GIBSON TALBOT
Liaison to Human Rights Commission
Representative to Ramsey County League of
Local Government*

COUNCILMEMBER
HUSTAD
Liaison to Keeping Connected
Liaison to Northwest Youth and Family
Services
Alternate to Ramsey County League of
Local Governments

COUNCILMEMBER
JACOBS
Acting Mayor
Liaison to Solid Waste Commission
Member of Metropolitan Radio Board
(appointed by governor)

COUNCILMEMBER
KUETTEL
Liaison to Park and Recreation Commission

ADM. HOYT
Administration & supervision of all departments and
contracts
Administrative assistance on all assignments
Deputy to Mayor and assists with all mayoral
assignments
Liaison to League of Minnesota Cities (LMC)
Liaison to Association of Metropolitan
Municipalities (AMM)
Liaison to Chamber of Commerce

WALLIN, JERRY Liaison to North Suburban Cable Commission

* All elected or appointed officials may participate in LMC, AMM
and Ramsey County League committees and programs.

CITY OF FALCON HEIGHTS

**MEETING NOTICE
City Hall
2077 W. Larpenteur Ave.**

WEDNESDAY, APRIL 10, 1996

**WORKSHOP
6:00 p.m.**

CITY OF FALCON HEIGHTS

MEETING NOTICE
City Hall
2077 W. Larpenteur Ave.

Wednesday, April 10, 1996

6:00 p.m.

COUNCIL WORKSHOP

Approve disbursements: \$17,998.47

Discussion Topics:

Assessment Policy

Upcoming Workshops

APPROVAL OF BILLS
PERIOD ENDING: 04/10/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	MAINTENANCE 3/26-4/25/96	BUILDING	73.44
	AT&T WIRELESS SERVICES	PUBLIC WORKS-PAGER 4/96	BUILDING	13.30
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	35.22
	AMERICAN LINEN SUPPLY CO.	BUILDING MATS	BUILDING	35.32
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	37.32
		*** TOTAL FOR AMERICAN LINEN SUPPL		107.86
	AMERICAN OFFICE PRODUCTS	OFFICE SUPPLIES	ADMINIST	66.91
	AMERICAN OFFICE PRODUCTS	ROLODEX;PAPER;INK CARTRG	ADMINIST	95.39
		*** TOTAL FOR AMERICAN OFFICE PROD		162.30
	AWARDS BY HAMMOND	HOLDER, ENGRAV FIRE PLAQU	GENERAL	17.11
	AUTOMATIC GARAGE DOOR	GUM HOSE-DOORS	GENERAL	139.83
	BROWNING-FERRIS IND.	4/96-REFUSE-SERVICE	BUILDING	141.24
	COLONIAL INSURANCE	BAUMANN 3/96 PREMIUM	FIRE FIG	29.65
	COLONIAL INSURANCE	IVERSON 3/96 PREMIUM	FIRE PRE	36.45
		*** TOTAL FOR COLONIAL INSURANCE		66.10
	DANKO-EMERGENCY-EQUIPMENT-REPAIR-SCBA-TANK		FIRE FIG	25.79
	DISCOUNT WINDOWS & WARES	CITY HALL VERT. BLINDS	GENERAL	1,945.92
	E-Z RECYCLING, INC.	3/96 RECYCLING	SOLID WA	2,389.50
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	62.90
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	59.94
		*** TOTAL FOR FOCUS NEWS		122.84
	GLENWOOD INGLEWOOD	COOLER RENTAL & WATER	BUILDING	25.47
	GRAINGER, W. W., INC.	MULTI-FOLD TOWELS	FIRE FIG	48.71
	GRAINGER, W. W., INC.	2-PLY TISSUE	BUILDING	16.26
	GRAINGER, W. W., INC.	RESPIRATORS	BUILDING	32.76
		*** TOTAL FOR GRAINGER, W. W., INC		97.73
	IVERSON, TERRY	3/96 MILEAGE	ADMINIST	6.82
	IVERSON, TERRY	3/96-MILEAGE	FIRE PRE	68.82
	IVERSON, TERRY	FIRE MARSHAL MEETING	FIRE PRE	12.50
		*** TOTAL FOR IVERSON, TERRY		88.14
	KNOX LUMBER CO.	STUD SENSOR;DRILL BITS	BUILDING	30.56
	KNOX LUMBER CO.	MISC. EXIT DOORS, LETTERS	BUILDING	16.09
	KNOX LUMBER CO.	MISC LETTERS, LIGHTING	BUILDING	23.29
		*** TOTAL FOR KNOX LUMBER CO.		69.94
	KRIEGLER, CAROL	FRANKLIN CALENDAR	PARK & R	22.31
	KRIEGLER, CAROL	PROGRAM MTG REFRESHMENTS	PARK PRO	18.65
		*** TOTAL FOR KRIEGLER, CAROL		40.96
	LEAGUE OF MN CITIES	WORKERS' COMP ADJUSTMENT	ADMINIST	166.00

APPROVAL OF BILLS
PERIOD ENDING: 04/10/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	M-75 BUILDING MAINTENANCE	3/96 CLEANING	BUILDING	207.68
	METRO GARAGE DOOR	REPAIR FIRE GARAGE DOOR	FIRE FIG	377.11
	MN DIVISION OF EMERGENCY	DISASTER MGMT SEMINAR	EMERGENC	15.00
31937	MN DEPARTMENT OF REVENUE	STATE WITHHELD 3/31/96	ADMINIST	635.10
	MINNESOTA GFOA	1996 MEMBERSHIP	FINANCE	15.00
	MINNESOTA PREVENTION	YOUTH ALCOHOL INFO	MCAD	61.40
	NSP	2/96 GAS & ELECTRIC	PARK MAI	540.88
	NSP	3/96 ELECTRIC	PARK MAI	21.79
	NSP	3/96 ELECTRIC	EMERGENC	6.28
	*** TOTAL FOR NSP			568.95
	NSP	3/96 STREET LIGHTING	STR. LIG	2,023.95
31936	NORTH STAR STATE BANK	FED WITHHELD 3/31/96	ADMINIST	3,496.70
	OFFICE MAX CREDIT PLAN	BINDERS, COVERS	ADMINIST	35.22
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	27.75
	OXYGEN SERVICE COMPANY	3/96 OXYGEN CYLINDERS	RESCUE S	13.50
	OXYGEN SERVICE COMPANY	3/96 OXYGEN CYLINDERS	BUILDING	9.00
	*** TOTAL FOR OXYGEN SERVICE COMPA			50.25
	PERA	PERA WITHHELD 3/31/96	ADMINIST	1,229.10
	SUBURBAN HARDWARE	MISC. PARTS	STREETS	7.65
	SUBURBAN HARDWARE	PAINTING SUPPLIES	BUILDING	32.54
	SUBURBAN HARDWARE	PLEXIGLASS FHTS SCHL SGN	PARKS CI	67.44
	*** TOTAL FOR SUBURBAN HARDWARE			107.63
	SUPER AMERICA	FUEL 2/25-3/22/96	RESCUE S	40.77
	SUPER AMERICA	FUEL 2/25-3/22/96	FIRE FIG	43.12
	SUPER AMERICA	FUEL 2/25-3/22/96	STREETS	107.34
	SUPER AMERICA	FUEL 2/25-3/22/96	PARK MAI	18.55
	*** TOTAL FOR SUPER AMERICA			209.78
	J.O. THOMPSON INC.	BLDG PAINT & SUNDRIES	BUILDING	26.89
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	42.16
	USWEST COMMUNICATIONS	3/96 PHONE	PARK & R	55.97
	WILDER RESEARCH CENTER	SOCIAL OUTCOMES BOOKLETS	ADMINIST	3.00
	ST. PAUL WATER UTILITY	3/96 WATER	BUILDING	15.50
	ST. PAUL WATER UTILITY	3/96 WATER	PARK MAI	11.53
	*** TOTAL FOR ST. PAUL WATER UTILI			27.03
	BERNARDY, CONNIE LANNERS	4/15/96 MCAD SERVICES	MCAD	1,543.85

APPROVAL OF BILLS
 PERIOD ENDING: 04/10/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	BERNARDY, CONNIE LANNERS	POSTAGE-TAPES	MCAD	92.00
	BERNARDY, CONNIE LANNERS	MISC. MEETINGS	MCAD	28.55
	*** TOTAL FOR BERNARDY, CONNIE LAN			1,664.40
	RIGDON, JOE	3/96 BANK MILEAGE	FINANCE	12.40
	VIKING ELECTRIC	LOBBY LIGHTS	BUILDING	1.88
	FASTSIGNS	CAST LETTERS & FALCON	GENERAL	714.30
	FASTSIGNS	FHTS SCHOOL RULES SIGN	PARKS CI	215.10
	*** TOTAL FOR FASTSIGNS			929.40
	ROSEVILLE AREA SCHOOLS	PRINTING OF FLYERS	MCAD	40.00
	CARD, CATHERINE	AMBULANCE OVERPAYMENT		50.00
	THORP, ANN MARIE	AMBULANCE OVERRPAYMENT		417.00
	*** TOTAL FOR BANK 01			17,998.47
	*** GRAND TOTAL ***			17,998.47
	*** GRAND TOTAL ***			17,998.47