

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

May 22, 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:
- E. PUBLIC HEARING:
 - PH-1. Therapeutic Massage License Approval
- F. CONSENT AGENDA:
 - 1. Disbursements
 - a. General disbursements through May 16, 1996, \$100,880.93
 - b. Payroll, 5/1/96 to 5/15/96, \$13,284.20
 - 2. Licenses
 - 3. Appointment to the Park and Recreation Commission
 - 4. Appointment of fire chief and assistant fire chiefs
 - 5. Appointment to the Human Rights Commission
 - 6. Authorization of payment for tobacco compliance project costs
 - 7. Cancellation of June 12 meeting and scheduling a May 28 council meeting in New Brighton
 - 8. Proclamation declaring June 1, 1996 as "Stand for Children Day" in the City of Falcon Heights
- G. POLICY AGENDA:
 - 1. Consideration of adding medical dispatching and Advanced Life Support (ALS) from dispatch to the city's emergency medical services (EMS) model
 - 2. Proposed revisions to the assessment policy
 - 3. Proposed residential equivalent assessment rate for Larpenteur Avenue and Lindig Street
 - 4. Comprehensive Annual Financial Report for the year ended 12/31/95
 - 5. Proposed revisions to the 1995 police contract
 - 6. Proposed resolution requesting Performance Aid
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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

May 22, 1996
A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ATTENDANCE: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___ ATTORNEY ___
ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: None
- E. PUBLIC HEARING:
 - PH-1. Therapeutic Massage License Approval **(Tab #1)**
- F. CONSENT AGENDA:
 - 1. Disbursements **(Tab #2)**
 - a. General disbursements through May 16, 1996, \$100,880.93
 - b. Payroll, 5/1/96 to 5/15/96, \$13,284.20
 - 2. Licenses **(Tab #3)**
 - 3. Appointment to the Park and Recreation Commission **(Tab #4)**
 - 4. Appointment of fire chief and assistant fire chiefs **(Tab #5)**
 - 5. Appointment to the Human Rights Commission **(Tab #6)**
 - 6. Authorization of payment for tobacco compliance project costs **(#7)**
 - 7. Cancellation of June 12 meeting and scheduling a May 28 council meeting in New Brighton **(Tab #8)**
 - 8. Proclamation declaring June 1, 1996 as "Stand for Children Day" in the City of Falcon Heights **(Tab #9)**
- G. POLICY AGENDA:
 - 1. Consideration of adding medical dispatching and Advanced Life Support (ALS) from dispatch to the city's emergency medical services (EMS) model **(Tab #10)**
 - 2. Proposed revisions to the assessment policy **(Tab #11)**
 - 3. Proposed residential equivalent assessment rate for Larpenteur Avenue and Lindig Street **(Tab #12)**
 - 4. Comprehensive Annual Financial Report for the year ended 12/31/95 **(Tab #13)**
 - 5. Proposed revisions to the 1995 police contract **(Tab #14)**
 - 6. Proposed resolution requesting Performance Aid **(Tab #15)**
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

ITEM: Consideration of a therapeutic massage enterprise license at 1860 Tatum Street

SUBMITTED BY: Doru Vladislav, Property Owner

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

INTRODUCTION

In 1993, Mr. Doru Vladislav, 1860 Tatum Street, was granted a Home Occupation License to operate a therapeutic massage enterprise from his home. Since that time, the city has established a separate license for therapeutic massage enterprises with stricter controls regulating, among other things, insurance and training requirements. There are also prohibitions on certain types of sexually-oriented massage enterprises. Mr. Vladislav is now requesting a therapeutic massage enterprise license in order to continue to operate "Doru's Sports and Therapeutic Massage Center" at 1860 Tatum Street.

BACKGROUND

Home Occupation License

Mr. Vladislav has complied with the home occupation license requirements since he first opened in 1993. Neither city staff nor the police department have received complaints from neighbors regarding the operation of Mr. Vladislav's business. Some of the home occupation requirements that must be observed include, among other things, providing for limited off-street parking, limiting traffic trips to and from the home, and limiting the business portion of the home to no more than 20% of the gross area of the dwelling unit. The fire inspector annually inspects all home occupation businesses.

In addition to meeting the licensing criteria for the therapeutic massage enterprise license, Mr. Vladislav will be required to continue to meet the requirements of the home occupation code since the business is operated in a residentially zoned area.

THERAPEUTIC MASSAGE ENTERPRISE LICENSE

License Requirements

There are a number of requirements for the possession of a therapeutic massage license (see attachment 1). Of particular note is that only persons meeting the criteria of a therapeutic massage therapist may be employed under the license. Mr. Vladislav, the sole proprietor and employee, meets the insurance coverage, affiliation, and education requirements as required by the code. All other requirements of the code are met, including the mandatory criminal background check.

Public Hearing Required

The City's ordinance requires that a public hearing be held before a therapeutic massage enterprise license is granted. Notice of the hearing was published as required in the city's official newspaper on May 9, 1996. As of this writing, no calls regarding the proposed license have been received.

RECOMMENDATION

Approve the therapeutic massage enterprise license because it meets all of the criteria as outlined in the city code.

The council should note that if the applicant meets the criteria for the license in question, the license must be granted. Further conditions cannot be imposed upon the applicant if all license criteria are met. This is also true for other types of city licenses, such as contractor's licenses -- if the applicant meets the licensing criteria, the license must be granted without further restrictions.

ATTACHMENT:

Chapter 5-1.03 subd. E, entitled "Therapeutic Massage Enterprise"

ACTION REQUESTED:

- Hear staff report
- Questions of the council for staff and/or applicant
- Conduct public hearing
- Discussion among councilmembers
- By motion, approve the therapeutic massage enterprise license for Doru's Therapeutic and Sports Massage Center because the applicant has met all of the licensing criteria as outlined in the city code.

training, education, research or enforcement purposes shall not be subject to legal penalties. (O-96-02)

E. Therapeutic Massage Enterprises

1. Purpose. The purpose of this Division of the City Code is to prohibit massage businesses and services to the public except those licensed as therapeutic massage enterprise pursuant to this section. The licensing regulations prescribed herein are necessary in order to prevent criminal activity and to protect the health and welfare of the community. The purpose of this section is not to impose restrictions or limitations on the freedom protected speech or expression.
2. Findings of the City Council. The city council of the City of Falcon Heights makes the following findings regarding the need to license therapeutic massage enterprises and therapists and to prohibit all other types of massage businesses and services to the public:
 - a. Persons who have bona fide and standardized training in therapeutic massage, health, and hygiene can provide a legitimate and necessary service to the general public.
 - b. Health and sanitation regulations governing therapeutic massage enterprises and therapists can minimize the risk of the spread of communicable diseases and can promote overall health and sanitation.
 - c. License qualifications for the restrictions on therapeutic massage enterprises and therapists can minimize the risk that such businesses and persons will facilitate prostitution and other criminal activity in the community.
 - d. Massage services provided by persons with no specialized and standardized training in massage can endanger citizens by facilitating the spread of communicable diseases, by exposing citizens to unhealthy and unsanitary conditions, and by increasing the risk of personal injury.
 - e. Massage businesses which employ persons with no specialized and standardized training can tax city law enforcement services because such businesses are more likely to be operated as fronts for prostitution and other criminal activity than

operations established by persons with standardized training.

3. Definitions. The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise.
- a. **Massage** - Any method of pressure on, or friction against, or the rubbing, stroking, kneading, tapping, pounding, vibrating, stimulating, or rolling of the external parts of the human body with the hands or with the aid of any mechanical or electrical apparatus, or other appliances or devices, with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment, or other similar preparations.
 - b. **Therapeutic Massage Enterprise** - A person who operates a business which hires only licensed therapeutic massage therapists to provide massage to the public. The owner/operator of a therapeutic massage enterprise need not be licensed as a therapeutic massage therapist if he or she does not at anytime practice or administer massage to the public.
 - c. **Therapeutic Massage Therapist** - An individual who practices or administers massage to the public who can demonstrate to the City that he or she:
 - 1) has a current insurance coverage of one million dollars (\$1,000,000) for professional or general liability in the practice of massage;
 - 2) is affiliated with, employed by, or owns a therapeutic massage enterprise licensed by the city; and
 - 3) has completed four hundred (400) hours of certified therapeutic massage training from a bona fide school or has one year of experience practicing massage therapy as established by an affidavit and is currently and continually enrolled in a bonfide therapeutic massage school. Compliance with this requirement applies to the license application and license renewal.

4. License Required. Therapeutic Massage Enterprise License. It shall be unlawful for any person to operate, engage in, or carry on, within the city, any type of massage services to the public for consideration without first having obtained a therapeutic massage enterprise license from the city pursuant to this section.
5. Exceptions. A Therapeutic Massage Enterprise License is not required for the following persons and places:
 - a. Persons duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry, provided the massage is administered in the regular course of the medical business and not provided as part of a separate and distinct massage business.
 - b. Persons duly licensed by this state as beauty culturists or barbers, provided such persons do not hold themselves out as giving massage treatments and provided the massage is merely incidental to hairstyling or manicure services.
 - c. Persons working solely under the direction and control of a person duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry.
 - d. Places duly licensed or operating as a hospital, nursing home, hospice, sanitarium, or group home established for the hospitalization or care of human beings.
6. License Application. Therapeutic Massage enterprise License Application. An application for a therapeutic massage enterprise license shall be made on the form supplied by the city and shall request the following information:
 - a. For all applicants:
 - 1) Whether the applicant is an individual, corporation, partnership, or other form of organization.
 - 2) The legal description of the premises to be licensed together with a plan of the area showing dimensions, location of buildings, street access, and parking facilities.

- 3) The floor number, street number, and rooms where the massage services are to be conducted.
 - 4) Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.
 - 5) Whenever the application is for premises planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.
 - 6) The name and street address of the business if it is to be conducted under a designation, name, or style other than the name of the applicant, and a certified copy of the certificate as required by Minnesota Statutes Section 333.01.
 - 7) Such other information as the city shall require.
- b. For applicants who are individuals:
- 1) The name, place and date of birth, and street residence address of the applicant.
 - 2) Whether the applicant has ever used or been known by a name other than the applicant's name, and if so, the name or names and information concerning dates and places where used.
 - 3) Whether the applicant is a citizen of the United States or a resident alien.
 - 4) Street addresses at which the applicant has lived during the preceding five (5) years.
 - 5) The type, name, and location of every business or occupation the applicant has been engaged in during the preceding five (5) years.
 - 6) Names and addresses of the applicant's employers for preceding five (5) years.
 - 7) Whether the applicant has ever been convicted of any felony or crime, and the time, place and offense for which convictions were had.

- 8) Whether the applicant has ever been engaged in the operation of massage services. If so, applicant shall furnish information as to the name, place and length of time of the involvement in such an establishment.
- c. For applicants that are corporations or other types of organizations:
- 1) The name of the organization, and if incorporated, the state of incorporation.
 - 2) A true copy of the certificate of incorporation, and, if a foreign corporation, a certificate of authority as described in Minnesota Statutes Section 303.03.
 - 3) The name of the general manager, corporate officers, proprietor and other person in charge of the premises to be licensed, and all the information about said persons as is required in paragraph B of this section of this code.
 - 4) A list of all persons who own or control an interest in the corporation or organization or who are officers of said corporation or organization, together with their addresses and all the information regarding such persons as is required in paragraph B of this section of the code.
7. Application and Investigation Fees. The fees for a therapeutic massage enterprise licenses shall be as set forth in section 4.01A of this code. An investigation fee shall be charged for therapeutic massage enterprise licenses as set forth in section 4.01A of this code. Each application for a license shall be accompanied by payment in full of the required license and investigation fee, if applicable.
8. Application Verification and Consideration. The city shall verify the information supplied on the license application and shall investigate the background, including the criminal background, of the applicant to assure compliance with this section. Within ninety (90) days of receipt of a complete application and fee for a therapeutic massage enterprise license, the city administrator shall make a written recommendation to the city council as to issuance or nonissuance of the license. The city council may order and conduct such additional investigation as it deems necessary, but shall grant or deny the application within one hundred twenty (120) days of receipt by the city of the complete application and fee. At an advertised public

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hearing the city council shall approve or deny the therapeutic massage enterprise license.

9. Persons Ineligible for License. No therapeutic massage enterprise license shall be issued to a person who:
 - a. is a minor at the time the application is filed;
 - b. has been convicted of any crime directly related to the occupation licensed as prescribed by Minnesota Statutes, Section 364.03;
 - c. is not a citizen of the United States or a resident alien;
 - d. is not of good moral character or repute;
 - e. is not the real party in interest of the enterprise;
 - f. has misrepresented or falsified information on the license application;
 - g. cannot meet the definition of therapeutic massage enterprise in this chapter (5-3.08 B) of this code.

10. General License Restrictions
 - a. A therapeutic massage enterprise license issued must be posted in a conspicuous place on the premises for which it is used.
 - b. A therapeutic massage enterprise license is only effective for the compact and contiguous space specified in the approved license application.
 - c. The license issued is for the person or the premises named on the approved license application. No transfer of a license shall be permitted from place to place or from person to person without complying with the requirements of an original application.
 - d. The enterprise hours of operation shall be no more than 9 A.M. to 9 P.M.
 - e. A therapeutic massage therapist shall be employed by, affiliated with, or own a therapeutic massage enterprise business licensed by the city, unless a person or place is specifically exempted from obtaining a therapeutic massage enterprise license in this chapter (5-3.08 D).
 - f. No therapeutic massage enterprise shall employ or use any person to perform massage who is not licensed as a therapeutic massage therapist under this Section, unless the person is specifically exempted from obtaining a therapist license in this chapter (5-3.08 D).

- g. The licensee shall require that the person who is receiving the massage shall at all times have his or her genital area covered with non-transparent material or clothing.
- h. Any therapist performing massage shall at all times have his or her breasts, buttocks, anus, and genitals covered with a non-transparent material or clothing.
- i. No licensee shall solicit business or offer to perform massage services while under license suspension or revocation by the City.
- j. At no time shall the therapeutic massage therapist intentionally massage or offer to massage the penis, scrotum, mons veneris, vulva, or vaginal area of a person.

11. Restrictions Regarding Sanitation and Health

- a. A therapeutic massage enterprise shall be equipped with adequate and conveniently located toilet rooms for the accommodation of its employees and patrons. The toilet room shall be well ventilated by natural or mechanical methods and be enclosed with a door. The toilet room shall be kept clean and in good repair and shall be adequately lighted.
- b. A licensed therapeutic massage enterprise shall provide single-service disposal paper or clean linens to cover the table, chair, furniture, or area on which the patron receives the massage; or in the alternative, if the table, chair, or furniture on which the patron receives the massage is made of material impervious to moisture, such table, chair, or furniture on which the patron receives the massage is made of material impervious to moisture.
- c. The therapeutic massage therapist shall wash his or her hands and arms with water and soap, anti-bacterial scrubs, alcohol, or other disinfectants prior to and following each massage service performed.

12. Renewal of License. An enterprise license issued under this section shall expire on December 31 at 12:00 A.M. of each year. An application for the renewal of an existing license shall be made at least thirty (30) days prior to the expiration date of the license and shall be made in such form as the

City requires. If, in the judgment of the city council, good and sufficient cause is shown by an applicant for the applicant's failure to submit a renewal application within the time provided, the city council may, if the other provisions of this section are complied with, grant the renewal application.

13. Sanctions for License Violations. The City Council may revoke a license or suspend a license for up to sixty (60) days for a violation of:
- a. a provision of this ordinance or therapeutic massage enterprise license
 - b. a state law relating to prostitution; or
 - c. a federal, state, or local law relating to moral character.

A revocation or suspension shall be preceded by written notice to the licensee and a public hearing. The notice shall give at least eight (8) days notice of the time and place of the public hearing and shall state the nature of the charges against the licensee. The notice shall be mailed to the licensee at the most recent address listed on the license application. The hearing of a contested case shall be in accordance with Minnesota Statutes, Section 14.57 to 14.60, but informal disposition of a contested case by stipulation, pursuant to Minnesota Statutes Section 14.59, may provide an adequate basis for imposition of sanctions.

F. Precious Metal Dealers

1. License Required. No person shall exercise, carry on or be engaged in the trade or business of precious metal dealer within the city unless such person is currently licensed under this chapter. Application for a license should be made to the city clerk on a form supplied by the city. Upon filing of the application and payment of the required fee as stipulated in subsection 5 of this chapter, the application shall be presented to the city council for consideration.
2. Definitions.
 - a. Precious metal dealer means any person who either as principal or agent engages in the business of buying coins or secondhand items containing precious metal, including, but not limited to jewelry, watches, eating utensils, candlesticks, and religious and decorative objects.

CONSENT
Meeting Date: 5/22/96
Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through 5/16/96, \$100,880.93
- b. Payroll, 5/1/96 to 5/15/96, \$13,284.20

ACTION REQUESTED: Approval

9.

APPROVAL OF BILLS
PERIOD ENDING: 05/22/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	MAINTENANCE 4/26-5/25/96	BUILDING	73.44
	AT&T WIRELESS SERVICES	PUBLIC WORKS PAGER 5/96	BUILDING	13.30
	ASLESON, CARLA	BCA-RECORDS	ADMINIST	4.00
	ASLESON, CARLA	MILEAGE	ADMINIST	17.98
	ASLESON, CARLA	MILEAGE	PLANNING	6.20
	ASLESON, CARLA	PROMPACK POSTAGE	ELECTION	9.64
	*** TOTAL FOR ASLESON, CARLA			37.82
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	35.22
	AMERICAN OFFICE PRODUCTS	TRANSPARENCIES, PENS, ETC.	ADMINIST	112.56
	AMERICAN OFFICE PRODUCTS	GREEN BAR COMPUTER PAPER	ADMINIST	198.09
	*** TOTAL FOR AMERICAN OFFICE PRUD			310.65
	BROWNING-FERRIS IND.	5/96 REFUSE SERVICE	BUILDING	141.24
	CASH	COUNCIL FOOD & SODAS	LEGISLAT	19.11
	CASH	POSTAGE	ADMINIST	6.84
	CASH	MONITOR DIAGNOSTIC	ADMINIST	19.95
	CASH	COFFEE & MISC SUPPLIES	BUILDING	39.85
	CASH	EMERG LIGHTING BATTERY	EMERGENC	15.96
	*** TOTAL FOR CASH			101.71
	32080 EHLERS AND ASSOCIATES	TIF REPORTS SEMINAR	FINANCE	35.00
	EMERGENCY APPARATUS MAINT	REPAIR GENERATOR	FIRE FIG	155.34
	EMERGENCY APPARATUS MAINT	REPAIR VALVE #757	FIRE FIG	354.10
	EMERGENCY APPARATUS MAINT	NFPA PUMP TEST #757	FIRE FIG	250.00
	EMERGENCY APPARATUS MAINT	NFPA PUMP TEST #753	FIRE FIG	250.00
	*** TOTAL FOR EMERGENCY APPARATUS			1,009.44
	FIREFIGHTER'S NEWS	1 YEAR SUBSCRIPTION	FIRE FIG	34.97
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	17.01
	HALL, SARA K.B.	TOBACCO COMPL. PROJECT	PROSECUT	22.95
	HEJNY RENTALS, INC.	TILLER RENTAL	TREE PRO	102.15
	HEJNY RENTALS, INC.	CEMENT MIXER RENTAL	PARK MAI	45.40
	*** TOTAL FOR HEJNY RENTALS, INC.			147.55
	GRAINGER, W. W., INC.	ROOFTOP AIR FILTERS	BUILDING	45.50
	GRAINGER, W. W., INC.	ROOFTOP AIR FILTERS	BUILDING	19.81
	*** TOTAL FOR GRAINGER, W. W., INC			65.31
	HOISINGTON KUEGLER GROUP	4/96 PLANNING & DESIGN	LARPENTE	389.00
	HOISINGTON KUEGLER GROUP	4/96 PLANNING-CUMP PLAN	PLANNING	766.90
	*** TOTAL FOR HOISINGTON KUEGLER G			1,155.90
	ICMA RETIREMENT TRUST-457	5/96 CONTRIBUTIONS	ADMINIST	100.00
	ICMA RETIREMENT TRUST-457	5/96 CONTRIBUTIONS	FINANCE	150.00

APPROVAL OF BILLS
PERIOD ENDING: 05/22/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ICMA RETIREMENT TRUST-457	5/96 CONTRIBUTIONS	PARK MAI	200.00
	*** TOTAL FOR ICMA RETIREMENT TRUS			450.00
	JANKE, KATHLEEN	5/96 CLEANING	FIRE FIG	100.00
	KNOX LUMBER CO.	CONCRETE MIX-SCHOOL	PARK MAI	70.29
	KNOX LUMBER CO.	CONCRETE MIX-SCHOOL	PARK MAI	82.95
	*** TOTAL FOR KNOX LUMBER CO.			153.24
	DAVID W. KRIESEL, INC.	5/96 BUILDING INSPECT	PLANNING	550.00
	32081 LEAGUE OF MN CITIES	1996 LMC ANNUAL CONF.	LEGISLAT	490.00
		1996 LMC ANNUAL CONF.	ADMINIST	245.00
	*** TOTAL FOR LEAGUE OF MN CITIES			735.00
	MAIER STEWART & ASSOC.	3/31-4/27/96 ENGINEERING	LARPENTE	3,288.13
	MAIER STEWART & ASSOC.	3/31-4/27/96 ENGINEERING	INFRASTR	79.99
	MAIER STEWART & ASSOC.	3/31-4/27/96 ENGINEERING	PARKS-GI	84.68
	*** TOTAL FOR MAIER STEWART & ASSO			3,452.80
	METRO GARAGE DOOR CO.	CARRIAGE PIN GARAGE DOOR BUILDING		40.11
	METROPOLITAN COUNCIL	6/96 SEWER SERVICE	SANITARY	37,950.00
	MIKE McPHILLIPS INC	SPRING STREET SWEEPING	STREETS	4,361.25
	MCFOA	MCFOA MEMBERSHIP-ASLESON	ADMINIST	25.00
	32082 MN DEPARTMENT OF REVENUE	STATE WITHHELD 5/15/96	ADMINIST	784.19
	MN REAL ESTATE JOURNAL	96-97 SUBSCRIPTION	ADMINIST	65.00
	MUNICIPAL/COMMERCIAL	PUMP GARAGE SUMP	FIRE FIG	56.25
	MUNICIPAL/COMMERCIAL	PUMP GARAGE SUMP	BUILDING	56.25
	*** TOTAL FOR MUNICIPAL/COMMERCIAL			112.50
	NSP	4/96 ELECTRIC	BUILDING	639.69
	NSP	4/96 GAS	BUILDING	308.08
	NSP	4/96 ELECTRIC	SANITARY	16.41
	NSP	4/96 STREET LIGHTING	STR. LIG	2,042.12
	NSP	4/96 ELECTRIC	SANITARY	131.34
	NSP	4/96 ELECTRIC	SANITARY	10.14
	NSP	4/96 GAS & ELECTRIC	PARK MAI	60.71
	NSP	3/96 & 4/96 GAS/ELECTRIC	PARK MAI	880.53
	*** TOTAL FOR NSP			4,089.02
	NELSON CHEESE FACTORY	WORKSHOP SANDWICHES	LEGISLAT	84.26
	32083 NORTH STAR STATE BANK	FED WITHHELD 5/15/96	ADMINIST	4,211.46
	OFFICE MAX CREDIT PLAN	OVERHEAD, SLIDE LAMPS	FIRE FIG	37.25
	OXYGEN SERVICE COMPANY	4/96 OXYGEN CYLINDERS	RESCUE S	18.00

APPROVAL OF BILLS
PERIOD ENDING: 05/22/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	OXYGEN SERVICE COMPANY	4/96 OXYGEN CYLINDERS	BUILDING	9.00
		*** TOTAL FOR OXYGEN SERVICE COMPA		27.00
	PERA	PERA WITHHELD 5/15/96	ADMINIST	1,397.19
	PERA LIFE	PHILLIPS 5/96 PREMIUM	ADMINIST	12.00
	PERA LIFE	BAUMANN 5/96 PREMIUM	FIRE FIG	12.00
	PERA LIFE	IVERSON 5/96 PREMIUM	FIRE PRE	12.00
		*** TOTAL FOR PERA LIFE		36.00
	RAMSEY CLINIC ASSOCIATES	96 MEDICAL DIRECTION FEE	RESCUE S	388.75
	RAMSEY COUNTY	5/96 INSURANCE PREMIUMS	ADMINIST	3,528.43
	S & S TREE SPECIALISTS IN TREE REMOVAL		TREE PRO	726.33
	32079 SUBURBAN HARDWARE	CLEANING SUPPLIES	FIRE FIG	27.25
		MISC PARTS & SUPPLIES	BUILDING	47.97
		MISC PARTS	PARK MAI	48.36
		*** TOTAL FOR SUBURBAN HARDWARE		123.58
	TAFF, SUSAN HOYT	5/96 CAR ALLOWANCE	ADMINIST	165.00
	T.A. SCHIFSKY & SONS	2.02 TON LIMEROCK-SCHOOL	PARK MAI	21.51
	TARGET	POLAROID FILM	ADMINIST	43.97
	TARGET	BASKETBALL NETS	PARK PRO	21.26
	TARGET	TREE MARKER	TREE PRO	2.52
		*** TOTAL FOR TARGET		67.75
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	40.80
	USWEST COMMUNICATIONS	5/96 PHONE	BUILDING	358.93
	USWEST COMMUNICATIONS	5/96 PHONE	FIRE FIG	59.37
	USWEST COMMUNICATIONS	5/96 PHONE	PARK & R	57.83
		*** TOTAL FOR USWEST COMMUNICATION		476.13
	BERNARDY, CONNIE LANNERS	5/31/96 MCAD SERVICES	MCAD	1,543.85
	ST. ANTHONY VILLAGE	5/96 POLICE SERVICES	POLICE	27,209.17
	BRODERICK, BERNARD	DELIVERY MILEAGE	ADMINIST	23.34
	MN FIRE SVC CERT. BOARD	FIRE INSPECTOR RECERT.	FIRE PRE	10.00
	MN POLLUTION CTRL AGENCY	WSTWTR OPERATOR RENEWAL	SANITARY	23.00
	VIKING ELECTRIC SUPPLY	COMM PK OUTSIDE LIGHTING	PARK MAI	112.36
	VIKING ELECTRIC SUPPLY	PHOTOCELL COMM PK LIGHTS	PARK MAI	37.54
		*** TOTAL FOR VIKING ELECTRIC SUPP		149.90
	LILLIE SUBURBAN NEWSPAPER	GARAGE SALE AD	SOLID WA	12.90
	BACHMAN'S, INC.	68 TREES	TREE PRO	1,848.49

APPROVAL OF BILLS
 PERIOD ENDING: 05/22/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	BACHMAN'S, INC.	2 IRONWOOD TREES	TREE PRO	307.57
	BACHMAN'S, INC.	11 VIBURNUM TREES	TREE PRO	141.56
	*** TOTAL FOR BACHMAN'S, INC.			2,297.62
	HUGHES & COSTELLO	5/96 PROSECUTION	PROSECUT	2,094.45
	ST PAUL BOOK & STATIONERY	FIRE DEPT. LOG BOOK	FIRE FIG	15.35
	32077 POTHEN, LEO	PERMIT REFUND		59.80
		PERMIT REFUND		38.87
		PERMIT REFUND		1.62
	*** TOTAL FOR POTHEN, LEO			100.29
	*** TOTAL FOR BANK 01			100,880.93
	*** GRAND TOTAL ***			100,880.93
	*** GRAND TOTAL ***			100,880.93

8.

PERIOD END DATE 05/15/96
SYSTEM DATE 05/15/96

FILE NOT UPDATED

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CHECK TYPE	CHECK DATE	EMPLOYEE NAME	CHECK NUMBER	CHECK AMOUNT
COM	5 15 96	30 NICHOLAS BAUMANN	24297	36.25
COM	5 15 96	31 ROSS BERNDT	24298	44.64
COM	5 15 96	32 RAYMOND BROWN	24299	312.84
COM	5 15 96	33 JOHN HOLMGREN SR.	24300	70.31
COM	5 15 96	34 CLEMENT KURHAJETZ	24301	176.70
COM	5 15 96	35 LEO LINDIG	24302	93.12
COM	5 15 96	40 KEVIN ANDERSON	24303	99.54
COM	5 15 96	42 MICHAEL D. CLARKIN	24304	213.29
COM	5 15 96	45 JAMES D. FULLER	24305	160.12
COM	5 15 96	47 NATHANIEL HEROLD	24306	134.26
COM	5 15 96	48 JOHN H. HOLMGREN	24307	12.93
COM	5 15 96	49 DOUGLAS LEMAY	24308	42.02
COM	5 15 96	50 JOSEPH L. MARTINEZ	24309	111.51
COM	5 15 96	51 CINDY K. MCDERMOND	24310	25.85
COM	5 15 96	56 GREGORY S. PETERSON	24311	177.42
COM	5 15 96	59 GREGORY M. FULLER	24312	171.55
COM	5 15 96	60 TERRY D. IVERSON	24313	98.30
COM	5 15 96	61 DENNIS G. LEMAY	24314	76.16
COM	5 15 96	62 BRYON A. SCHULTZ	24315	92.33
COM	5 15 96	63 RACHELLE L. MARVIN	24316	134.19
COM	5 15 96	66 ALFRED HERNANDEZ	24317	189.09
COM	5 15 96	67 BRENT W. KOSKELA	24318	213.07
COM	5 15 96	69 JASON J. HYATT	24319	126.29
COM	5 15 96	70 JUSTIN T. NOVAK	24320	165.66
COM	5 15 96	71 THOMAS R. REITAN	24321	246.08
COM	5 15 96	72 JOHN R. WOLFSBERGER	24322	210.09
COM	5 15 96	1002 SUSAN HOYT TAFF	24323	1451.39
COM	5 15 96	1003 TERRY IVERSON	24324	967.23
COM	5 15 96	1005 CAROL KRIEGLER	24325	759.45
COM	5 15 96	1006 JAY MORGAN	24326	928.22
COM	5 15 96	1007 PATRICIA PHILLIPS	24327	789.51
COM	5 15 96	1008 DELORIS SWENSON	24328	775.97
COM	5 15 96	1010 CARLA ASLESON	24329	944.09
COM	5 15 96	1011 LAWRENCE A. KLINGENBERG	24330	983.93
COM	5 15 96	1012 JOSEPH M. RIGDON	24331	861.51
COM	5 15 96	1031 LINDA TREEFUL	24332	665.63
COM	5 15 96	1033 DAVE TRETSMEN	24333	544.27
COM	5 15 96	1110 JULIE OBERMILLER	24334	11.31
COM	5 15 96	1113 KATHLEEN J. SCHAEFER	24335	84.04
COM	5 15 96	1114 GREGORY J. SCHAEFER	24336	84.04
****TOTALS****				13284.20

CONSENT
Meeting Date: 5/22/96
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

MECHANICAL CONTRACTORS:

Apollo Htg & A/C Corp. #3387

GENERAL CONTRACTORS:

Graphic House #3385

TREE TRIMMING:

Twin City Tree Service #3386

CONSENT
Meeting Date: 5/22/96
Item: 3

ITEM: Appointment to the Park and Recreation Commission

SUBMITTED BY: Sue Gehrz, Mayor

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Lois Millett has applied to be appointed to the Park and Recreation Commission. If appointed, Ms. Millett's term would continue through December 31, 1997.

With this appointment, there will be two commission seat vacant on the Park and Recreation Commission.

ACTION REQUESTED: Appoint Lois Millett to the Park and Recreation Commission, with a term expiring December 31, 1997.

CITY OF FALCON HEIGHTS
COMMISSION/COUNCIL APPLICATION

MAY 06 1996

DATE: 5/1/96

NAME: Lois Millett

ADDRESS: 1718 North Fry

PHONE: (H) _____ (W) _____

HOW LONG AT ABOVE ADDRESS? 17 YEARS

IN WHAT CAPACITY DO YOU WISH TO SERVE? Volunteer any services I can supply to the full extent of my capacity.

REASON YOU WISH TO SERVE ON ABOVE: To return to the community, services that makes our city a pleasant place to live.

PRIOR PUBLIC (OR RELATED) SERVICE: I worked with St. Rose of Lima for the "Habitat" program. When my children attended school, I served on PTA. I belonged to the Rosary Society. We provided bakey sales, Luncheons, fund raisers.

OTHER RELEVANT BACKGROUND (OR COMMENTS): I co-ordinated Food Brokers & Buyers for purchasing options. I own Grocers Choice Inc. Foods Demonstration Co. and work with a lot of Food Brokers. Which may serve our community in some way.

CONSENT
Date: 5/22/96
Item: 4

ITEM: Appointment of fire chief and assistant fire chiefs

SUBMITTED BY: Clem Kurhajetz, Fire Chief

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

On May 7, 1996 the fire department held its tri-annual election for fire chief and two assistant fire chiefs. The department elected the following:

Chief Nick Baumann

First Assistant Chief Greg Peterson

Second Assistant Chief Greg Fuller

ACTION REQUESTED:

Appointment of Nick Baumann as fire chief, Greg Peterson as first assistant fire chief and Greg Fuller as second assistant fire chief.

CONSENT
Date: 5/22/96
Item: 5

ITEM: Appointments to the Human Rights Commission

SUBMITTED BY: Mayor Gehrz

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Dr. Dan Detzner, 2267 Folwell Avenue, is requesting an appointment to the city's on-going group of three persons on the Human Rights Commission. Dan brings expertise in inter-generational issues and a familiarity with different cultures with a specialty in the Hmong community.

Ms. Kay Andrews, 1471 West California, is requesting an appointment to the city's on-going group of three persons on the Human Rights Commission. Kay is familiar with issues facing youth and disabled persons.

The terms are for three years starting in January, 1996.

ACTION REQUESTED:

Appoint Dr. Dan Detzner and Ms. Kay Andrews to the city's Human Rights Commission.

CONSENT
Meeting Date: 5/22/96
Item: 6

ITEM: Authorization of payment for tobacco compliance project costs

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

The city has been conducting tobacco compliance checks over the past three years with the assistance of the North Suburban Tobacco Compliance Project. The project's costs (coordinator's salary, postage, supplies, etc.) have been paid completely with state grant funds. Due to unforeseen circumstances, the project is in need of additional funds for costs not covered by the state grant.

The seven cities participating in the project have agreed that the most fair way to split these additional costs is to pro-rate them among the cities according to the number of tobacco vendors in their city. Falcon Heights' share amounts to \$22.95 or \$4.59 per tobacco licensee. The current tobacco compliance grant runs through June of this year.

ACTION REQUESTED: Authorize payment of \$22.95 for tobacco compliance project costs.

CONSENT
Meeting Date: 5/22/96
Item: 7

ITEM: Cancellation of June 12 meeting and scheduling a May 28 council meeting in New Brighton

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

The first city council meeting in June is traditionally canceled to allow councilmembers and staff to attend the annual League of Minnesota Cities conference. This year's conference is scheduled for June 11 to June 14.

The city council has been invited by the City of New Brighton's mayor and administrator to tour that city's recent redevelopment projects on May 28th. Although no formal meeting will take place, the council must schedule the date and have the meeting time and place posted to be in accordance with state open meeting laws.

ACTION REQUESTED:

- Cancel the June 12, 1996 city council meeting.
- Schedule a council meeting for May 28, 1996 (councilmembers will meet at New Brighton City Hall at 5:30 p.m.)

CONSENT
Meeting Date: 5/22/96
Item: 8

ITEM: Proclamation declaring June 1, 1996 as "Stand For Children Day"
in the City of Falcon Heights

SUBMITTED BY: Jan Gibson Talbot, Councilmember

EXPLANATION/DESCRIPTION:

The attached proclamation declares June 1, 1996 as "Stand For Children Day"
in the City of Falcon Heights.

ACTION REQUESTED:

Approve attached proclamation.

PROCLAMATION

STAND FOR CHILDREN

WHEREAS, on June 1, 1996, Americans from all backgrounds will come together to take a "Stand for Children" at the Lincoln Memorial in Washington, D.C., and renew our community's commitment to improving the quality of our children's lives; and

WHEREAS, on Stand for Children Day and beyond, families, citizens, members of religious congregations, schools, community-based organizations, businesses, and political and cultural groups will join together as a local and national community to recognize our children's unmet needs and rededicate ourselves to addressing them; and

WHEREAS, caring for our children must be our families', community's, and nation's first priority; and

WHEREAS, this commitment must begin at the local level - - where children and families live and work and have the potential to thrive, and where **all citizens, working together, can make a difference in our children's lives.**

NOW THEREFORE, I, Susan L. Gehrz, Mayor of the City of Falcon Heights, do hereby proclaim June 1st as

STAND FOR CHILDREN DAY

in Falcon Heights and urge all citizens to support this day through their presence in Washington, D.C., and by dedicating ourselves to the task of improving the quality of life for all our children and leaving no child behind, for all of our children from this day forward.

WITNESS my hand and the seal of the City of Falcon Heights, Minnesota, this 22nd day of May, 1996.

Susan L. Gehrz, Mayor

POLICY

Date: 5/22/96

Item: 1

ITEM: Consideration of adding medical dispatching and Advanced Life Support (ALS) from the point of dispatch to the city's emergency medical services (EMS) model

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Mayor Sue Gehrz

EXPLANATION/DESCRIPTION:

On April 11, 1996 the city received a letter from its medical advisor, Dr. R. J. Frascone of Ramsey EMS, advising the city to consider adding two items to its EMS model from the point of the 911 call. These are: 1) medical dispatching with pre-arrival instructions for the 911 caller and 2) ALS response from the point of dispatch. The city's current EMS service level is BLS with an ALS back-up. The city also serves the City of Lauderdale.

On May 9, 1996 city officials, including a Lauderdale city official and the city's fire chief and EMS captains, met with Dr. Frascone, Mr. Pat McCauley and Mr. Kent Griffith of Ramsey EMS, to ask questions about how medical dispatching and ALS from the point of dispatch would benefit the community. Information gathered at this meeting suggested that the city would be best served to contract for these services through an appropriate provider due to the small ambulance run volumes in Falcon Heights and Lauderdale.

If the council moves to proceed with adding medical dispatching and ALS from the point of dispatch to the city's EMS model, the mayor is suggesting that a task force be appointed to recommend a service delivery model(s) to the city council (see attachment 2).

ATTACHMENTS:

- 1 Letter from Dr. R. J. Frascone, dated March 20, 1996
- 2 Proposed task force composition and charge

ACTION REQUESTED:

Act on the recommendation from the city's medical director advising the city to add medical dispatching with pre-arrival information and ALS response from the point of dispatch to the city's EMS model.



HealthPartners

Ramsey Emergency Medical Services

640 Jackson Street
St. Paul, MN 55101-2595
612.221.3991 Office

March 20, 1996

APR 19 1996

Susan Hoyt, City Administrator
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, Minnesota 55113

Dear Ms. Hoyt:

Thank you for your kind words in the letter we recently received regarding our meeting. Your understanding of EMS issues and the sensitive manner in which you are approaching them for your community is impressive.

As the medical director of forty different agencies for whom Ramsey EMS provides medical oversight for, my experience is that as cities explore the future of ambulance services they must evaluate the full spectrum of delivery of service.

The model most commonly used is that which was created by the American Heart Association and is known as the "Chain of Survival". This chain begins with an important link, which is an informed public; aware of how to access 9-1-1, and knowledgeable about the signs and symptoms of an injury or illness. Another critical link in this chain is that of medically trained dispatchers, who obtain proper information from the caller in order to send the appropriate resources. Specifically, this medical dispatcher should have the ability to give pre-arrival instructions to the patient or family members. The remaining links of the chain involve response by trained first responders, commonly police or fire service personnel, followed by either a BLS or ALS mode of transportation.

As medical directors, we believe the preferred method of transportation in a community such as yours is that of Advanced Life Support in partnership with your Fire Department. We are also sensitive to the fact that your community may not be able to immediately transition to this increased level of patient care.

Page 2

As you move forward in your discussions with other city managers and community service providers, such as your Fire Department, we would be happy to assist you in this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read 'R.J. Frascione', with a long horizontal flourish extending to the right.

R.J. Frascione, M.D.
Medical Director
Ramsey EMS

cc: Clem Kurhajetz, Fire Chief
Falcon Heights Fire Department

Kent Griffith, Ramsey EMS

PROPOSED EMS TASK FORCE

Task force assignment

To determine an EMS service delivery model(s) that continue to provide good emergency medical services to the community by:

- adding medical dispatching with pre-arrival instructions for medical emergencies;
- adding the capability of dispatching ALS at the point of dispatch;
- guaranteeing a good response time that meets the current EMS standards in an urban area;
- following the city's current policy as closely as possible that provides for ambulance users to cover the costs of providing the service through a fee for service;
- as a starting point for developing a service delivery model, investigate how EMS services might be shared and contracted with neighboring St. Paul Fire, which currently serves 30% of the city's population and 66% of the city's geographic area through contracts for service.

Task force composition

- 2 representatives of the city council appointed by Mayor Gehrz with the most senior member acting as chair of the task force
- 2 representatives from the fire department appointed by the Fire Chief Clem Kurhajetz
- 1 representative appointed from the City of Lauderdale
- 1 representative from Ramsey EMS
- City Administrator acting as staff to the task force

Task force timetable

- Meet and make recommendations to the city council to consider by June 26, 1996

Additional short-term considerations for financial purposes

- Postpone adding new volunteers to the fire department and purchasing capital equipment until the EMS service model is established and operating.

Direct the city administrator to proceed with the administrative tasks associated with adding these services from the point of dispatch.

POLICY

Date: 5/22/96

Item: 2

ITEM: Proposed revisions to the assessment policy

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator
Carla Asleson, Assistant

EXPLANATION/DESCRIPTION:

In 1990 the city revised its assessment policies to handle the anticipated reconstruction and improvements along many of its roadways over the coming decade. These policies were applied to the reconstruction of Hamline Avenue (north of Larpenteur), the 1991 streets (Arona and Albert north of Larpenteur), (Garden, St. Mary's, Fry Street west of Snelling) and the 1993 streets in Falcon Woods I and II and the Grove neighborhood. Six years and three reconstruction projects later, it is time to revise the assessment policies again to accurately reflect the flexibility and manner in the way these policies are handled.

The council discussed revisions to the assessment policies that maintain the same approach to assessments as done on earlier projects in the 1990's. The attached revisions in the assessment manual essentially reflect the following key policies:

- All property owners will be assessed for street reconstruction projects regardless of the type of roadway or funding source for the project.
- The zone that the property resides in (residential, commercial, public - tax-exempt) will determine the rate of the assessment on the property.
- The "residential equivalent rate" for street reconstruction will be the basis for determining assessments on property and will be set by the city council from time-to-time.
- All corner properties will be treated like interior lots in the block and will be assessed for the short side of the property when the first street abutting the property is reconstructed.
- Collector street contribution assessments have been eliminated since there are only two collector streets remaining for reconstruction (Garden and Ruggles in the northeast quadrant) and since the collector policy has not been applied since 1980's when it created some confusion in its application.
- Landscaping and public pathways are not assessed to abutting property owners. (Attachment 3 is a new map of public pathways which denotes existing or proposed pathways the city has built or will build without

assessments. This map can be revised if new opportunities for pathways arise in the future.)

- Properties may be assessed for all or a portion of alley reconstruction.

For the sake of consistency, these policies are proposed to apply through the street reconstruction cycle begun in 1990 and currently underway in the city. The anticipated projects include Larpenteur Avenue (1997 and 1998) , Lindig Street (1997), Hoyt Avenue (in the Grove), several streets in the northeast quadrant of the city and alley reconstruction over the next five years. Staff is currently reviewing the city's capital improvement program to make these timing determinations.

ATTACHMENT:

- 1 Proposed revisions to the city's assessment policies

ACTION REQUESTED:

Review and discuss the proposed revisions in the assessment policies. Revise as necessary and move approval, if appropriate.

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I. GENERAL

The purpose of this assessment manual is to set forth a guide to be utilized by the City of Falcon Heights when preparing assessment rolls, so as to assure uniform and consistent treatment of the ~~e~~affected properties. It is the general policy of the City of Falcon Heights to assess all affected properties according to this policy ~~either 100 percent of project cost without regard to funding source or 100 percent of project benefit, whichever is less.~~

Minnesota State Law, Chapter 429.010 and 429.111 provides that a municipality shall have the power to make public improvements such as sanitary sewers, storm sewers, water source and distribution facilities, street improvements including grading, curb and gutter, surfacing, sidewalks, street lighting, landscaping, and recreational facilities, etc. The various pro-cedures that the municipality must follow including reports, notices and public hearings ~~as~~are well defined within the law.

The Statute further provides that the cost of any improvement may be assessed upon property benefited by the improvement based upon the benefits received whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from other funding sources. The law is not specific on how these benefits are to be measured or how the costs are to be apportioned, but rather makes it incumbent upon the municipality to determine with assistance of the City Engineer, City Attorney, appraisers or other qualified personnel, a fair and equitable method of cost sharing among the properties involved. It is the intent of this policy that the maximum value of an assessment be based on the highest and best use of property.

Throughout this manual, the total cost of an improvement shall include the construction cost plus all associated overhead costs. The total cost of the associated overhead for a public improvement project would typically include City administration, engineering, fiscal, legal, capital interest, and contingencies~~the following as a percentage of the construction cost:~~

Engineering	14.0%
City Administration	2.5%
Legal	1.0%
Fiscal	2.5%
Interest During Construction	4.5%
Assessment Roll Preparation	0.5%
Contingencies	3.0%
<hr/>	
TOTAL:	28.0%

~~These overhead costs are estimates only. As a percentage of onstruction cost, these overhead costs usually run 28 percent. The actual costs incurred will be tracked and charged to the project. ~~Any contributing funds from outside sources (i.e., Municipal State Aid, water or sanitary sewer operating funds, connection charges, other governmental agencies) may be deducted from the total improvement cost to determine the assessable costs.~~~~

The initiation of public improvement projects may happen in two different methods. The first method is by a petition of the affected property owners. The petition must be signed by the owners of not less than 35 percent of the frontage of the real property abutting the proposed improve-ments. The second method is to initiate the proceedings by City Council direction, in which case no petition is needed. An outline of the public improvement process is provided in the Appendix.

Any reference to land zoning in this manual shall mean the most current approved City Zoning Map available at the time. It should be emphasized that the special assessment methods and policies summarized herein cannot be considered as all-inclusive and that unusual circumstances may at times justify special consideration. If the City should determine that the application of these policies results in an assessment amount greater than the increase in market value to any property, the City will limit the assessment to the increase in market value regardless of policy. Also, any fixed cost data and rates presented herein will be adjusted from year to year time to time so as to reflect current costs.

II. DEFINITIONS

A. Assessment Units

The following definitions refer to the assessment units to be used when determining various assessment rates as described in the remaining sections of this manual.

1. Lot Unit

A lot unit is defined as a platted single family residential lot which in accordance with Falcon Heights zoning and subdivision regulations, cannot be further subdivided.

2. Gross Area

The total area, in acres or square feet, of a lot or parcel of land including any easements. The gross area of a lot or parcel of land does not include any of the abutting right-of-way.

3. Weighted Areas

For the purpose of storm sewer assessments, the weighting of areas shall be based on zoning as follows:

Single-family Residential	1.00
Multi-Unit Residential	1.50
Commercial	2.50

4. Front Footage

a. Single Frontage Lots

In platted areas, the front footage for purposes of front footage assessments shall be determined at the building set back line as described in the Falcon Heights Zoning Ordinance, and shall be measured parallel to the property line abutting the improvement.

b. Corner Lots

In the case of a street improvement project which abuts both sides of a corner lot, the lot shall be treated as an interior lot and the front footage shall be the short side of the lot. There will not be an additional assessment against corner lots for the side lot dimension. When the street improvement is only along the long side of the lot, the short side of the lot will be used for determination of assessable front footage. The

assessment for the short side will occur with the first street to be reconstructed.

For all other improvements such as sanitary sewer or water the front footage shall be the footage established for the short side ~~smaller of the two sides~~ of the lot when both sides of the lot are being affected by the improvement. Where the proposed improvement project is only along ~~one~~ the long side of a corner lot, the short side front footage established for that side shall be used for assessment purposes.

~~5. Collector Street Area of Benefit~~

~~All collector streets are considered to have an area of benefit. This area is generally considered to be one-half block in each direction from the collector street. All properties contained within the area of benefit shall be assessed for the collector street on a basis of front footage. Each designated collector and its area of benefit are shown on Exhibit 1 contained in the appendix.~~

~~In addition to the collector street area assessment, all properties abutting directly on a collector street shall be assessed at the residential equivalent assessment rate.~~

B. General

1. Petition

Petition shall mean a written document presented to the City Council for purposes of initiating a public improvement project. All signatures shall be accompanied by the address of each signator, the date of the signature and a printing of each signator's name. An example of the usual form of petition is included in the Appendix.

2. Total Project Cost

Total project cost shall mean the final construction cost plus all associated overhead costs. Overhead costs shall include but not be limited to city administration, engineering, legal, fiscal, interest during construction, and land

acquisition.

3. Assessment Period

The length of payment period on various types of improvement projects shall be as follows:

Sanitary Sewer	10-15 years
Watermain	10-15 years
Storm Sewer	5-10 years
Street Construction	10-15 years
Street Resurfacing	3-7 years

In the case where several of the improvements listed above are included in the same project, the assessment period will be 10-15 years. In no event shall an assessment period exceed 15 years.

~~4.~~ Assessment Interest Rate

The interest rate charged on assessments shall be set by the City Council.

Typically, the rate is set at about 2% over the general obligation bond rate used to fund the project.

~~45.~~ Municipal State-Aid Streets

Municipal State-Aid streets are routes designated by the City Council and approved by the Commissioner of Transportation for inclusion in the City's State-Aid system. All routes included begin and end on another Municipal State-Aid road, County State-Aid road or Trunk Highway.

~~56.~~ Municipal State-Aid Construction Funds

Municipal State-Aid construction funds are monies apportioned to the City from the State to be used for the construction of routes designated on the municipal state-aid system. All construction funded with these monies must be done in accordance with the MnDOT Office of State-Aid design criteria.

~~67.~~ Pending Assessment

An assessment is pending against a particular property if the city has determined that the property is benefited by a public improvement project which has been ordered or constructed, but for which an assessment has not yet been levied against the property.

78. Classification of Local Improvement Projects

Local improvements are divided into the three classes according to their respective benefits to the City as a whole and to property specially serviced by the improvement. They are classified as follows:

Class A. Class A improvements are those which are of general benefit to the City at large. Any such improvements shall be financed from general City funds and not from special assessments. Class A improvements include non-motorized pathways.

Class B. Class B improvements are those which are of both general benefit to the City at large as well as special benefit to abutting or nearby property. Class B improvements include construction or reconstruction of collector or arterial streets.

Class C. Class C improvements are those which are primarily, if not exclusively, of benefit to property abutting or in the area of the improvement, including the construction of sidewalks, the construction of storm sewers, the construction or reconstruction of residential streets and alleys.

III. STREET IMPROVEMENTS

A. Definitions

1. Federal and State Highways

These streets are classified as expressways, freeways, and major arterials constructed and maintained by the Minnesota Department of Transportation. They carry large volumes of traffic at peak loading times. In Falcon Heights Snelling Avenue is in this category.

2. County State Aid Highways (C.S.A.H.)/County Road

These streets are classified as major and minor arterials and collectors constructed and maintained by the Ramsey County Public Works Department. These streets typically carry high volumes of traffic at peak loading times. In Falcon Heights the streets in this category include Larpenteur Avenue, Roselawn Avenue, Hoyt Avenue (east of Snelling), Hamline Avenue, Fairview Avenue, Cleveland Avenue and Fulham Street (north of Larpenteur).

3. Municipal State Aid (MSA) Streets

These are streets which interconnect collector streets, State or County Highways, or other Municipal State-Aid streets. They are constructed and maintained by the City. By their designation as MSA routes, they are eligible for the use of Municipal State Aid construction funds. The City's designated Municipal State Aid routes are shown on Exhibit ~~2~~ 1 in the Appendix.

4. Collector Streets

Collector streets are those streets generally considered to collect traffic from specific areas of the City and convey it to arterial routes. These streets have limited or no property directly abutting them. The designated collector streets are shown on Exhibit ~~1~~ 2 in the Appendix.

5. Residential Streets

This is the minimum street design acceptable as a public street within new subdivisions or developments. They carry relatively small volumes of local neighborhood traffic. The typical urban residential street is 30 feet wide with concrete curb and gutter and a ~~7~~9-ton design in accordance with current MnDOT standards.

6. Alley

These are narrow bituminous surfaced driving areas constructed within City rights-of-way. They provide a means of ingress and egress to the rear of property. They are typically constructed to a 7⁹-ton design in accordance with current MnDOT standards.

7. Appurtenances

a. Non-Motorized Pathways

~~Non-motorized Pathways~~ may be required by the City on or adjacent to selected streets. These are generally routes deemed to carry higher volumes of pedestrian traffic. The City designated ~~non-motorized~~ pathway routes are shown on ~~Figure 14 of the City's Park and Recreation Plan, which is reproduced in the Appendix.~~ Exhibit 3 in the Appendix.

b. Sidewalks

Sidewalks may be required by the City on or adjacent to selected streets or in selected subdivisions. Sidewalks would typically be installed ~~required~~ based on a request from abutting property owners.

c. Street Lighting

~~The City is currently putting together a separate policy with regards to street lighting.~~ Street lights may be required on selected streets.

d. Trees

Trees and other types of landscaping may be required on selected streets.

e. Seeding/Sodding

Boulevard restoration by seeding/sodding is required as part of street improvement projects.

~~8. Existing Street Reconstruction Projects~~

~~Projects which reconstruct existing City streets shall be to the minimum applicable standards for the type of street classification regardless of the existing street section.~~

98. Maintenance/Rehabilitation Projects

a. Cold In Place Recycling and Repaving (CIR/Repaving)

Recycling of existing deteriorated pavements by pulverizing, mixing with new asphaltic oils and compacting in place. New paving materials are then placed over the cold recycled pavement similar to a standard overlay.

b. Bituminous Overlay

Placement of an additional bituminous layer, generally 1-1/2 to 2 inches thick, over an existing bituminous surfaced street.

c. Crack Sealing

Placement of petroleum based material in the cracks of a bituminous surfaced street for the purpose of eliminating the flow of water from the surface to the aggregate base material below.

d. Bituminous Seal Coating

Placement of petroleum based material and aggregate on an existing bituminous surfaced street for the purpose of filling cracks and covering mild wear.

B. Determining Street Assessment Rates

1. New Construction

All new street construction, regardless of classification or design, shall be totally assessed to benefiting properties on a front foot basis.

23. Tax Exempt Properties

All properties with tax exempt status and abutting street reconstruction improvements shall be assessed 100% of the residential equivalent rate ~~east of the improvement on a front footage basis.~~

32. Residential Equivalent Assessment Rate

All residentially zoned properties with frontage abutting a street which is reconstructed shall be assessed on a front foot basis at the residential equivalent assessment rate. This rate shall apply regardless of the streets classification (local, collector, arterial, trunk highway); designation (County State-Aid

Highway, Municipal State-Aid Street); or jurisdiction (State, County or City).

The residential equivalent assessment rate shall be based on ~~1/2~~ a portion of the cost of street construction for a typical residential street section. This residential equivalent assessment rate shall be determined by the City Council and established by resolution from time to time based upon comparable project data available to the City.

4. Commercial Equivalent Assessment Rate

All commercially zoned properties with frontage abutting a street which is reconstructed shall be assessed on a front foot basis at the commercial equivalent assessment rate. This rate shall apply regardless of the streets classification (local, collector, arterial, trunk highway); designation (County State-Aid Highway, Municipal State-Aid Street); or jurisdiction (State, County or City).

The commercial equivalent assessment rate shall be based on ~~2/3~~ 135% of the cost of street construction for a typical commercial street section residential equivalent street assessment rate. This commercial equivalent assessment rate shall be determined by the City Council and established by resolution from time to time based upon comparable project data available to the City.

~~5. Collector Street Area Assessment~~

~~All collector streets are determined to have an area of benefit. Exhibit 1 in the appendix shows each designated collector and its area of benefit. All properties within the area of benefit of a reconstructed collector street shall be assessed the collector equivalent area assessment on a per unit basis.~~

~~The collector equivalent area assessment rate shall be based on 1/3 of the cost of construction for a typical collector street section. The collector equivalent area assessment rate shall be determined by the City Council and established by resolution from time to time based upon comparable project data available to the City.~~

65. Alley

All new alley construction or reconstruction shall be ~~totally~~ assessed to the abutting properties at a rate determined by the City Council from time to time. The assessment shall be on a front foot basis for the property frontage on the alley.

76. Appurtenances

Appurtenances to street projects either required by the City or requested by the abutting properties ~~shall~~ may be assessed along with the cost of the street with the following exception.

a. Pathways

Paved off road pathways designated on the City's pathway plan are considered to be of City wide benefit and are funded by the City.

b. Landscaping

Landscaping required by the City Council is considered to be of City-wide benefit and is funded by the City.

87. Maintenance/Rehabilitation Projects

a. Cold In Place Recycling and Repaving (CIR/Repaving)

Cold in place recycling and repaving shall be assessed to the abutting property on a lot basis.

b. Bituminous Overlay

Bituminous overlay projects shall be assessed to the abutting property on a lot basis.

c. Crack Sealing

Crack sealing is a maintenance procedure funded by the City.

d. Bituminous Seal Coating

Bituminous seal coating is funded by the City with no assessments to the abutting property.

IV. STORM SEWER IMPROVEMENTS

A. Definitions

1. Storm Sewer Improvement District

The City Council has established a storm sewer tax district pursuant to Minnesota Statute 444.16 through 444.21. The City Council may, at its discretion, construct and finance storm sewer improvements by utilizing this fund. These statutes are reproduced in the Appendix.

2. Storm Sewer Trunk Facilities

a. Ponds

A basin or wetland constructed or naturally located within a permanent easement for the purpose of containing storm runoff. May be either a retention (permanent) pond, detention (temporary) pond, or a combination of both.

b. Pipe Network

A network of pipes ranging in size generally from 30 inches through 60 inches. The trunk pipe networks are designed to collect storm run-off from an area generally larger than 10 acres.

c. Channels

An open ditch conveyance network constructed within permanent easements for the purposes of transporting storm run-off.

3. Storm Sewer Lateral Facilities

A network of pipes ranging in size generally from 12 inches to 27 inches designed to collect storm run-off from a specified small area to a trunk facility. The lateral facilities also include street overland flow and inlet structures such as catch basins, manholes and flared end sections.

B. Determining Storm Sewer Assessment Rates

1. Storm Sewer Trunk Rates

- a. Design and estimate the total improvement cost of the ultimate trunk system needed to provide complete service to each property in the Service District considered. Also, include the total cost of any existing facilities and/or previous storm sewer assessments to be credited. Then

use one half of the total improvement cost to determine the base assessment rate.

b. Determine the base assessment rate by dividing one half of the ultimate system cost described above by the sum total of the following:

1. Gross area of single family residential properties times 1.0.
2. Gross area of multi-unit residential, properties times 1.50.
3. Gross area of commercial property times 2.5.

c. Assessment rates would be set as follows:

The base rate shall apply to single-family residential properties.

The base rate times 1.50 shall apply to multi-unit residential properties.

The base rate times 2.5 shall apply to commercial property.

2. Storm Sewer Lateral Rates

One half of the lateral storm sewer project costs shall be assessed on an area basis. This method would be similar to determining the storm sewer trunk rates as described in Section IV(B)(1).

3. Municipal State Aid Construction Fund Contributions

When a municipal state aid street project includes storm sewer, either trunk or lateral, which the Minnesota Department of Transportation determines may be funded by municipal state aid construction funds, the amount determined to be actually funded by MnDOT may be deducted from the total improvement costs to be assessed.

V. SANITARY SEWER/WATER IMPROVEMENTS

A. Definitions

1. Sanitary Sewer Laterals

A network of pipes, usually 8 inch in size which are installed 8-20 feet deep and are designed to serve those buildings abutting a given street or easement.

2. Watermain Laterals

A network of water pipes and related appurtenances usually 6 or 8 inches in size which are installed with about 8 feet of ground cover to retard freezing and are designed to serve those buildings abutting a given street or easement. Lateral mains are "looped" wherever possible to balance pressures and prevent problems associated with "dead ends". Appurtenances to these facilities would include valves, fittings, and fire hydrants.

3. Sanitary Sewer Building Services

Those pipes, usually 4 inch or 6 inch in size leading from laterals which serve individual buildings. These services are plugged at the property line until such time that a building is connected to the sewer system.

The property owner must make arrangements with a licensed, bonded plumber to complete the service connection.

4. Watermain Building Service

Those pipes, usually 3/4 to 6 inch in size leading from laterals which serve individual buildings. The lines terminate at the property line with a shut off valve and are plugged until such time the building is connected to the water system.

The property owner must make arrangements with a licensed, bonded plumber to complete the service connection.

5. Sanitary Sewer Availability Charge (SAC)

This is a charge billed to all properties at the time of connection to the sanitary sewer system. The charge is the individual property share of the cost of the interceptor trunk and treatment facilities which make sewer service available.

The charge is based on an equivalent unit basis. The method used to calculate the total number of units for any specific property and the current unit charge

are provided in the Appendix. This charge may not be assessed against the property.

6. Infrastructure Rehabilitation Projects

Any project or portion of a project which reconstructs an existing sanitary sewer/water facility. A rehabilitation project may occur on the existing alignment of the sewer/water line or on a new alignment, thus allowing the existing line to be abandoned.

B. Determining Sanitary Sewer Assessment Rates

1. New Construction

All new sanitary sewer and water construction shall be totally assessed to the benefiting properties according to the following method:

a. Sanitary Sewer/Water Lateral Rates

The building service assessments described below will be deducted from the total improvement cost to be assessed. The amount remaining after said deductions will be assessed by the following method. The resulting assessment will be known as a lateral benefit assessment.

1.) Front Footage Basis

Determine the total assessable front footage of all lots receiving lateral benefit and divide the project cost by the total of assessable front footage. Each lot assessment is equal to the total assessable front footage per unit multiplied by the front footage assessment rate.

b. Building Service

The assessment rate for each size of building sanitary/water service shall be determined by adding all the costs associated with each size of service and dividing by the total number of services constructed. Each unit will be assessed at the determined rate for each size and number of services installed. This will be known as the building service assessment.

2. Sanitary Sewer Reconstruction

The City has established a "Capital Improvements" fund which may be used for sanitary sewer reconstruction projects.

3. Water Reconstruction

The City has established a "Water Surcharge" fund which may be used for water reconstruction projects.

VI. HARDSHIP DEFERRAL OF ASSESSMENTS

A. Eligibility for Deferral

1. The City Council may approve deferral of payments for homestead property as authorized by Minnesota Statutes 435.193 if the owner:
 - (1) is at least 65 years old or on permanent total disability retirement, and
 - (2) has annual gross income from all sources less than 50% of the latest median income as determined by the U.S. Department of Housing and Urban Development, and
 - (3) is a person for whom it would be a hardship to make the payments.
2. The deferral will last for not more than ten years and will terminate before ten years if the owner dies and the spouse is not eligible or the property is sold or the property is no longer homestead or the City Council determines there is no longer hardship to require immediate or partial payment.
3. The City may determine the amount of interest on the deferred assessment, whether it will be simple interest or compound interest, and the time that interest payments are to be made.

CITY OF FALCON HEIGHTS

ROSEVILLE

..... PUBLIC PATHWAYS
planned or constructed
as of 1996

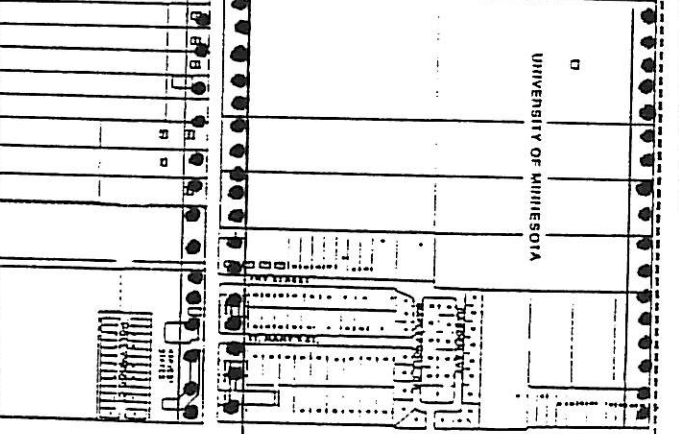
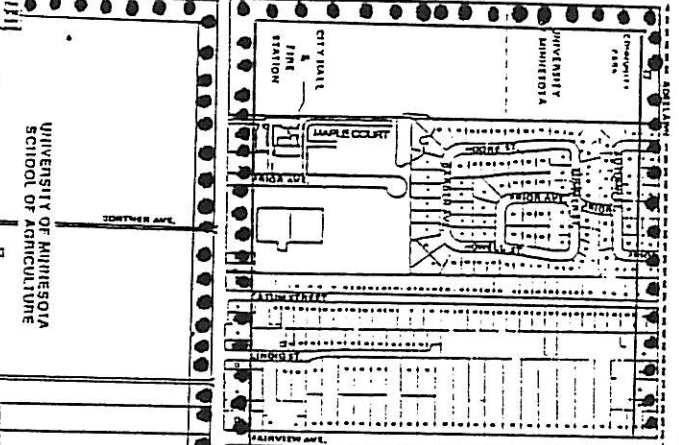
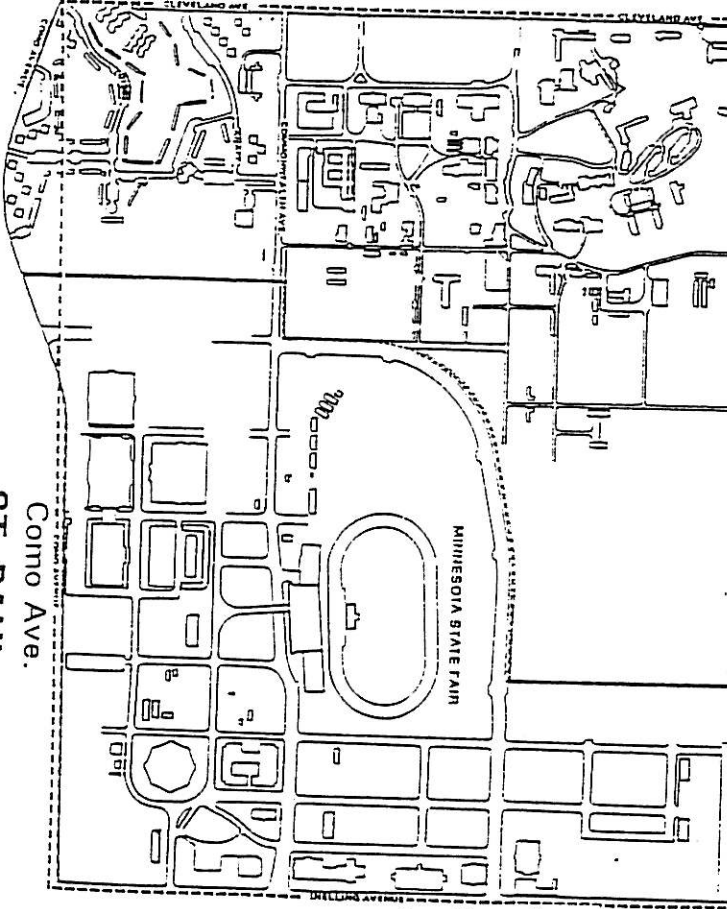
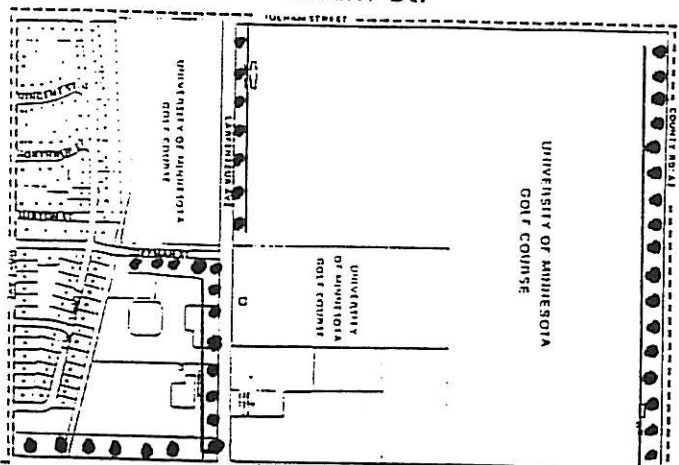
LAUDERDALE

Fulham St.

ST. PAUL

Hoyt Ave.

Cleveland Ave.



Snelling Ave.

Hoyt Ave.

ST. PAUL

Hamline Ave.

ROSEVILLE

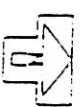
Roselawn Ave.

ST. PAUL

Como Ave.



CITY OF
FALCON HEIGHTS
2077 W. LANPHEUR AVENUE
FALCON HEIGHTS, MN 55113 5591



1991B
DATE PRINTED: 08/19/91
DRAWN BY: J. J. HARRIS
CHECKED BY: J. J. HARRIS

POLICY
Date: 5/22/96
Item: 3

ITEM: Proposed residential equivalent assessment rate for Larpenteur Avenue and Lindig Street

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The county is proceeding with plans to reconstruct Larpenteur Avenue in 1997 and 1998. The city's capital improvement program identifies Lindig Street for reconstruction in 1997. Given that it is the city's policy to assess for a portion of the costs for road reconstruction projects, it is time for the council to establish an assessment rate for these projects. Although the assessment meetings and hearings will not begin until late 1996 or early 1997, it is useful to provide abutting property owners with some cost estimates for the assessment during the early phases of discussing the project. It is also helpful when people inquire about selling their property. If necessary, the assessment rate can be revised during the formal assessment process.

The city engineer is recommending that the council use \$26.50 per front foot for the residential assessment rate for these projects. He bases this recommendation on the estimated cost of constructing a residential street in 1996 as well as the prior rate of \$24 per front foot in the city's 1993 project.

ACTION REQUESTED:

Discuss the proposed residential assessment rate and move to approve an established rate to use in preliminary discussions with property owners.

POLICY
Meeting Date: 5/22/96
Item No. 4

ITEM DESCRIPTION: Comprehensive Annual Financial Report for the year
ended 12/31/95

SUBMITTED BY: Kern, DeWenter, Viere, Ltd., City Auditors

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

EXPLANATION/SUMMARY:

Dave Hinnenkamp of Kern, DeWenter, Viere, Ltd., Certified Public Accountants, will detail the city's 1995 annual financial report and related audit.

ACTION REQUESTED: Report from Dave Hinnenkamp
Questions from councilmembers

POLICY
Date: 5/22/96
Item: 5

ITEM: Proposed revisions to the 1995 police contract

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Mike Mornson, City Manager, St. Anthony
Dick Engstrom, Police Chief
Ellen Sampson, City Attorney

EXPLANATION/DESCRIPTION:

In 1995 the city contracted for police services from the City of St. Anthony for 24 hour police protection within the city's geographic boundaries. The contract terminates in 1997. The city council reviewed the proposed revisions in the upcoming police contract at its May 1 workshop. These revisions include:

- On-going contract. Changing the contract language to make it an on-going contract with a termination process rather than providing a termination date. This accomplishes two purposes. First, it indicates an on-going relationship between Falcon Heights and St. Anthony and stability in police services in Falcon Heights. Second, it protects both parties from terminating the contract without adequate notice to the other party.
- Biennial costs. The contract includes the costs for 1997 and 1998. These are: \$ 349,365 and \$363,340 respectively. The 1997 increase is \$22,855 or 7% over the 1996 police costs because it represents costs that St. Anthony did not anticipate when it began contracting for this service including secretarial time, additional materials, etc. It also includes a 3% increase in wages and a 1% increase in benefits for police officers. The 1998 cost is \$13,975 or 4% over the proposed 1997 cost. The overall annual increase over the four years from 1995 through 1998 would be 4.8% per year. The figure of \$363,340 in 1998 is less than the proposed costs for similar police coverage submitted by other proposers in 1994.

ATTACHMENT:

- 1 Proposed police contract

ACTION REQUESTED:

Review and approve the proposed police contract with St. Anthony.

JOINT POWERS AGREEMENT
FOR POLICE SERVICES

This Agreement is made and entered into as of _____, 1996, between the CITY OF ST. ANTHONY, a municipal corporation under the laws of the State of Minnesota ("St. Anthony") and the CITY OF FALCON HEIGHTS, a municipal corporation under the laws of the State of Minnesota ("Falcon Heights"). The services to be performed under this Agreement will commence January 1, 1997.

I. PURPOSE

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

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

II. INTERPRETATION

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

III. SERVICES

St. Anthony will provide Falcon Heights with 24 hour police service, and will physically place a certified officer within the boundaries of Falcon Heights 24 hours each day, except in those instances when the officer makes an arrest and transports a prisoner, during mutual aid situations, when providing a backup for another officer, or when

called away for a court appearance, booking or similar police matter. Subject to these exceptions and in normal circumstances, St. Anthony will provide 24 hour police protection and police presence each day within the City of Falcon Heights. In those instances stated above when an officer is not physically present in Falcon Heights, St. Anthony will respond to emergency police calls with other officers.

IV. LEVEL OF SERVICES

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

- A. Patrol services, with random patrolling of all residential, business and public property areas during all shifts;
- B. Police presence within the boundaries of Falcon Heights 24 hours each day, subject only to the exceptions noted above;
- C. Animal control services as provided within the City of St. Anthony by the animal control service employed by St. Anthony;
- D. Enforcement of all ordinances of Falcon Heights which are intended to be enforced by police officers, with special attention being given to parking, winter and nuisance ordinances;
- E. Ticketing for traffic violations will be done routinely during normal shifts;
- F. Crime prevention programs that encourage community involvement and investment in the City of Falcon Heights, including participation in the Mayor's Commission, Family Violence Network, Neighborhood Watch Programs, "McGruff Houses," and "Combat Auto Theft" programs; in appropriate cases, referrals will be made to the Northwest Youth and Family Services Youth Diversion Program;
- G. Criminal investigations, crime lab service and supervisory service;
- H. Reports on police services and activities, including weekly, monthly and annual police reports;

- I. Responses to medical emergencies, fires and other emergencies; responses shall include, where appropriate, securing the scene for fire/rescue personnel, accompanying fire/rescue personnel to the hospital upon request of such personnel, and providing follow-up information to fire/rescue personnel upon request of such personnel;
- J. Officers will be available at Falcon Heights City Hall to answer questions from, and provide information regarding police activities to, Falcon Heights residents, business owners and staff on an as-needed basis;
- K. License inspections, background investigations and license enforcement services as called for under applicable state law or city ordinances;
- L. Review and comment, upon request, of proposed Falcon Heights ordinances affecting police services or enforcement;
- M. Follow-up on reported crimes with the person(s) who reported the crime, including routine notification by telephone or mail as to the status of the investigation; and
- N. Special event traffic patrol services, including ten days per year during the State Fair; and other events such as periodic parades and the National Street Rods Association Convention.

V. PAYMENT FOR SERVICES

This Agreement will be effective January 1, 1997 and will continue until December 31, 1998. In consideration of the services to be provided under this Agreement, Falcon Heights will pay St. Anthony an annual fee of \$349,365.00 for the year 1997, and an annual fee of \$363,340.00 for the year 1998, for the police services under this Agreement. This Agreement will be effective January 1, 1997 and will continue indefinitely unless canceled in accord with the procedure outlined in Section XX of this Agreement. In consideration of services provided for under this Agreement, St. Anthony and Falcon Heights shall establish the fee for these services on a biennial basis of May 15th of the even numbered year preceding each biennium.

VI. METHOD OF PAYMENT

St. Anthony will bill Falcon Heights monthly for 1/12 of the annual fee, and Falcon

Heights will promptly remit payments to St. Anthony within 30 days after receiving each billing from St. Anthony.

VII. LIABILITY

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

VIII. ADMINISTRATIVE RESPONSIBILITY

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

IX. JOINT ADVISORY COMMITTEE

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

X. COMMUNICATIONS, EQUIPMENT AND SUPPLIES

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

XI. COOPERATION AND ASSISTANCE AGREEMENTS

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

XII. HEADQUARTERS

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

XIII. EMPLOYEES OF ST. ANTHONY

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

XIV. ENFORCEMENT POLICIES

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

XV. ENFORCEMENT OF ORDINANCES OF THE CITY OF FALCON HEIGHTS

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

XVI. OFFICERS OF FALCON HEIGHTS

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

XVII. OFFENSES

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

XVIII. COMMUNICATIONS

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

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

XIX. PROSECUTION AND REVENUES

Falcon Heights will pay all costs of prosecution for all offenses charged within its boundaries or under its ordinances. LEAA funds and confiscated drug funds will be

POLICY
Date: 5/22/96
Item: 6

ITEM: Proposed resolution requesting Performance Aid

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Joe Rigdon, City Accountant

EXPLANATION/DESCRIPTION:

1996 legislation proposed by Representative Dawkins and passed by the legislature requires that the city submit a resolution requesting Performance Aid to the Minnesota Department of Revenue. This aid is actually part of the city's allocated Homestead and Agricultural Credit Aid (HACA) which will be held back from the city unless a resolution requesting this aid is submitted. The amount is \$5,380 or the equivalent of the city's population.

The purpose of performance aid is to encourage city's to maintain performance measures on its services. Currently, the city budget reflects some numeric service delivery criteria such as the number of trees planted, miles of sanitary sewer cleaned, etc. These numeric measures are useful and fairly easily gathered. However, as with any performance measure, the quality of the city's services are often not demonstrated best through numbers. The most compelling examples of this are the city's police and fire service, which would typically be valued based on the number of calls for service. However, the intangibles of police visibility and the community involvement made by volunteer firefighters are equally, if not more important than numbers of calls for service.

The city is guaranteed to receive the performance aid and will likely receive a very slight increase because the legislature allocated some additional funds for the program. It is assumed that all cities will submit these resolutions to claim the aid that was initially allocated as part of their HACA and that the additional funds will be distributed according to population too.

ATTACHMENTS:

1 Resolution R-96-06

ACTION REQUESTED:

Approve resolution requesting performance aid.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: 5/22/96

A RESOLUTION REQUESTING PERFORMANCE AID TO THE
MINNESOTA DEPARTMENT OF REVENUE

WHEREAS, the State of Minnesota is withholding a portion of each city's Homestead and Agricultural Credit Aid (HACA) equal to \$1.00 per capita as local performance aid; and

WHEREAS, the State of Minnesota is requiring cities to pass resolutions stating they are developing or maintaining performance records on local services in order to receive the local performance aid; and

WHEREAS, the City of Falcon Heights is having \$5,380 withheld as local performance aid; and

WHEREAS, the City of Falcon Heights has the ability to document performance levels and does document performance levels in the city's annual budget;

THEREFORE BE IT RESOLVED THAT the City of Falcon Heights shall submit a resolution requesting local performance aid to the Department of Revenue.

Moved by: _____

GEHRZ In Favor
GIBSON TALBOT
HUSTAD Against
JACOBS
KUETTEL

Approved by: _____

Mayor
May 22, 1996
Date

Attested by: _____

City Clerk
May 22, 1996
Date

From: Councilmember G. Talbot

Proclamation on
May 22 1996

STAND FOR CHILDREN

June 1, 1996
Lincoln Memorial
Washington, DC

1832 Connecticut Ave., NW

Washington, DC 20009

Tel.: 202-234-0095

1-800-233-1200

Fax: 202-234-0217

E-mail: standinfo@mailback.com

Dear Friend of Children,

We are living in an incredible moral moment in history. What you and I stand for now—on the eve of a new millennium, in this last national election year of the century—will shape our nation's fate and our children's future. What an opportunity we hold in our hands as parents, citizens, and community leaders to help ensure that no child is left behind!

It is time to ask the moral question: does America truly value children? Every parent, citizen, and leader must stand up for children not just with words but with work; not just with promises but with leadership and investment in children's health, education, and nutrition and families' economic security; not just with a speech or a photo opportunity but with sustained positive commitment to improving the quality of life of our children. This is why we have called for a national day of commitment to and for children at the Lincoln Memorial in Washington, D.C. on June 1, 1996.

If you are struggling to raise a child but know you could do better, come stand with us. If you are a young or middle-income family working hard to make ends meet despite declining wages and economic insecurity, come stand with us. If you are troubled by the pollution of our airwaves, air, food, water, earth, and our children's values, come stand with us. If you are worrying about whether your children's schools are preparing them for the twenty-first century and whether there will be a job in their future, come stand with us. If you are anxious that your children will get sick and not get decent medical care because you lack health insurance, come stand with us. If you are lying awake nights concerned about your children's safety in a country where 211 million guns are in circulation and random violence is pervasive, come stand with us. If you've had enough of political leaders from all parties using children as political props and pawns and talking about family values while not supporting what families need to raise healthy, safe, moral, and educated children, come stand with us.

It is within our power to make the June 1 Stand For Children Day a turning point for our nation's children. With your help we will challenge families, religious, cultural, business, and government leaders, and citizens to work harder to improve our children's health, safety, school readiness, and quality of life in communities across America. And we will hold our leaders to the same high standard of caring for children to which we hold ourselves. Each of us must be the change we seek for our children.

Thank you for taking a Stand For Children. We have a huge task ahead of us and a short time to accomplish it, but we must build a great day on June 1. Our children are depending on us.

In faith,

Marian Wright Edelman

Marian Wright Edelman

STAND FOR CHILDREN

June 1, 1996
Lincoln Memorial
Washington, DC

1832 Connecticut Ave., NW

Washington, DC 20009

Tel.: 202-234-0095

1-800-233-1200

Fax: 202-234-0217

E-mail: standinfo@mailback.com

TO: Parents and Grandparents, Aunts and Uncles, Advocates and Providers, Educators and Students: Supporters of Children
Religious, Community, Civil Rights, Youth, Women, Professional, Cultural, Labor, Business, and Political Leaders

FROM: Marian Wright Edelman, President, Stand For Children

RE: **STAND FOR CHILDREN DAY**
June 1, 1996 Lincoln Memorial, Washington, D.C.

PURPOSE:

As tough as times are and as hard as we struggle every day for our children, each and every one of us knows we can do better. The Choices we make in this last national election year of the 20th century will shape our nation's fate and our children's future. At this defining moment every American who cares about children must stand up and be counted.

Stand For Children will be a national day of commitment to children, a celebration, and a day of community renewal when we will stand together as Americans from every race, region, income, age, and faith. On June 1 we will transcend our differences and affirm what unites us as a people: a loving desire to raise moral, healthy, and educated children; a sense of fairness; and a belief that in the richest and most powerful nation on earth no child should be left behind.

Stand For Children Day will not be a partisan day. No politicians will be invited to speak.

On Stand for Children Day we will commit ourselves to positive personal steps as families, citizens, and communities to do more to improve the quality of children's lives: their health, safety, school readiness, education, and future.

Stand For Children Day will draw a line in the sand of doing no harm to children that no political, corporate, or cultural leader dare cross.

Stand For Children Day will make clear to every candidate and officeholder that they need to help and not hinder families struggling to raise moral, healthy, and educated children.

WHO SUPPORTS STAND FOR CHILDREN:

Stand For Children is convened by the Children's Defense Fund and sponsored by more than 750 national, state, and local organizations which together represent tens of millions of Americans from every walk of life. A list of endorsers is available upon request.

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Questions and Answers about Stand For Children

Q. Whose idea was Stand for Children, and who is putting it on?

A. Stand For Children Day was the idea of Marian Wright Edelman, founder and president of the Children's Defense Fund, an organization that for almost 25 years has provided an effective voice for children in Washington, D.C. Stand For Children is a separate nonprofit organization with broad-based support in every corner of the country. So far, almost 600 national, state, and local groups, representing tens of millions of Americans from every walk of life, have endorsed this day of commitment to children. And the list continues to grow. A current list of endorsing organizations is available by calling 1-800-233-1200.

Q. What is going to happen on June 1?

A. An historic gathering for children at the Lincoln Memorial. The program is not yet final, nor are plans for the preliminary events, but there will be various activities during the day. The formal activities of the Stand For Children—which will be designed to accommodate those observing the Sabbath—will be child- and family-oriented and will include musical entertainment.

Q. How will the June 1 Stand For Children make a lasting difference?

A. Stand For Children Day is a call to action. The focus on June 1 will be on concrete steps that every American can take to ensure that no child is left behind. Throughout the coming months and on June 1, we will encourage everyone to commit himself or herself to taking specific positive, personal steps to improve the quality of life for children in the community. This may mean walking a child in the neighborhood to school, reading more to your child, mentoring a child, or it may mean getting your religious congregation, community group, or organization to do more for children. It also may mean voting with children in mind and insisting that every cultural, business, and political leader meet the same high standard of supporting children to which you hold yourself. It is within our power as people who care about children to change the way our country and our local communities treat our children.

Q. How will people get to the event?

A. Americans will come to Washington, D.C., on June 1 by bus, train, plane, car, bicycle, public transportation, and on foot. This is a national day of commitment. Americans from every corner of the country will be coming to Washington, D.C., on June 1.

Q. Are you paying for transportation?

A. We are encouraging individuals and groups to do fundraising in their communities to help pay for bus transportation. The Children's Action Teams that form in local communities to build support for the Stand For Children might pursue a number of fundraising strategies: penny campaigns, walk-a-thons, recycle-a-thons, community clean-ups, or pledge drives for local businesses, congregations, and clubs.

Q. Where will people stay in Washington, D.C., when they come?

A. Most of those who come to the Stand For Children will be able to make it a one-day trip. Those who need to stay overnight can contact the Stand For Children staff for information about low-cost accommodations in Washington, D.C., and the surrounding area, in addition to transportation information and directions.

Q. How do I get more information about organizing in my community?

A. Just call 1-800-233-1200 or 202-234-0095, write Stand For Children, 1832 Connecticut Ave., NW Washington, DC, 20009, or send e-mail to standinfo@mailback.com. We have a variety of materials to help you spread the word and fill buses, including a postcard, a flyer, an informational brochure, and an action packet that includes key facts about children as well as tips on forming local Children's Action Teams, fundraising, getting local endorsers, making news, and organizing buses.

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Every Day in America

3	children die from abuse or neglect.
6	children commit suicide.
13	children are homicide victims.
15	children are killed by firearms.
95	babies die.
518	babies are born to mothers who had late or no prenatal care.
790	babies are born at low birthweight.
1,407	babies are born to teen mothers.
2,660	babies are born into poverty.
2,833	children drop out
3,398	babies are born to unmarried mothers.
6,042	children are arrested.
8,493	children are reported abused or neglected.

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Moments in America for Children

- | | |
|------------------|---|
| Every 9 seconds | a child drops out of school. |
| Every 10 seconds | a child is reported abused or neglected. |
| Every 14 seconds | a child is arrested. |
| Every 25 seconds | a baby is born to an unmarried mother. |
| Every 32 seconds | a baby is born into poverty. |
| | |
| Every 1 minute | a baby is born to a teen mother. |
| Every 2 minutes | a baby is born at low birthweight. |
| Every 3 minutes | a baby is born to a mother who received late or no prenatal care. |
| Every 15 minutes | a baby dies. |
| | |
| Every 2 hours | a child is killed by firearms. |
| Every 4 hours | a child commits suicide. |
| Every 5 hours | a child dies from abuse or neglect. |

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How America Stands

Among industrialized countries, the United States ranks:

- | | | | |
|-----|---|------|--|
| 1st | in military technology | 7th | in science achievement of
13-year-olds among 15 nations |
| 1st | in military exports | 12th | in mathematics achievement of
13-year-olds among 15 nations |
| 1st | in Gross Domestic
Product | 18th | in the gap between rich
and poor children |
| 1st | in the number of millionaires
and billionaires | 16th | in living standards among our
poorest one-fifth of children |
| 1st | in health technology | 18th | in infant mortality |
| 1st | in defense expenditures | 19th | in low-birthweight rates |