

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

**September 11, 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: August 28, 1996
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. Disbursements
    - a. General disbursements through 9/5/96, \$34,052.71
    - b. Payroll, 8/16/96 to 8/31/96, \$11,520.27
  - 2. Licenses
  - 3. Auditing firm for the years ending December 31, 1996; December 31, 1997; and December 31, 1998
  - 4. Accept the resignation of Pete Klingenberg as Parks/Public Works Superintendent
  - 5. Scheduling meeting for 6:00 pm on September 18, 1996
- G. POLICY AGENDA:
  - 1. Resolution ordering a feasibility study for the reconstruction of Lindig Street
  - 2. Consideration of revised fee schedule
  - 3. Proposed requests for donations
  - 4. The City's 1997 Goals
  - 5. Proposed resolution certifying the proposed general fund budget of \$1,209,143 and certified levy of \$577,309 to the Ramsey County Auditor
  - 6. Set dates for the 1997 budget presentation
  - 7. Participation in Minnesota Cities Week October 6-12 and the Minnesota Election '96 Effort
  - 8. North Suburban Cable Commission Update
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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- D. APPROVAL OF MINUTES: August 28, 1996 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. Disbursements (Tab #2)
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- G. POLICY AGENDA:
  - 1. Resolution ordering a feasibility study for the reconstruction of Lindig Street (Tab #7)
  - 2. Consideration of revised fee schedule (Tab #8)
  - 3. Proposed requests for donations (Tab #9)
  - 4. The City's 1997 Goals (Tab #10)
  - 5. Proposed resolution certifying the proposed general fund budget of \$1,209,143 and certified levy of \$577,309 to the Ramsey County Auditor (Tab #11)

6. Set dates for the 1997 budget presentation **(Tab #12)**
7. Participation in Minnesota Cities Week October 6-12 and the Minnesota Election '96 Effort **(Tab #13)**
8. North Suburban Cable Commission Update **(Tab #14)**

H. INFORMATION AND ANNOUNCEMENTS:

I. ADJOURN

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CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF AUGUST 28, 1996

**DRAFT**

Mayor Gehrz convened the meeting at 7:00 p.m.

**PRESENT**

Gehrz, Hustad, and Jacobs. Also present were Hoyt and Asleson.

**ABSENT**

Gibson Talbot, Kuettel (arrived after adjournment/during workshop)

**COMMUNITY FORUM**

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

**MINUTES OF AUGUST 14, 1996**

Minutes were approved by unanimous consent.

**CONSENT AGENDA APPROVED**

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

1. Disbursements
2. Approval of final memorandum of agreement with St. Paul
3. Authorization to purchase a personal computer for the Fire Department
4. Acceptance of proposal for services related to televising of Larpenteur Avenue sanitary sewers

**POLICY AGENDA**

There was no policy agenda for consideration.

**INFORMATION AND ANNOUNCEMENTS**

Councilmember Hustad reported on the progress of the Keeping Connected interest groups.

Mayor Gehrz announced a League of Women Voters Town Meeting on September 19th to be held at Falcon Heights City Hall.

Administrator Hoyt reported on State Fair and boulevard maintenance activities.

Administrative Assistant/Planner Asleson reminded the viewing audience of the upcoming state primary election and the location of the two polling places.

**ADJOURNMENT**

The meeting adjourned at 7:09 p.m. The council then recessed into a workshop to discuss fundraising/contribution requests for 1997 and proposed changes to the city's fee schedule.

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Susan L. Gehrz, Mayor

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Carla Asleson  
Recording Secretary

CONSENT  
Meeting Date: 9/11/96  
Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through 9/5/96, \$34,052.71
- b. Payroll, 8/16/96 to 8/31/96, \$11,520.27

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
PERIOD ENDING: 09/11/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	LUCENT TECHNOLOGIES	MAINTENANCE 8/26-9/25/96	BUILDING	73.44
	AT&T WIRELESS SERVICES	PUBLIC WORKS PAGER 9/96	BUILDING	36.21
	ALBRECHT	SCHOOL TOT LOT PATH	PARK MAI	15.98
	ALBRECHT	SCHOOL TOT LOT PATH	PARK MAI	47.93
	*** TOTAL FOR ALBRECHT			63.91
32483	ASLESON, CARLA	SUMMER 96 TUITION REIMB.	CONTINGE	918.00
		MILEAGE	ADMINIST	16.43
		POSTAGE	ADMINIST	2.20
		ELECTION MILEAGE	ELECTION	13.02
	ASLESON, CARLA	MILEAGE	ADMINIST	10.54
	ASLESON, CARLA	MILEAGE	PLANNING	12.40
	ASLESON, CARLA	NAPKINS	BUILDING	1.80
	*** TOTAL FOR ASLESON, CARLA			974.39
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	37.81
	BROWNING-FERRIS IND.	9/96 REFUSE SERVICE	BUILDING	138.76
	BEARCOM	3 RESCUE RADIUS	FIRE & R	2,270.19
	COLONIAL INSURANCE	BAUMANN 8/96 PREMIUM	FIRE FIG	29.65
	COLONIAL INSURANCE	IVERSON 8/96 PREMIUM	FIRE PRE	36.45
	*** TOTAL FOR COLONIAL INSURANCE			66.10
	DAY-TIMERS, INC.	TABBED DIVIDERS	ADMINIST	47.65
	FIRE CHIEF	2 YEAR SUBSCRIPTION	FIRE FIG	86.00
	FIRSTAR BANK OF MINNESOTA	2ND 1/2 BOND FEES	90 HAML I	135.00
	FLANAGAN SALES, INC.	BASKETBALL NETS	PARK PRO	56.45
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	59.94
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	42.12
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	56.70
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	16.20
	*** TOTAL FOR FOCUS NEWS			174.96
	FRANKLIN QUEST	DAY PLANNER REFILL	ADMINIST	29.29
	GLENWOOD INGLEWOOD	9/96 COOLER RENTAL	BUILDING	12.60
	GRAINGER, W. W., INC.	MFLD TOWELS; TILE CLEANER	BUILDING	70.69
	INSTY-PRINTS PLUS	TYPESET-NEWSLETTER	SOLID WA	21.30
	IVERSON, TERRY	8/96 MILEAGE	ADMINIST	1.55
	IVERSON, TERRY	8/96 MILEAGE	FIRE PRE	24.80
	*** TOTAL FOR IVERSON, TERRY			26.35
	KNOX LUMBER CO.	ENGINE OIL, ETC.	STREETS	31.82



APPROVAL OF BILLS  
PERIOD ENDING: 09/11/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
32488	LEAGUE OF MINNESOTA HUMAN RIGHTS SEMINAR	HUMAN RIGHTS SEMINAR	COMMUNIC	55.00
	M-75 BUILDING MAINTENANCE	8/96 CLEANING	BUILDING	207.68
32486	MIN DEPARTMENT OF REVENUE	STATE WITHHELD 8/31/96	ADMINIST	703.23
	NSP	8/96 ELECTRIC	EMERGENC	6.28
	NSP	8/96 ELECTRIC	PARK MAI	22.17
	NSP	8/96 ELECTRIC	BUILDING	991.57
	NSP	8/96 GAS	BUILDING	31.81
	NSP	8/96 ELECTRIC	SANITARY	16.12
	*** TOTAL FOR NSP			1,067.95
32487	NORTH STAR STATE BANK	FED WITHHELD 8/31/96	ADMINIST	3,786.91
	NORTH STAR TURF, INC.	STARTER FERTILIZER-BLVDS	STREETS	45.53
	NORTH STAR TURF, INC.	BOULEVARD MIX	STREETS	121.41
	*** TOTAL FOR NORTH STAR TURF, INC			166.94
	PERA	PERA WITHHELD 8/31/96	ADMINIST	1,266.01
	ROSEVILLE AREA CITIZENS	NATL NIGHT OUT ENTERTAIN	MCAD	275.00
32482	SENSIBLE LAND USE COALIT.	LAND USE CHANGES SEMINAR	PLANNING	35.00
	SUPER AMERICA	FUEL 7/23-8/21/96	FIRE FIG	59.15
	SUPER AMERICA	FUEL 7/23-8/21/96	RESCUE S	84.87
	SUPER AMERICA	FUEL 7/23-8/21/96	SANITARY	50.97
	SUPER AMERICA	FUEL 7/23-8/21/96	STREETS	121.21
	SUPER AMERICA	FUEL 7/23-8/21/96	PARK MAI	67.16
	*** TOTAL FOR SUPER AMERICA			383.36
	SPORTMART INC.	ASSORTED SPORTING GOODS	PARK PRO	111.15
	TIRES PLUS	TIRE RECYCLING FEE	STREETS	16.65
	USWEST COMMUNICATIONS	8/96 PHONE	PARK & R	55.39
	WORKPLACE SAFETY	WORKPLACE SAFETY SEMINAR	ADMINIST	25.00
	PRAIRIE RESTORATIONS, INC	PRAIRIE MGMT-COMM PARK	PARKS CI	320.70
	ST. PAUL WATER UTILITY	8/96 WATER	BUILDING	234.42
	ST. PAUL WATER UTILITY	8/96 WATER	PARK MAI	49.81
	*** TOTAL FOR ST. PAUL WATER UTILI			284.23
	BERNARDY, CONNIE LANNERS	9/15/96 MCAD SERVICES	MCAD	1,543.85
	RIGDON, JOE	8/96 BANK MILEAGE	FINANCE	10.85
	RIGDON, JOE	PHONE EXPANSION MODULE	BUILDING	75.23
	*** TOTAL FOR RIGDON, JOE			86.08
	BITUMINOUS ROADWAYS, INC.	TOPSOIL-BLVD REPAIR	STREETS	21.73

APPROVAL OF BILLS  
PERIOD ENDING: 09/11/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	KLINGENBERG, LAWRENCE	MILEAGE	STREETS	5.58
32485	BEST BUY	PACKARD BELL P-133, 16 MB FIRE & R		1,959.56
32484	KRISTIN WOLVERTON	COOKING CLASS SUPPLIES	PARK PRO	74.54
	DIRK BORDSEN	SEWER UTILITY REFUND	SANITARY	5,767.17
	TODD P. YOUNG	SEWER UTILITY REFUND	SANITARY	1,782.87
	LAND TITLE, INC and	SEWER UTILITY REFUND	SANITARY	6,595.71
	BOEHM HEATING CO.	MECHANICAL PERMIT REFUND	-----	80.50
	BOEHM HEATING CO.	MECHANICAL PERMIT REFUND	-----	0.50
	*** TOTAL	FOR BOEHM HEATING CO.		80.50
	*** TOTAL FOR BANK 01			34,052.71
	*** GRAND TOTAL ***			34,052.71

PERIOD END DATE 08/31/96  
SYSTEM DATE 08/30/96

\*\*FILE NOT UPDATED\*\*

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C H E C K   R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	8 30 96	6 SUSAN GEHRZ	24570	284.56
COM	8 30 96	8 SAM JACOBS	24571	277.05
COM	8 30 96	10 JAN GIBSON TALBOT	24572	200.00
COM	8 30 96	11 JOHN MUSTAD	24573	277.05
COM	8 30 96	12 LAURA A. KUETTEL	24574	277.05
COM	8 30 96	30 NICHOLAS BAUMANN	24575	302.86
COM	8 30 96	34 CLEMENT KURHAJETZ	24576	12.70
COM	8 30 96	40 KEVIN ANDERSON	24577	64.06
COM	8 30 96	48 JOHN H. HOLMGREN	24578	64.06
COM	8 30 96	56 GREGORY S. PETERSON	24579	96.35
COM	8 30 96	59 GREGORY M. FULLER	24580	106.35
COM	8 30 96	62 BRYON A. SCHULTZ	24581	26.17
COM	8 30 96	1002 SUSAN HOYT TAFF	24582	1406.27
COM	8 30 96	1003 TERRY IVERSON	24583	1008.23
COM	8 30 96	1005 CAROL KRIEGLER	24584	617.31
COM	8 30 96	1007 PATRICIA PHILLIPS	24585	801.51
COM	8 30 96	1008 DELORIS SWENSON	24586	775.97
COM	8 30 96	1010 CARLA ASLESON	24587	928.09
COM	8 30 96	1011 LAWRENCE A. KLINGENBERG	24588	983.53
COM	8 30 96	1012 JOSEPH M. RIGDON	24589	896.44
COM	8 30 96	1026 JASON CIERNIA	24590	42.02
COM	8 30 96	1031 LINDA TREEFUL	24591	99.37
COM	8 30 96	1033 DAVE TRETSVEN	24592	754.68
COM	8 30 96	1057 KRISTIN L. WOLVERTON	24593	175.20
COM	8 30 96	1083 JAMES W. SNOWDEN	24594	155.14
COM	8 30 96	1084 CHRISTINE AMMANN	24595	36.60
COM	8 30 96	1103 DIANE MEYER	24596	155.14
COM	8 30 96	1107 RICHARD P. TALBOT	24597	34.29
COM	8 30 96	1123 ABRAHAM T. CYR	24598	231.34
COM	8 30 96	1124 GEORGE S. WENZEL	24599	350.48
****TOTALS****				11520.27

CONSENT  
Meeting Date: 8/28/96  
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

GENERAL CONTRACTOR  
Glusica Excavating #3396

MECHANICAL  
Ricar Htg & AC #3397

CONSENT

Meeting Date: 09/11/96

Item: 3

ITEM: Auditing firm for the years ending December 31, 1996; December 31, 1997; and December 31, 1998.

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Per the attached letter, the auditing firm of Kern, DeWenter, Viere, Ltd. is prepared to audit the city's financial statements for the year ending December 31, 1996. Kern, DeWenter, Viere, Ltd. has performed the city's audits in a fair and professional manner since 1990. Charges for services are not to exceed \$8,325 for the 1996 audit (a 3.4% increase from the 1995 audit charge).

In addition, the city has obtained quotes from Kern, DeWenter, Viere, Ltd. for the 1997 and 1998 audits at \$8,575 and \$8,825, respectively (an approximate 3% increase per year). Audit services include planning, program development and execution (including fieldwork and financial report preparation/review) and post-audit critique (management letter, meetings, and presentation to council).

The attached comparison of 1995 audit costs of area cities indicates that the rates charged by Kern, DeWenter, Viere, Ltd. are competitive relative to Falcon Height's budget size.

ATTACHMENTS:

1. Audit confirmation letter
2. 1995 Approximate Audit Costs

ACTION REQUESTED:

Approval of Kern, DeWenter, Viere, Ltd. as the city's auditor for the years ending December 31, 1996; December 31, 1997; and December 31, 1998.



**Kern, DeWenter, Viere, Ltd.**  
*Certified Public Accountants*

Alvin M. Kern  
Duane N. DeWenter  
Loren M. Viere  
Gerald A. Stover  
Keith W. Julson  
Dwayne B. Dockendorf  
David H. Hinnenkamp

August 6, 1996

AUG 09 1996

Honorable Mayor and City Council  
C/O Susan Hoyt, Administrator  
City of Falcon Heights  
2077 W. Larpenteur Avenue  
Falcon Heights, MN 55113

Dear Ms. Hoyt:

We are prepared to audit the City's general purpose financial statements as of and for the year ending December 31, 1996, subject to the City Council's approval.

Our audit will be made in accordance with generally accepted auditing standards and will include tests of the accounting records of the City of Falcon Heights and other procedures we consider necessary to enable us to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and banks. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit is based primarily on the selective testings of accounting records and related data; therefore, our audit will involve judgment about the number of transactions to be audited and the areas to be tested. Because we will not perform a detailed audit of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

City of Falcon Heights  
August 6, 1996  
Page 2

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related controls, the selection and application of accounting principles, and the safeguarding of assets.

We understand that your employees will type all cash or other confirmations and prepare various schedules we request and will locate any invoices selected by us for testing.

Our charges for these services will be based on the time of partners and staff members participating in the engagement, but would not exceed \$ 8,325. If at any time during our audit, any extraordinary matters come to our attention and an extension of our services appears to be required, we will do so only after consultation with you.

If these arrangements meet with your approval, please sign the duplicate copy of this letter in the space provided and return it to us. Thank you.

Sincerely,

KERN, DEWENTER, VIERE, LTD.



David Hinnenkamp  
Certified Public Accountant

DH:rn

Enclosures

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

Date: \_\_\_\_\_

1995 Approximate Audit Costs

<u>City</u>	<u>Auditor</u>	<u>Cost</u>	<u>Budget Size (millions)</u>
Falcon Heights	Kern, DeWenter, Viere, Ltd.	\$8,050	\$2.5
Little Canada	Tautges Redpath	17,000*	5.0
St. Anthony	Stuart J. Bonniwell	15,100	5.0
Arden Hills	Abdo Abdo & Eick	7,500**	2.2

\* Plus an additional \$2,000 for accounting assistance

\*\* Minimal auditing services performed



CONSENT

Date: 9/11/96

Item: 4

ITEM: Accept the resignation of Pete Klingenberg as Parks/Public Works Superintendent

SUBMITTED BY: Pete Klingenberg, Parks/Public Works Superintendent

EXPLANATION/DESCRIPTION:

Pete Klingenberg submitted his voluntary resignation from the position of Parks and Public Works Superintendent on September 4, 1996 to become effective on September 18, 1996.

ACTION REQUESTED:

Accept Pete Klingenberg's voluntary resignation effective September 18, 1996.

CONSENT  
Date: 9/11/96  
Item: 5

ITEM: Scheduling meeting for 6:00 pm on September 18,1996

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The Larpenteur Avenue plans are proceeding. Michael Schroeder, the city's landscape architect, is requesting the council to select colors for the median along Larpenteur so that the materials can be included in the county's plans. Michael is not available for a regular council meeting date but would be available on Wednesday, September 18, 1996 at 6:00 PM.

ACTION REQUESTED: Schedule council meeting for September 18, 1996.

POLICY  
Date: 9/11/96  
Item: 1

ITEM: Resolution ordering a feasibility study for the reconstruction of Lindig Street

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

**Lindig Street's reconstruction is a 1997 planned improvement.**

The city's capital improvement program plans for the reconstruction of Lindig Street in 1997. To accomplish this, it is necessary to begin the process for this public improvement. The first step is to adopt a resolution ordering a feasibility study be done on the street's reconstruction (attachment 1).

**A neighborhood meeting on the street project will be held in mid-October.**

Once the feasibility study is underway, the city staff will host a neighborhood meeting on the street reconstruction to get information out to the residents and to gather information from them.

**Accomplishes goal #2 , strategy #4 maintaining the city's infrastructure.**

ATTACHMENT:

1 - Proposed resolution 96-10

ACTION REQUESTED:

Discuss the Lindig Street reconstruction project.  
Adopt Resolution 96 -10 to proceed with feasibility study.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

Date: 9/11/96

-----  
ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve Lindig Street between the north line of Larpenteur Avenue and the north end of Lindig Street by reconstructing the street and storm drainage and to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE, BE IT RESOLVED by the City Council of Falcon Heights, Minnesota:

That the proposed improvement be referred to MSA, Consulting Engineers for study and that they be instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 11th day of September, 1996.

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

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

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

Mayor  
9/11/96  
Date

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

City Clerk  
9/11/96  
Date

ITEM: Consideration of revised fee schedule

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

The council reviewed the city's fee schedule at their August 28 workshop meeting. As directed, staff revised the arrangement of the fee schedule so that it is more logical and "reader friendly." Additional changes made as directed include the following:

- Removal of a separate bowling alley fee
- Raising the investigation fee for a therapeutic massage enterprise license
- Replacing the entire mechanical permit fee schedule
- Raising the fees for subdivisions and variances
- Adding a fee for required design review
- Miscellaneous clarifying phrases and elimination of outdated fees

The following information was obtained as requested:

Water Connection Fee. This fee is charged when a property connects to city water for the first time. This obviously happens with new construction, but the fee is also charged to existing properties that connect for the first time. There are a few properties in the city that still use well water and they ordinarily will connect to city water when they sell the property (this happens perhaps 1-2 times per year.)

The fee is based upon the size of the meter going into the building and has been charged ever since the water system came through the city, so each property that has city water has paid the fee at some point in time. The fee was originally meant to help defray the costs of providing the water system infrastructure. The fee now is put in the city's water fund, which is used to maintain the water mains and the hydrants.

Street Opening Fee. Staff recommends that a street opening fee be added to the fee schedule. This \$25.00 fee would be charged to any private contractor that needs to dig into a city street in order to do utility repairs. This ordinarily applies to companies doing water and/or sewer work on private property. The \$25.00 fee will defray the costs of a staff inspection of the patch work and the eventual wear

and tear on the street (street patches deteriorate no matter how good a job a contractor does on the initial patching.) This fee would be charged in addition to any permits required for the actual work, such as a sewer repair permit.

Design Review Examples. The proposed \$50.00 fee to be charged when a plan requires design review by the planning commission and/or city council would currently apply to specific business construction. Some examples where the design review could be charged include accessory structures on business property, parking, and required screening between businesses and residential areas.

ATTACHMENT: Revised fee schedule

ACTION REQUESTED: Approve the revised fee schedule.

A. LICENSES

*Business Licenses*

<u>Item</u>	<u>Fee</u>
Filling Stations	
Less than 15 hours	\$ 100.00
15-20 hours	\$ 400.00
20 hours or more	\$ 500.00
General Business	\$ 50.00
Pool Halls	\$ 800.00
Precious Metal Dealer	
Investigation fee/general	\$1500.00
Investigation fee/MN only	\$ 500.00
License fee	\$2000.00
Restaurants	
Lunchroom	\$ 50.00
Less than 15 hours	\$ 100.00
15-20 hours	\$ 400.00
20 hours or more	\$ 500.00
Therapeutic Massage License	
Investigation fee	\$ 350.00
License fee	\$ 100.00

*Liquor Licenses*

<u>Item</u>	<u>Fee</u>
Bottle Club	\$ 300.00
Liquor, Off-Sale	\$ 150.00
Liquor, On-Sale	\$4000.00
Liquor, Special Event	\$ 25.00
Liquor, Sunday	\$ 200.00
Malt Beverage, Off-Sale	\$ 150.00
Malt Beverage, On-Sale	\$ 500.00
Malt Beverage, On-Sale (with wine license)	\$ 1.00
Wine License	\$2000.00

*Other Licenses*

<u>Item</u>	<u>Fee</u>
Amusement machines (per machine)	\$ 30.00
Cigarette sales	\$ 250.00
Contractor licenses	\$ 30.00
Itinerant salespersons & solicitors (for profit only)	\$ 35.00
Pool tables (per table)	\$ 30.00
Refuse Haulers	\$ 70.00

## B. PERMITS

1. Building permit fees are as adopted under the Uniform Building Code.
2. Relocation of structure or building: \$150.00
3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00
4. Mechanical permit fees

### Residential Work

**Base Fee** \$25.00

### **Gas Piping**

\$10.00 \$500 valuation or less (repair or installation)  
\$ 4.00 Each additional \$500 cost of repair or installation

### **Gas or oil fired furnaces or boilers**

\$20.00 First 100,00 BTU input or less.  
\$ 3.00 Each additional 100,00 input or fraction thereof.

### **Warm air or hot water heating system**

\$25.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.

\$ 4.00 Each additional 100,000 BTU input or fraction thereof.

\$15.00 First 100,000 BTU input per unit on unit heaters

\$ 3.00 Each additional 100,000 BTU input or fraction thereof.

### **Air conditioning**

\$25.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.

\$ 4.00 Each ton (12,000 BTU) or fraction thereof over first 5 tons for duct work or air conditioning.

### **Other Items**

\$25.00 Wood burning furnace per unit  
\$25.00 Swimming pool heater per unit  
\$20.00 Air exchanger with duct work per unit  
\$20.00 Gas or oil space heater per unit  
\$20.00 Gas direct vent heater per unit  
\$20.00 Gas fireplace log or heater per unit

### Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.



5. Plumbing Permit Fees.  
\$25.00 base fee plus \$7.00 per fixture installed
6. Sewer Connection or Repair  
\$25.00
7. Water Connection
 

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$1,080.00
8. Street Opening Fee  
\$25.00

**C. PLANNING FEES**

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 165.00
Design Review	
(when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 250.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (> 1 new lot)	\$ 300.00 + \$ 100.00/lot created
Variance	\$ 65.00

**D. FACILITY RENTAL FEES**

Private use of public facilities is permitted on a space available basis. Reservations and security deposits are required for private use of the following community facilities:

1. Park Facilities

a. Seasonal Use, Field Rental (one day/week)

\$100.00	Community Park (includes access to bathrooms)
50.00	Curtiss Field
50.00	University Grove

b. Occasional Use (field rental each time)

20.00 w/bathroom	\$10.00 no. b.r. (Comm. Park)
15.00 w/bathroom	10.00 no b.r. (Curtiss Field)
10.00 for University Grove park	

## 2. Park Buildings

### a. **Community Park**

<u>Fee</u>	<u>Item</u>
\$50.00	per 6 hour shift or portion of a shift. Additional \$5.00/hour in excess of the 6 hour shift plus any set-up cost if set up is requested.
30.00	for two hours or less when building use is limited to multi- purpose space (kitchen use is limited to coffee pot and/or refrigerator)

### b. **Curtiss Field Building**

\$20.00

### c. **City Hall Facilities**

\$35/first 3 hours  
\$15 each additional hour  
\$35.00 set up  
\$5.00 kitchen  
\$25.00 conference room

## 3. Damage and Key Deposit

\$100.00      Deposit required for any use when a key to a building is requested. This will be treated as a deposit for building and equipment repair when damage is caused by a rental party and/or for time spent cleaning when facilities are left in excessive disorder. If the building is left in good order and the key is returned, the full deposit shall be refunded.

## E. **FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS**

1. Public facilities are available for use on a reservation basis.

2. The following shall be allowed free use of public facilities:

### a. Specifically listed local organizations:

- Groups which the City of Falcon Heights is a member
- League of Women Voters
- Senior Citizen Groups (Falconeers, Roseville Area Seniors)
- Scouts, Brownie Troops, 4-H, Campfire
- Neighborhood Groups (e.g. Grove and Maple Knoll Courtyard Homeowner's Associations)
- 55 Alive Mature Driving Class
- Developers when presenting to neighbors
- Legislators for informational (non-campaign) meetings except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
- Area Youth Athletic Associations
- Falcon Heights/Lauderdale Lions Club
- Party precinct caucuses, legislated district conventions and county conventions under the requirements of MN. State Statute 202A.192

- b. Falcon Heights neighborhood or community based groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
  - c. Hobby groups or clubs that meet all of the following criteria:
    - 1) Falcon Heights based (a minimum of 25% of on-going members or participants are Falcon Heights residents.)
    - 2) Non-profit
    - 3) Open membership
    - 4) Founded on a hobby
    - 5) Actively reaches out to include people of different ages, especially youth, to encourage inter-generational exchanges of information
    - 6) Encourages a community service and/or benefit component
  - d. The organization or group cannot be a private, business, political, or religious organization.
  - e. Any organization denied free use under this policy as defined in this section may appeal to the city council.
3. The Roseville Area Schools will be charged their own prevailing rates for use of city facilities.

**F. MISCELLANEOUS FEES.**

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning)	\$15.00/year
City Council Minutes	\$35.00/year
Planning Commission Minutes	\$20.00/year
Single xerox copies	\$ .30/page
City code, Chapters 1-8	\$20.00
Zoning code, Chapter 9	\$25.00
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit	\$25.00
(no charge for recreational fires)	

**G. FALSE ALARM FEES**

- a. Fire False Alarms
  - \$175.00 for second false alarm and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.
- b. Security False Alarms
  - \$35.00 for second call and \$60.00 for the third and each subsequent false alarm at an address within one calendar year.
- c. Penalties and Assessment
  - Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in Section 5-4.01 of the city code.

## H. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee for residential area permit parking	\$100.00
Annual residential area parking permits	
First two vehicles	\$ 10.00/vehicle
Third and subsequent vehicles	\$ 20.00/vehicle
Lost permit replacement	\$ 5.00
Temporary parking permit (up to 3 weeks)	\$ 1.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time one-day event	\$ 5.00/event

## I. AMBULANCE FEES

The following base fees will be charged for ambulance services. Supplies and mileage will also be billed at the current market rate.

1. Falcon Heights Resident: \$475.00
2. Lauderdale Resident: \$500.00
3. Other Resident: \$525.00

## J. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the city for approval of a project or for public assistance must cover the city's consultants' costs associated with reviewing the request. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city's consultants' costs as determined by the city administrator. If the city's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

POLICY  
Date: 9/11/96  
Item: 3

ITEM: Proposed requests for donations

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

At the August 28, 1996 workshop, the council discussed some ideas for requesting donations. The following list includes the costs associated with some of these activities:

- Open Gym \$ 965
- Time - In at Curtiss \$1,080
- Time - In at Grove \$ 202
- Pavilion at city center \$25,200 (including patio, landscaping)

ATTACHMENTS:

- 1 - Memo from Carol Kriegler detailing donations/costs
- 2 - Memo from Michael Schroeder detailing design/costs

ACTION REQUESTED:

Discuss donation requests  
Direct staff to send a request to the Lions Club

MEMO TO: SUSAN HOYT

FROM: CAROL KRIEGLER

SUBJECT: COST ESTIMATES FOR "DROP-IN" SUMMER RECREATION  
YOUTH PROGRAMS

As you requested, following are cost estimates associated with the "drop-in" summer recreation programs we've offered the past few years. As you are aware, these programs have served to compliment the more traditional "fee for service" programs like t-ball, soccer, and little leagues. While these programs have their merits, "drop-in" programs provide a wider variety of activities without a required fee payment or registration. While families of participating youth are encouraged to make a donation to the program, all children are encouraged to participate to the extent that they desire regardless of their families contribution.

Keep in mind that these cost estimates are based on staffing levels for programs conducted this past summer. Typically I staff the programs based on anticipated participation. For example, with the "HIGH-FIVE" open gym program at Falcon Heights School, I originally anticipated having a lead coach and a possible assistant. With participation higher than I expected (30+ kids per session), I responded by occasionally staffing the program with a lead coach and two assistants.

"HIGH-FIVE" OPEN GYM PROGRAM AT FALCON HEIGHTS SCHOOL

No facility rental fee.

Staffing costs: 1 head coach @\$7.00 -\$8.00 /hour X 2 hours  
1.5 assistants @ \$5.00-\$5.50 /hour X 1.5 hours  
X 4 days X 9 weeks = approx. \$965.25

CURTISS FIELD "TIME-IN" PLAYGROUND PROGRAM

Staffing costs: 2 head coaches @ \$7.00-\$8.00 / hour X 2 hours  
X 4 days X 9 weeks = approx. \$1,080

GROVE PARK "TIME-IN" PLAYGROUND PROGRAM

Staffing costs: 1 head coach @ \$7.00 / hour X 1.5 hours  
X 2 days X 9 weeks = approx. \$202.50

We received about \$1,000 in donations towards these programs in 1996. Of this, about \$400 was received from the North-home neighbors who asked

that their donation be designated specifically for equipment and supplies. In the past, "Time-In" supplies have been limited to fairly modest purchases: i.e. crayons, paper, paint, popsicle sticks, etc.. For various craft projects, kids are sometimes asked to bring items from home (egg cartons, coat hanger, etc.). The intent of the north-home donation was to provide opportunities for more special craft projects and activities without having to charge a "supply" or activity fee. As far as equipment goes, both of these programs typically utilize the city's existing supply of traditional equipment (basketballs, soccer balls, playground balls).

POLICY  
Date: 9/11/96  
Item: 4

ITEM: The City's 1997 Goals

SUBMITTED BY: Mayor and Councilmembers

EXPLANATION/DESCRIPTION:

Each year the city council identifies goals and key strategies to accomplish these goals over the coming year. In an effort to communicate these goals to citizens, they will be reviewed at this public meeting.

ATTACHMENT:

1 - 1997 City Goals

ACTION REQUESTED:

Presentation of the city's 1997 goals.



# ***CITY OF FALCON HEIGHTS, MINNESOTA***

## ***1997 GOALS***

**Purpose: To promote a community that is a good place to live, work, and visit.**

(Parentheses behind action items note person/persons responsible for initiating the activity.)

### **Goal 1: To protect the public health and safety.**

#### **Strategy 1: Providing public safety services to citizens**

Action Items:

- Providing a responsive, visible, community police service (Police provider)
- Providing a responsive, well-trained fire service (Fire Department)
- Formulating a housing code that suits the needs of the community (Planning staff)

#### **Strategy 2: Participating in initiatives designed to prevent crime and the need for emergency responses.**

Action Items:

- Participating in the MCAD and Teen Court programs (Mayor/Council)
- Promptly removing graffiti from public buildings and providing removal materials for city businesses (Parks/Public Works Staff)
- Developing a written plan for responding to hate crimes (Human Rights Commission)

#### **Strategy 3: Providing the city's emergency medical services that include advanced life support and medical dispatching**

Action Item:

- Evaluating the delivery of the city's emergency medical services after making a transition to advanced life support and medical dispatching (EMS Task Force)

#### **Strategy 4: Participating in early intervention programs with juveniles.**

Action Items:

- Support Northwest Youth and Family Services and the Teen Court
- Continue the Juvenile Firestarter program (Fire Marshal/Fire Department)

**Goal 2: To maintain and promote the assets of the city's unique neighborhoods, including commercial, residential, and open space uses.**

**Strategy 1: Maintaining the neighborhood and community parks with updated facilities, recreation, and community services.**

**Strategy 2: Working with businesses to complement neighboring residential areas.**

**Strategy 3: Expanding pedestrian and bicycle opportunities**

Action Item:

- Include these components in the Larpenteur Avenue reconstruction plans (Planning staff)

**Strategy 4: Maintaining the city's physical infrastructure**

Action Items:

- Street improvement program (Parks and Public Works Staff)
- Sidewalk maintenance program (Parks and Public Works Staff)
- Publicize the availability of housing rehabilitation funds to owners of single and multi-family property owners (Planning Staff)
- Sewer maintenance program (Parks and Public Works staff)
- Boulevard tree program (Forester)

**Strategy 5: Enhance the physical land use characteristics of the community.**

Action Items:

- Reviewing the comprehensive plan and zoning code (Planning Commission and staff)
- Creating a community identity along the Larpenteur Avenue corridor and at key intersections through a streetscape plan (Planning staff)
- Improving the business environment and retail identity in the Snelling/Larpenteur intersection with landscaping, lighting, and other amenities

**Goal 3: To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.**

**Strategy 1: To promote and participate in youth development.**

Action Items:

- Continuing the junior leaders program (Parks/Recreation staff)
- Including youth as commission members (Mayor and Council)
- Informally interacting with youth when the opportunity arises (Mayor, Council, staff, Police, Fire Department)
- Participating in the Chamber of Commerce Career Day and scholarship fund (Administration staff)
- Speaking about local government at schools or youth related functions (Mayor, Council, staff)
- Participation in the Roseville Family Collaborative (Mayor/Council)
- Hosting an intergenerational dialogue to develop intergenerational action plans (Mayor/Council/Keeping Connected committee)
- Planning a workshop on building assets in our youth (Mayor/Council/Keeping Connected committee)

**Strategy 2: Hosting community/neighborhood activities.**

Action Items:

- Ice Cream Social (Parks and Recreation Commission)
- Dead of Winter event (Parks and Recreation Commission)
- Impromptu neighborhood gatherings (Parks and Recreation Commission and Administration staff)
- Neighborhood Watch and National Night Out activities (Administration staff/Police/Fire)
- Volunteer Recognition Event (Mayor/Council)
- Arbor Day event (Forester)
- Fire Department Open House (Fire Department)
- Establishing a planning committee for the city's 50th birthday celebration in 1999 (Mayor/Council)

**Strategy 3: Providing an array of recreation programming.**

Action Items:

- Time-In Program (Park/Recreation Staff)
- Open Gym Program (Park/Recreation Staff)

**Strategy 4: Inviting interested citizens into the process of decision making.**

Action Item:

- Producing three city newsletters and other communication pieces with information regarding current city events and issues (Administrative staff)

**Strategy 5: Welcoming new residents into the community.**

Action Item:

- Determine how to welcome new residents to the community (Keeping Connected committee)

**Strategy 6: Encouraging an expanded utilization of front yards**

## **Goal 4: To provide a responsive and effective city government.**

**Strategy 1: Establish goals to guide the activities of city staff and commissions**

Action Items:

- Examine goals at midyear to determine progress (Mayor/Council)
- Publish a summary of the goals in the city's newsletter (Administrative staff)
- Convey these goals to the city's legislators prior to the start of the legislative session (Mayor/Council)

**Strategy 2: Communicating promptly and clearly with the citizenry in response to questions or actions**

**Strategy 3: Establish collaborative relationships with other entities**

**Strategy 4: Continue communication with businesses about business retention and development goals.**

**Strategy 5: Strive to provide citizens with more efficient and convenient city services**

Action Items:

- Investigate having the City of St. Paul process the city's quarterly utility bill in conjunction with their monthly water billing system (Finance staff)
- Complete the first stage of the Parks and Public Works management program and continue to refine it (Parks and Public Works Staff)

**Strategy 6: Effectively manage the city's personnel resources.**

Action Items:

- Evaluate the performance and work assignments of city employees through annual performance evaluations (supervisory staff)
- Recognizing employees with a recognition event (planned by the staff)
- Providing employees with the affordable resources they require to efficiently and effectively do their jobs, including training and technology resources (Administrative staff)

**Strategy 7: Effectively manage the city's financial resources**

Action Items:

- Annually preparing a five year capital improvement program (Finance staff)
- Reviewing and adjusting the city's fees for service (Finance staff)
- Analyzing the city's rescue fund six months after the transition to advanced life support and medical dispatching (Finance staff)

POLICY

Meeting Date: 9/11/96

Item: 5

ITEM DESCRIPTION: Proposed resolution certifying the proposed general fund budget of \$1,209,143 and certified levy of \$577,309 to the Ramsey County Auditor

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

The city is required to certify a preliminary budget and levy for the Ramsey County Auditor by September 15, 1996. The levy may be decreased but it cannot be increased after this certification.

The city's proposed general fund budget is \$1,209,143 (including transfers) which is a 6.6% increase over the city's 1996 budget. The overall certified levy is \$577,309 or a 5.1% increase in the total property taxes levied. The levy includes \$467,922 in ad valorem property taxes which represents a 4.9% increase in the city's 1996 ad valorem tax levy. The overall levy increase of \$28,228 from 1996 to 1997 will offset a budgeted increase in police expenditures of \$28,855.

ATTACHMENTS:

1. Proposed resolution certifying the 1997 general fund budget of \$1,209,143 and the certified levy of \$577,309.
2. Summary of the general fund.

ACTION REQUESTED: Adopt the resolution certifying the general fund budget of \$1,209,143 and certifying the 1997 levy at \$577,309.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

Date: Sept. 11, 1996

-----  
A RESOLUTION CERTIFYING THE PROPOSED GENERAL FUND  
BUDGET OF \$1,209,143 AND CERTIFIED LEVY OF  
\$577,309 TO THE RAMSEY COUNTY AUDITOR

BE IT RESOLVED by the city council of the City of Falcon Heights  
that the proposed General Operating Budget for the year 1997 in the amount  
of \$1,209,143 is adopted; and

BE IT FURTHER RESOLVED that the County Auditor is authorized to levy  
taxes in the amount of \$577,309 for the year 1997.  
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Moved by: \_\_\_\_\_

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

Mayor

September 11, 1996

Date

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

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

City Clerk

September 11, 1996

Date

# GENERAL FUND BUDGET SUMMARY

## REVENUES BY CLASSIFICATION

	ACTUAL 1995	ACTUAL 1996	BUDGET 1997	ESTIMATED 1997	BUDGET 1998
PROPERTY TAXES	521,994	546,815	577,309	578,922	589,410
LICENSES & PERMITS	42,471	39,545	31,100	30,655	31,000
INTERGOVERNMENTAL	434,943	425,240	429,504	443,456	438,931
CHARGES FOR SERVICES	35,963	33,396	32,700	33,510	31,250
FINES & FORFEITS	77,491	87,294	75,000	98,000	77,000
MISCELLANEOUS	56,307	66,413	60,990	46,471	35,850
<b>TOTAL REVENUES</b>	<b>1,169,168</b>	<b>1,198,703</b>	<b>1,206,603</b>	<b>1,231,014</b>	<b>1,203,441</b>
OTHER FINANCING SOURCES	28,826	2,465	2,540	2,540	2,540
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>1,197,994</b>	<b>1,201,168</b>	<b>1,209,143</b>	<b>1,233,554</b>	<b>1,205,981</b>

## EXPENDITURES BY DEPARTMENT

	ACTUAL 1995	ACTUAL 1996	BUDGET 1997	ESTIMATED 1997	BUDGET 1998
GENERAL GOVERNMENT	260,397	260,707	311,159	287,456	323,150
PUBLIC SAFETY	469,842	494,599	527,480	508,827	546,270
PARKS & PUBLIC WORKS	250,486	238,234	268,906	263,836	277,856
MISCELLANEOUS	2,194	10,673	32,898	11,629	18,305
<b>TOTAL EXPENDITURES</b>	<b>982,919</b>	<b>1,004,213</b>	<b>1,140,443</b>	<b>1,071,748</b>	<b>1,165,581</b>
OTHER FINANCING USES	314,000	54,936	68,700	68,700	40,400
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>1,296,919</b>	<b>1,059,149</b>	<b>1,209,143</b>	<b>1,140,448</b>	<b>1,205,981</b>

## GENERAL FUND BALANCE

	ACTUAL 1995	ACTUAL 1996	BUDGET 1997	ESTIMATED 1997	BUDGET 1998
GENERAL FUND BALANCE 01/01	769,007	670,083	812,102	812,102	905,208
CHANGE IN FUND BALANCE	-98,924	142,019	0	93,106	0
GENERAL FUND BALANCE 12/31	<b>670,083</b>	<b>812,102</b>	<b>812,102</b>	<b>905,208</b>	<b>905,208</b>



## TOTAL GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPT NUMBER	DEPARTMENT TITLE	ACTUAL 1994	ACTUAL 1995	BUDGET 1996	ESTIMATED 1996	BUDGET 1997
<i>GENERAL GOVERNMENT</i>						
111	LEGISLATIVE	35,611	38,269	44,921	40,541	43,615
112	ADMINISTRATIVE	139,178	129,728	146,374	138,150	146,329
113	FINANCE	42,100	34,722	36,365	35,316	43,751
114	LEGAL	13,151	7,603	15,000	7,500	15,000
115	ELECTIONS	10,049	11,436	12,493	12,464	12,057
116	COMMUNICATIONS	12,511	12,567	15,818	14,108	19,038
117	PLANNING & INSPECTIONS	19,562	26,073	28,790	28,030	31,369
	<i>TOTAL GENERAL GOVERNMENT</i>	<u>272,161</u>	<u>260,397</u>	<u>299,761</u>	<u>276,109</u>	<u>311,159</u>
<i>PUBLIC SAFETY</i>						
121	EMERGENCY PREPAREDNESS	5,997	6,221	6,609	6,533	6,989
122	POLICE	228,921	317,000	326,510	330,837	355,365
123	PROSECUTION	21,748	23,959	23,000	25,315	26,000
124	FIREFIGHTING	117,514	84,357	95,047	90,510	98,597
125	FIRE PREVENTION	35,895	38,305	39,238	38,713	40,529
	<i>TOTAL PUBLIC SAFETY</i>	<u>410,076</u>	<u>469,842</u>	<u>490,404</u>	<u>491,908</u>	<u>527,480</u>
<i>PARKS &amp; PUBLIC WORKS</i>						
131	CITY HALL & GROUNDS	30,992	32,949	35,442	33,820	39,871
132	STREETS	94,930	93,131	102,125	88,171	94,213
133	ENGINEERING	7,702	7,420	7,500	5,000	7,500
134	TREE PROGRAM	29,403	31,389	23,554	26,861	25,712
141	PARK MAINTENANCE & ADMINISTRATION	83,959	85,597	95,405	90,003	101,610
	<i>TOTAL PARKS &amp; PUBLIC WORKS</i>	<u>246,985</u>	<u>250,486</u>	<u>264,026</u>	<u>243,855</u>	<u>268,906</u>
<i>MISCELLANEOUS</i>						
192	CONTINGENCY	22,876	2,194	50,499	8,824	32,898
	<i>TOTAL MISCELLANEOUS</i>	<u>22,876</u>	<u>2,194</u>	<u>50,499</u>	<u>8,824</u>	<u>32,898</u>
	<i>TOTAL EXPENDITURES</i>	<u>952,099</u>	<u>982,919</u>	<u>1,104,690</u>	<u>1,020,696</u>	<u>1,140,443</u>
<i>OTHER FINANCING USES</i>						
	OPERATING TRANSFERS	63,392	314,000	30,000	55,300	68,700
	<i>TOTAL OTHER FINANCING USES</i>	<u>63,392</u>	<u>314,000</u>	<u>30,000</u>	<u>55,300</u>	<u>68,700</u>
	<i>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</i>	<u>1,015,491</u>	<u>1,296,919</u>	<u>1,134,690</u>	<u>1,075,996</u>	<u>1,209,143</u>

**TOTAL GENERAL FUND EXPENDITURES BY LINE ITEM**

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 1994	ACTUAL 1995	BUDGET 1996	ESTIMATED 1996	BUDGET 1997
<i>COMPENSATION</i>						
60100	REGULAR SALARIES	205,659	206,529	214,243	213,917	227,354
60510	MAYOR & CITY COUNCIL	18,900	18,900	18,900	18,150	18,900
60520	PART-TIME EMPLOYEES	34,005	36,740	38,662	38,714	42,054
61000	OVERTIME WAGES	30	244	200	200	200
61510	DRILL COMPENSATION	4,945	5,401	6,000	6,032	6,035
61520	FIRE COMPENSATION	15,902	10,067	15,500	11,878	15,500
61540	SLEEPER COMPENSATION	6,716	7,152	7,000	7,739	7,740
61550	OFFICER COMPENSATION	10,426	10,200	10,380	10,210	10,260
64011	PERA CONTRIBUTIONS	13,349	13,113	13,650	13,513	14,889
64012	FICA CONTRIBUTIONS	20,215	20,534	21,820	21,448	23,103
64031	HOSPITALIZATION	17,093	17,237	18,475	16,389	16,343
64032	DENTAL	3,344	4,354	4,642	4,513	4,584
64033	LONG-TERM DISABILITY	522	718	760	783	831
64034	LIFE INSURANCE	451	731	717	848	879
64040	OTHER CONTRIBUTIONS	41,330	21,859	19,500	22,000	22,000
	<i>TOTAL COMPENSATION</i>	<u>392,888</u>	<u>373,780</u>	<u>390,449</u>	<u>386,334</u>	<u>410,672</u>
<i>MATERIALS &amp; SUPPLIES</i>						
70100	SUPPLIES	17,828	17,702	22,060	19,018	21,860
70400	LEGAL NOTICES/NEWSLETTERS	5,428	4,540	5,800	4,500	6,800
70500	POSTAGE	3,778	4,381	6,270	5,760	6,285
74000	MOTOR FUEL & LUBRICANTS	3,392	2,995	3,450	3,200	3,650
75000	BITUMINOUS PATCHING	503	3,183	625	1,200	1,000
75100	STREET SIGNS	410	944	1,000	504	1,000
77000	CLOTHING	1,601	1,106	1,575	1,575	1,580
	<i>TOTAL MATERIALS &amp; SUPPLIES</i>	<u>32,939</u>	<u>34,851</u>	<u>40,780</u>	<u>35,757</u>	<u>42,175</u>
<i>OTHER SERVICES &amp; CHARGES</i>						
80100	ENGINEERING SERVICES	7,702	7,420	7,500	5,000	7,500
80200	LEGAL FEES	34,899	31,562	38,000	32,815	41,000
80300	AUDIT/FINANCIAL CONSULTANT	3,760	3,690	4,575	4,180	4,785
80400	CONSULTING PLANNER	3,125	4,651	4,500	4,822	4,500
81000	POLICE SERVICES	228,921	317,000	326,510	330,837	355,365
81200	INSPECTORS	9,486	10,060	10,550	9,550	9,650
82000	CLEANING/WASTE REMOVAL	6,105	6,541	6,919	6,550	7,070
83010	SEALCOATING	27,578	26,475	28,000	21,567	24,000
83020	STREET SWEEPING	10,300	10,370	13,000	10,900	13,000
83030	SNOW REMOVAL	18,697	14,664	18,000	17,000	19,000
84000	TREE TRIM/REMOVAL/PLANTING	16,521	23,169	15,700	17,900	17,500
85000	UTILITIES	28,706	30,580	33,175	31,255	33,000
85050	CABLE TV	4,941	5,279	5,500	5,685	5,800
86010	MILEAGE	3,132	3,478	4,635	3,638	4,645
86020	TRAINING	3,565	5,124	6,000	5,625	6,500
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	12,045	14,245	19,785	16,934	21,515
86200	MEDICAL EXAMINATIONS	1,801	492	600	600	800
86500	CONTRIBUTIONS	7,883	7,497	10,000	8,700	10,000
87000	REPAIR EQUIPMENT/MAINTENANCE	20,331	14,778	17,520	16,284	24,175
88000	INSURANCE & BONDS	45,766	32,621	47,393	36,127	37,543
89000	MISCELLANEOUS	31,010	4,593	55,599	12,636	40,248
	<i>TOTAL OTHER SERVICES &amp; CHARGES</i>	<u>526,272</u>	<u>574,288</u>	<u>673,461</u>	<u>598,605</u>	<u>687,596</u>
	<i>TOTAL EXPENDITURES</i>	<u>952,099</u>	<u>982,919</u>	<u>1,104,690</u>	<u>1,020,696</u>	<u>1,140,443</u>
<i>OTHER FINANCING USES</i>						
97000	OPERATING TRANSFERS	63,392	314,000	30,000	55,300	68,700
	<i>TOTAL OTHER FINANCING USES</i>	<u>63,392</u>	<u>314,000</u>	<u>30,000</u>	<u>55,300</u>	<u>68,700</u>
	<i>TOTAL EXPENDITURES &amp; OTHER USES</i>	<u>1,015,491</u>	<u>1,296,919</u>	<u>1,134,690</u>	<u>1,075,996</u>	<u>1,209,143</u>

# SCHOOL DISTRICTS AND CITIES

## Allowable Publication Dates and Public Hearing Dates in Regard to Proposed Property Taxes for Payable 1997

IF INITIAL HEARING IN 1996	NOTICE OF PUBLIC HEARING MAY BE PUBLISHED		CONTINUATION HEARING CAN BE HELD IF NEEDED		ADOPTION HEARING CAN BE HELD *	
<u>IS ON:</u>	<u>ON OR AFTER:</u>	<u>BUT NOT LATER THAN:</u>	<u>ON OR AFTER:</u>	<u>BUT NOT LATER THAN:</u>	<u>ON OR AFTER:</u>	<u>BUT NOT LATER THAN:</u>
NOV. 29	NOV. 20	NOV. 26	DEC. 06	DEC. 19	NOV. 30	DEC. 27
NOV. 30	NOV. 21	NOV. 27	DEC. 06	DEC. 19	DEC. 02	DEC. 27
DEC. 02	NOV. 21	NOV. 27	DEC. 09	DEC. 20	DEC. 03	DEC. 27
DEC. 03	NOV. 22	NOV. 29	DEC. 10	DEC. 20	DEC. 04	DEC. 27
DEC. 04	NOV. 25	DEC. 02	DEC. 11	DEC. 20	DEC. 05	DEC. 27
DEC. 05	NOV. 26	DEC. 03	DEC. 12	DEC. 20	DEC. 06	DEC. 27
DEC. 06	NOV. 27	DEC. 04	DEC. 13	DEC. 20	DEC. 07	DEC. 27
DEC. 07	NOV. 29	DEC. 05	DEC. 13	DEC. 20	DEC. 09	DEC. 27
DEC. 09	NOV. 29	DEC. 05	DEC. 16	DEC. 20	DEC. 10	DEC. 27
DEC. 10	DEC. 02	DEC. 06	DEC. 17	DEC. 20	DEC. 11	DEC. 27
DEC. 11	DEC. 03	DEC. 09	DEC. 18	DEC. 20	DEC. 12	DEC. 27
DEC. 12	DEC. 04	DEC. 10	DEC. 19	DEC. 20	DEC. 13	DEC. 27
DEC. 13	DEC. 05	DEC. 11	DEC. 20	DEC. 20	DEC. 14	DEC. 27
DEC. 14	DEC. 06	DEC. 12	DISALLOWED		DEC. 16	DEC. 27
DEC. 16	DEC. 06	DEC. 12	DISALLOWED		DEC. 17	DEC. 27
DEC. 17	DEC. 09	DEC. 13	DISALLOWED		DEC. 18	DEC. 27
DEC. 18	DEC. 10	DEC. 16	DISALLOWED		DEC. 19	DEC. 27
DEC. 19	DEC. 11	DEC. 17	DISALLOWED		DEC. 20	DEC. 27
DEC. 20	DEC. 12	DEC. 18	DISALLOWED		DEC. 21	DEC. 27

\* The "on or after" dates shown for your adoption hearing assume that no continuation hearing is held. If a continuation hearing is held, the levy adoption hearing could be held no earlier than one day after the continuation hearing.

NOTES: (1) School district initial or continuation hearings on proposed property taxes for taxes payable in 1997 cannot be held on: (a) December 1, 8, or 15 since these are Sundays; (b) December 10 or 17 since these are the dates set aside for county initial hearings and continuation hearings, respectively; and (c) (for school districts located wholly or partly within the seven county metropolitan area) December 2 or 9 since these are the dates set aside for the metropolitan special taxing district initial and continuation hearings, respectively.

(2) City initial hearings on proposed property taxes for taxes payable in 1997 cannot be held on: (a) December 1, 8, or 15 since these are Sundays; (b) December 10 or 17 since these dates are set aside for county initial hearings and continuation hearings respectively; and (c) (for cities located wholly or partly within the seven county metropolitan area) December 2 or 9 since these are the dates set aside for the metropolitan special taxing district initial and continuation hearings respectively. City continuation hearings may be scheduled for a date that conflicts with the initial or continuation hearing of another taxing authority (county, school district, metropolitan special taxing district) if the city deems it necessary, but city subsequent (levy adoption) hearings may not be scheduled for a date that would conflict with the initial or continuation hearing of another taxing authority.

# GENERAL FUND BUDGET SUMMARY

## REVENUES BY CLASSIFICATION

	ACTUAL 1994	ACTUAL 1995	BUDGET 1996	ESTIMATED 1996	BUDGET 1997
PROPERTY TAXES	466,484	521,994	549,081	549,081	577,309
LICENSES & PERMITS	34,227	42,471	29,600	34,777	31,100
INTERGOVERNMENTAL	412,257	434,943	411,467	419,891	429,504
CHARGES FOR SERVICES	36,104	35,963	34,725	32,382	32,700
FINES & FORFEITS	63,564	77,491	75,000	75,000	75,000
MISCELLANEOUS	51,252	56,307	32,352	61,158	60,990
<b>TOTAL REVENUES</b>	<b>1,063,887</b>	<b>1,169,168</b>	<b>1,132,225</b>	<b>1,172,289</b>	<b>1,206,603</b>
OTHER FINANCING SOURCES	2,355	28,826	2,465	2,465	2,540
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>1,066,242</b>	<b>1,197,994</b>	<b>1,134,690</b>	<b>1,174,754</b>	<b>1,209,143</b>

## EXPENDITURES BY DEPARTMENT

	ACTUAL 1994	ACTUAL 1995	BUDGET 1996	ESTIMATED 1996	BUDGET 1997
GENERAL GOVERNMENT	272,161	260,397	299,761	276,109	311,159
PUBLIC SAFETY	410,076	469,842	490,404	491,908	527,480
PARKS & PUBLIC WORKS	246,985	250,486	264,026	243,855	268,906
MISCELLANEOUS	22,876	2,194	50,499	8,824	32,598
<b>TOTAL EXPENDITURES</b>	<b>952,099</b>	<b>982,919</b>	<b>1,104,690</b>	<b>1,020,696</b>	<b>1,140,443</b>
OTHER FINANCING USES	63,392	314,000	30,000	55,300	68,700
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>1,015,491</b>	<b>1,296,919</b>	<b>1,134,690</b>	<b>1,075,996</b>	<b>1,209,143</b>

## GENERAL FUND BALANCE

	ACTUAL 1994	ACTUAL 1995	BUDGET 1996	ESTIMATED 1996	BUDGET 1997
GENERAL FUND BALANCE 01/01	718,256	769,008	670,083	670,083	768,841
CHANGE IN FUND BALANCE	50,751	-98,924	0	98,758	0
<b>GENERAL FUND BALANCE 12/31</b>	<b>769,008</b>	<b>670,083</b>	<b>670,083</b>	<b>768,841</b>	<b>768,841</b>

GENERAL FUND REVENUE BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 1994	ACTUAL 1995	BUDGET 1996	ESTIMATED 1996	BUDGET 1997
<i>PROPERTY TAXES</i>						
30111	CURRENT AD VALOREM TAXES	391,878	432,894	445,959	445,959	467,922
30111	FISCAL DISPARITY TAX	100,594	88,366	103,122	103,122	109,387
30112	DELINQUENT AD VALOREM	-25,988	734	0	0	0
	<i>TOTAL PROPERTY TAXES</i>	<u>466,484</u>	<u>521,994</u>	<u>549,081</u>	<u>549,081</u>	<u>577,309</u>
<i>LICENSES &amp; PERMITS</i>						
32110	CONTRACTOR LICENSES	2,810	2,850	2,000	2,800	2,500
32120	LIQUOR LICENSES	7,651	7,801	8,000	7,300	7,300
32130	CIGARETTE & AMUSEMENT LICENSES	540	1,480	1,000	1,000	1,000
32140	MISCELLANEOUS BUSINESS LICENSES	8,060	5,400	3,600	5,400	4,000
32210	BUILDING PERMITS	6,846	13,278	8,000	9,620	8,000
32220	MECHANICAL PERMITS	3,757	5,316	3,000	3,192	3,000
32230	PLUMBING PERMITS	972	869	1,000	706	800
32240	OTHER PERMITS	3,590	5,477	3,000	4,259	4,000
	<i>TOTAL LICENSES &amp; PERMITS</i>	<u>34,227</u>	<u>42,471</u>	<u>29,600</u>	<u>34,777</u>	<u>31,100</u>
<i>INTERGOVERNMENTAL</i>						
33400	STATE GRANTS & AIDS (LGA)	182,902	185,927	195,374	195,374	201,450
33400	STATE GRANTS & AIDS (HACA)	165,793	168,054	162,093	162,093	168,054
33410	OTHER GRANTS	4,000	6,910	0	3,000	2,000
33411	STATE AID - POLICE PENSION	0	16,621	0	0	0
33430	MINNESOTA STATE AID	5,000	20,852	21,000	21,000	21,000
33440	INSURANCE PREMIUM - FIRE	40,802	21,859	19,500	22,000	22,000
33700	CABLE TV FRANCHISE FEES	13,760	14,720	13,500	16,424	15,000
	<i>TOTAL INTERGOVERNMENTAL</i>	<u>412,257</u>	<u>434,943</u>	<u>411,467</u>	<u>419,391</u>	<u>429,504</u>
<i>CHARGES FOR SERVICES</i>						
34120	PLAN CHECK FEES	3,256	7,209	5,000	4,386	5,000
34140	SPECIAL ASSESSMENT SEARCHES	180	0	150	48	100
34150	PLANNING FEES	315	365	400	300	350
34160	ADMINISTRATIVE FEES	379	420	300	450	400
34170	SALE OF MAPS & COPIES	186	346	125	350	300
34210	LAUDERDALE - FIRE CONTRACT	29,344	25,528	27,000	25,000	25,000
34221	FALSE ALARMS - FIRE	775	625	750	420	550
34222	FALSE ALARMS - SECURITY	1,589	1,470	1,000	1,428	1,000
34400	LAUDERDALE - FINANCIAL	80	0	0	0	0
	<i>TOTAL CHARGES FOR SERVICES</i>	<u>36,104</u>	<u>35,963</u>	<u>34,725</u>	<u>32,382</u>	<u>32,700</u>
<i>FINES &amp; FORFEITS</i>						
35110	COURT FINES	63,564	77,491	75,000	75,000	75,000
	<i>TOTAL FINES &amp; FORFEITS</i>	<u>63,564</u>	<u>77,491</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
<i>MISCELLANEOUS</i>						
36211	INTEREST ON INVESTMENTS	42,674	50,352	28,152	31,288	31,190
36220	FACILITY RENTAL	4,575	3,684	3,200	4,321	3,500
36400	MISCELLANEOUS	4,003	2,271	1,000	25,549	26,300
	<i>TOTAL MISCELLANEOUS</i>	<u>51,252</u>	<u>56,307</u>	<u>32,352</u>	<u>61,158</u>	<u>60,990</u>
	<i>TOTAL REVENUES</i>	<u>1,063,887</u>	<u>1,169,168</u>	<u>1,132,225</u>	<u>1,172,289</u>	<u>1,206,603</u>
<i>OTHER FINANCING SOURCES</i>						
39200	OPERATING TRANSFERS	2,355	28,826	2,465	2,465	2,540
	<i>TOTAL OTHER FINANCING SOURCES</i>	<u>2,355</u>	<u>28,826</u>	<u>2,465</u>	<u>2,465</u>	<u>2,540</u>
	<i>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</i>	<u>1,066,242</u>	<u>1,197,994</u>	<u>1,134,690</u>	<u>1,174,754</u>	<u>1,209,143</u>

POLICY  
Meeting Date: 9/11/96  
Item: 6

ITEM DESCRIPTION: Set dates for the 1997 budget presentation

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: The city is required to notify the county of the dates that are proposed for the public hearing on the city's 1997 budget. The city is constrained by legislative requirements as to hearing dates. The school district, county and special taxing districts scheduled their hearings for:

County	12/10/96
Metro Taxing Districts	12/02/96
School	12/11/96

In order to have a continuation hearing date that meets the statutes, the city cannot schedule its hearing between December 14 and December 20.

Given these constraints, staff recommends that the city cancel its Wednesday, December 11 regular meeting and schedule its budget hearing for **7 PM on Wednesday, December 4, 1996** and its continuation hearing (if necessary) for 7 PM on Thursday, December 19, 1996.

ACTION REQUESTED: Schedule the public hearing on the 1997 budget shortly after 7 PM on Wednesday, December 4, 1996 and the continuation hearing shortly after 7 PM on Thursday, December 19, 1996.

POLICY  
Date: 9/11/96  
Item: 7

ITEM: Participation in Minnesota Cities Week October 6-12  
and the Minnesota Election '96 Effort

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Minnesota Cities Week is coming up October 6 - 12. During this week the fire department hosts its annual Fire Prevention Open House for the community. However, there are opportunities to do other activities if the council chooses too. The League of Minnesota Cities attachment identifies some of these.

The League of Minnesota Cities is also interested in getting participants in the Minnesota Election '96 Effort. There are some ideas on how to get involved attached for your information.

ATTACHMENTS:

- 1 - Information on City's Week
- 2 - Information on Minnesota Election '96

ACTION REQUESTED:

- Discuss these ideas.
- Direct staff to proceed as desired.

# Cities Week 1996

The idea behind Cities Week is to promote the good work cities do, and to help residents learn more about what goes on at city hall. In past years, cities across the state have developed creative, educational and fun ways to recognize Cities Week. The events are often as unique as the cities themselves.

However your city decides to recognize Cities Week is fine, but please do something. Some cities simply pass a local resolution acknowledging Cities Week, while others schedule a week full of events. Be as creative as you like, taking into account the staff time and resources your city is able to put into Cities Week.

Here are some suggestions - from the simple to the involved - that your city might want to consider for Cities Week.

- Adopt a local resolution recognizing Cities Week.
- Host an Open House at City Hall, the Maintenance Garage or Fire Station.
- Hold a ceremony to recognize volunteers who contribute their time and effort to various city activities. If your city already holds a volunteer recognition event, schedule it during Cities Week.
- In addition to recognizing volunteers, remember to recognize city staff members and the important contributions they make to the community.
- Organize a city story telling night. Invite long-time city residents to tell their favorite story of what the city was like way back when.
- Sponsor a city-wide scavenger hunt or trivia contest, and give prizes to the winners.
- Conduct bus tours showing the different projects the city is involved in, or explaining what is done in each city building.
- Contact your local newspaper or radio station and offer a story idea about how the city is saving money, approaching an old problem in a new way, or providing a special service.

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## What makes a great Open House?

Here are a few suggestions to make your Open House memorable:

- Serve refreshments - a few cookies and a little coffee and cider go a long way.
- Have city staff give tours of their work areas and explain what goes on in public works, the police station, the water treatment plant, or in the parks.
- Open up the fire trucks or public works equipment. Have a photographer take pictures of kids behind the wheel of a rescue unit or snow plow.
- Ask local businesses to donate gift certificates to encourage people to shop in town. The city can offer coupons for free city services like admission to the swimming pool, a park and recreation class, or money off of their water bills.
- Encourage participation of local community groups like the Chamber of Commerce, the Scouts, the Lions Club, etc.
- Ask the high school band and/or community band to play at the Open House.



## In the Schools

With busy school days and a full slate of subjects to cover, a thoughtful discussion of city government is sometimes overlooked in elementary and high school classrooms. Cities Week is a good opportunity to get into classrooms and talk with kids about the importance of city government and how they can be involved.

- Start now with school contacts. Contact the superintendent, principal or specific teachers.
- Sponsor a poster contest for elementary school students. Frame and display the winners at city hall.
- Sponsor an essay contest for older students. Recognize the winners at a council meeting or have the mayor take the winners to lunch.
- Have the mayor or council give a presentation at a school assembly on what city government does.
- Explain the workings of city government in terms of careers. Expose students to possible careers in planning, public safety or public works.
- Invite classes to take field trips to city hall, the maintenance garage, or water treatment plant.
- Hold mock elections or a mock council meeting with middle school and senior high civics classes. Have some students act in the role of mayor and council member, and others act as concerned citizens facing an important issue.
- Sponsor a student shadow day with students spending a part of the day observing elected officials or city employees at work.

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## Let your Residents Know What's Happening

After all your planning and preparation, make sure your residents know about Cities Week events. Here are some ways to get the word out about Cities Week.

- Send a press release to your local newspaper or radio station about your city's activities for Cities Week. (A sample press release is included in this packet.)
- Invite members of the media to the Cities Week events you have planned.
- If a reporter can't attend your open house or other event, ask if you can take photos and submit a follow-up story yourself.
- Publicize Cities Week in your city newsletter or include information in utility bills.
- Arrange for your mayor or another city official to appear on your local radio station to talk about Cities Week activities.
- Send thank you notes to the newspaper, radio station or other media outlet that helped publicize your Cities Week events.

# The 1996 Elections

## How you can participate in Minnesota Election '96

### LOCALIZE THE ISSUES

- ★ Develop a description of how the issues highlighted in this booklet and others, affect your community.
- ★ Adopt a city council resolution outlining the importance of Minnesota Election '96 activities.

### EDUCATE THE CANDIDATES

- ★ Extend invitations to Congressional and state candidates to visit your city.
- ★ Arrange meetings with Congressional and state candidates in your community; talk about the Minnesota Election '96 issues; conduct briefings for candidates and take them on tours so they can see real-world problems.
- ★ Assess candidates' positions on Minnesota Election '96 issues. Let candidates know that their positions on issues important to your community are a critical factor in deciding which candidate to support.

### EDUCATE YOUR LOCAL MEDIA, OPINION LEADERS, AND CITIZENS

- ★ Contact the League of Women Voters or other civic organization and ask them to sponsor a citizens forum on the issues in this booklet or add these questions to their traditional candidate forums.
- ★ Meet with your local newspaper editorial board, seek radio and TV talk show opportunities, submit op-eds, and hold press conferences in appropriate locations in your community to discuss Minnesota Election '96 issues and their potential impact on your city or town.
- ★ Discuss Minnesota Election '96 issues as part of voter registration and education activities you conduct in your community.
- ★ Use all available forums -- Chamber of Commerce, Jaycees, Rotary Club, business and civic association meetings and political events -- to discuss Minnesota Election '96 issues.

### INVOLVE THE SCHOOL CHILDREN IN YOUR COMMUNITY

- ★ Make school visits. Ask students what is happening in your community that they would like to vote on. Show them a sample ballot that lists all the candidates and offices that make decisions affecting their lives -- from senatorial to city council.

## MAKE YOUR CITY'S VOTES COUNT IN '96

## Tips on organizing a citizens forum

The Minnesota League of Women Voters (LWV) has agreed to assist the League of Minnesota Cities with our Minnesota Election '96 Program. They have contacted LWV chapter presidents throughout the state, asking them to add some or all of these questions to their traditional candidate forums. If you have an active LWV chapter in your area, call the chapter president to discuss adding these issues to their forums.

- ★ Schedule the citizens forum during Cities Week (October 6 -12, 1996) or at any other convenient time before the general election.
- ★ If you do not have an active League of Women Voters chapter in your area, contact other civic organizations and ask them to sponsor the citizens forum. Work with existing forums wherever possible. Set the date and location NOW to get the forum on busy candidates' schedules.
- ★ Localize the issues and questions presented in this booklet. Is affordable housing a problem in your community? Are you trying to figure out the ramifications of the rights of way debate? The more you can show the impact locally, the better understood the issue will be. Give the information to the citizens forum sponsor.
- ★ Ask your cable company to work with the sponsor to telecast the forum.
- ★ If you are online, create a bulletin board containing the background information and questions to encourage cyberspace discussion.
- ★ Remember, the goal of the citizens forum is to stimulate dialogue and discussion among citizens and candidates, rather than to push for a particular perspective. The role of the elected official is to promote awareness about the impact that state and federal decisions have on local issues and to help connect citizens to candidates.
- ★ While candidates should explain their stands on particular issues, it is just as important to show the broad range of options and alternatives as it is to debate them.

**For more information on Minnesota Election '96, contact Sharon Klumpp at (612) 281-1203 or [sklumpp@lmnc.org](mailto:sklumpp@lmnc.org) or Tim Busse at (612) 215-4031 or [tbusse@lmnc.org](mailto:tbusse@lmnc.org).**

POLICY  
Date: 9/11/96  
Item: 8

ITEM: North Suburban Cable Commission Update

SUBMITTED BY: Jerry Wallin, Cable Commission Representative

EXPLANATION/DESCRIPTION:

Update on the cable commission agreements.

ACTION REQUESTED:

# Time-In

Arts & Crafts begin at 1:00 p.m.

# CURTISS FIELD

AUGUST, 1996

Games & Activities begin at 2:00 p.m.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Marbelizing Magic Activity → Soccer	2	3
4	5 Pop Up Book Activity → Volleyball	6 Bubble Frame Activity → Bubble games	7 Make a Sun 'Visor' Activity → Kickball	8 Tye Dye A T-SHIRT Activity → Ultimate Frisbee	9	10
11	12 Face Painting Activity → Movie Day ?	13 Sculpture Day Activity → Baseball	14 Mail Art Day • Bring a friends address! Activity → Parachute Games	15 Field Day Games ?	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31





# F A X

To: **Susan Hoyt**  
City of Falcon Heights  
6448675

From: **Michael Schroeder**  
Hoisington Koegler Group Inc.

Date: 9/4/96

2 page(s), including this page

If there is a problem with this transmission, please call 612.835.9960.

Susan,

This is something that I have been thinking about for the past year or so, so I was glad you called and suggested we might consider doing something. I spent a few minutes putting my thoughts in sketch form so that I could reasonably demonstrate what the costs really mean.

In keeping with the character of the corridor, I have been exploring ideas that build on agricultural elements, but do so in a more formal way. The sketch shows a pavilion (16 foot diameter) with a small plaza area surrounding it. A stone sitting wall defines about half of the pavilion, and trellis-like columns (with vines) are shown supporting it. The roof of the pavilion might be a dome (like a silo). The landscape is organized on an allee that brings people to the pavilion and an "orchard" that provides a backdrop.

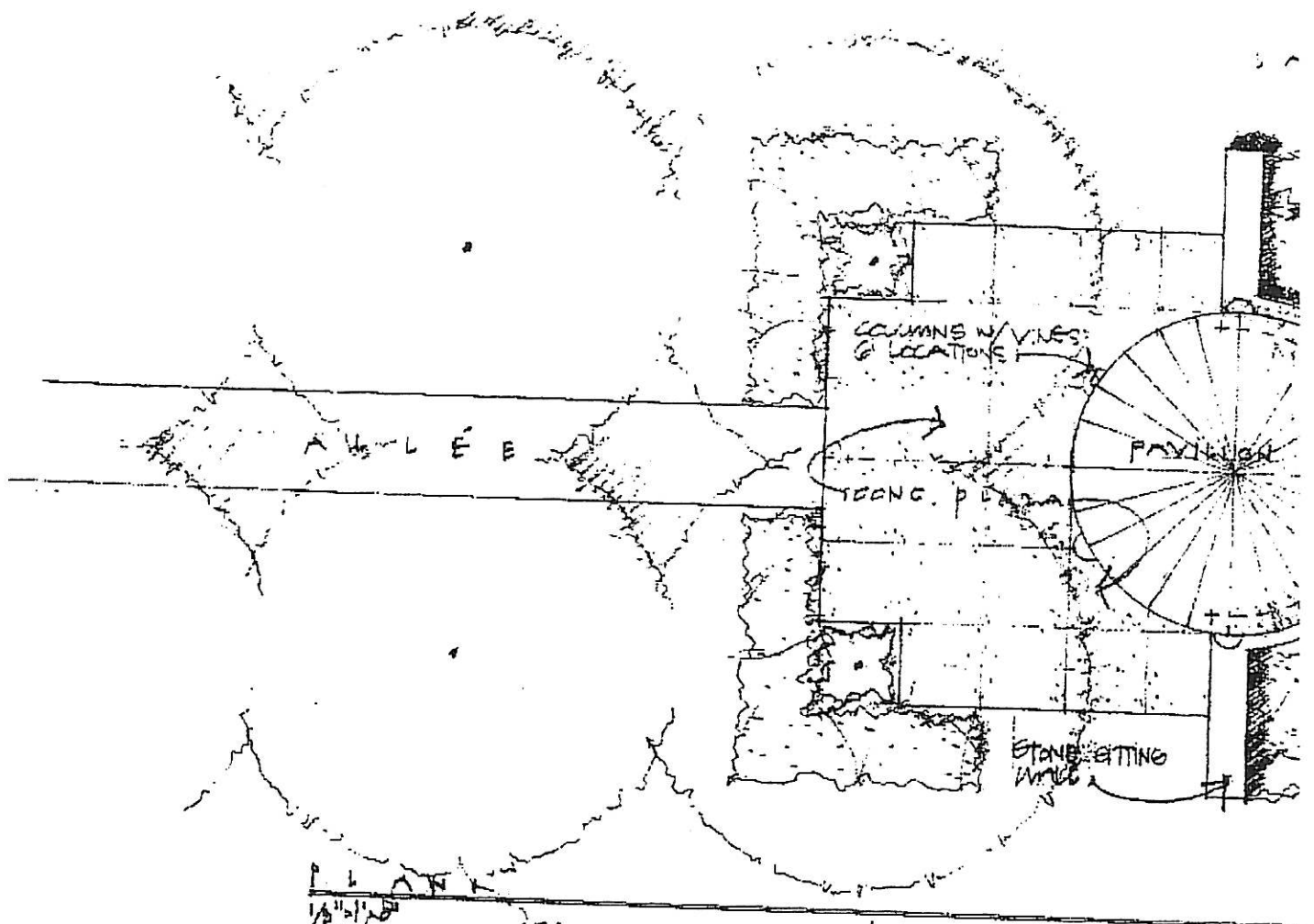
A very rough breakdown of the costs might be as follows:

Concrete paving	\$2000
Sitting walls	5000
Support columns	2000
Roof	5000
Lighting and electrical	2500
Planting	4000
Turf establishment	<u>500</u>
	\$21000
Contingency/Design @ 20%	<u>4200</u>
Total	\$25200

This cost is more than you had mentioned, but it could be accomplished in phases. The planting might happen as a part of the streetscape project, or it might be a good community project.

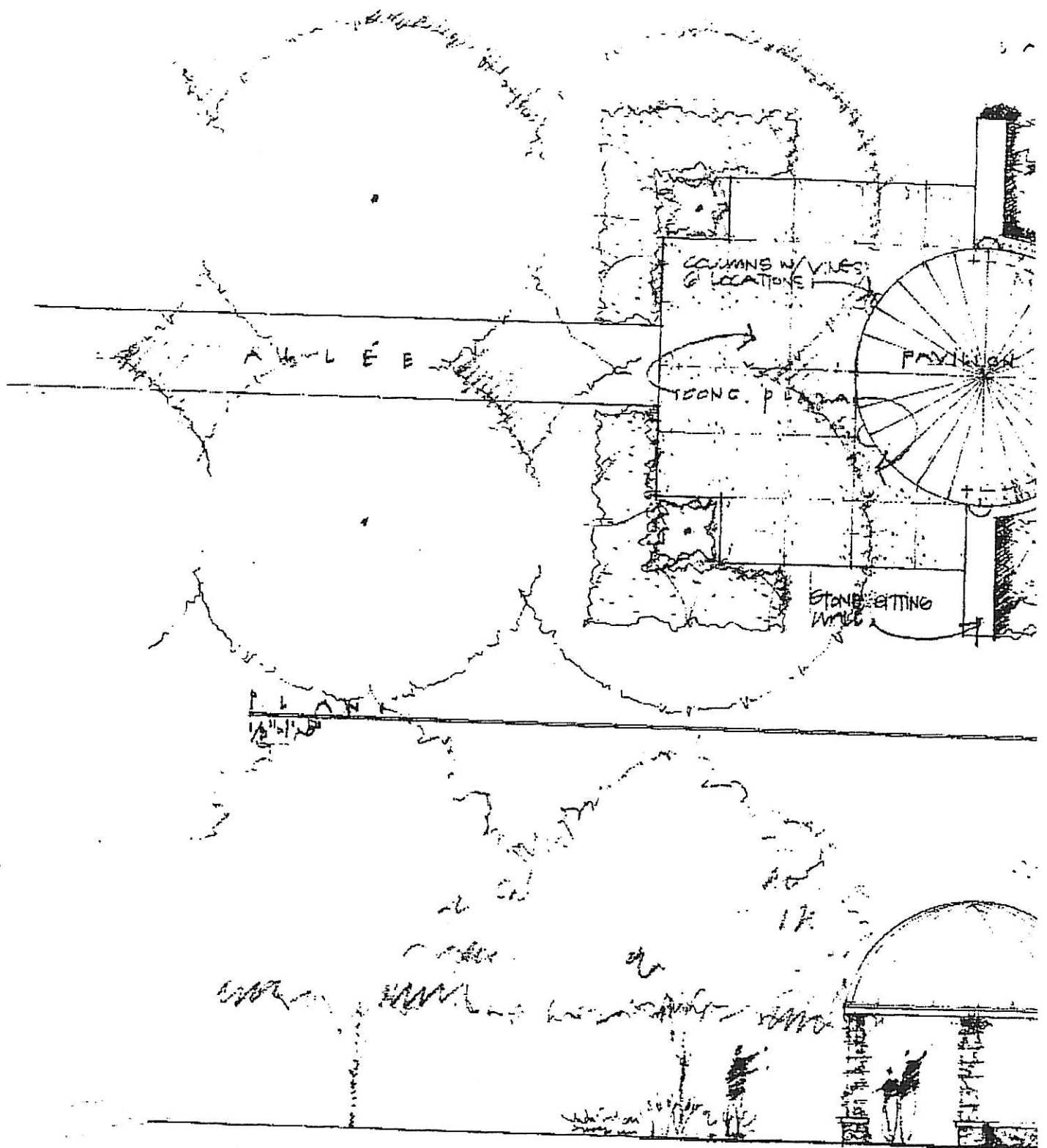
This is probably more than you expected, but I felt like getting a few ideas down on paper. Please call me with questions.

Michael



ELEVATION

PAVILION @ FALCON HEIGHT



- E L E V A T I O N  
 1/8" = 1'-0"

P A V I L I O N O F A L C O N I F I S H