

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

**December 3, 1997**

**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:   November 5, 1997  
  November 12, 1997
- E. CONSENT AGENDA:
  - 1. Disbursements
    - a. General disbursements through 11/26/97, \$95,613.92
    - b. Payroll, 11/1/97 to 11/14/97, \$10,608.73
    - c. Payroll, 11/15/97 to 11/30/97, \$10,054.35
  - 2. Licenses
  - 3. Request for improvements to city hall
  - 4. End of year fund transfers from TIF construction funds to debt service, the general fund and the community development fund
  - 5. Consideration of an ordinance amending the cable franchise term to January 19, 1998
- F. PUBLIC HEARING:
  - 1. Hearing on the proposed 1998 city budget and associated property tax levy
- G. POLICY AGENDA:
  - 1. Consideration of Resolution 97-49 adopting the 1998 general fund budget and certifying the 1998 property tax levy
  - 2. Consideration of Resolution 97-50 eliminating the 1991 and 1993 G.O. Bond Debt service from the 1998 property tax levy
  - 3. Submission of measures of service delivery for Local Performance Aid (LPA)
  - 4. Consideration of the purchase of a voice mail telephone system
  - 5. Proposed change in the sanitary sewer charges for commercial/ institutional users
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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

**December 3, 1997**

**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: November 5, 1997  
November 12, 1997 (Tab #1)
- E. CONSENT AGENDA:
  - 1. Disbursements (Tab #2)
    - a. General disbursements through 11/26/97, \$95,613.92
    - b. Payroll, 11/1/97 to 11/14/97, \$10,608.73
    - c. Payroll, 11/15/97 to 11/30/97, \$10,054.35
  - 2. Licenses (Tab #3)
  - 3. Request for improvements to city hall (Tab #4)
  - 4. End of year fund transfers from TIF construction funds to debt service, the general fund and the community development fund (Tab #5)
  - 5. Consideration of an ordinance amending the cable franchise term to January 19, 1998 (Tab #6)
- F. PUBLIC HEARING:
  - 1. Hearing on the proposed 1998 city budget and associated property tax levy (Tab #7)
- G. POLICY AGENDA:
  - 1. Consideration of Resolution 97-49 adopting the 1998 general fund budget and certifying the 1998 property tax levy (Tab #8)
  - 2. Consideration of Resolution 97-50 eliminating the 1991 and 1993 G.O. Bond Debt service from the 1998 property tax levy (Tab #9)
  - 3. Submission of measures of service delivery for Local Performance Aid (LPA) (Tab #10)
  - 4. Consideration of the purchase of a voice mail telephone system (Tab #11)
  - 5. Proposed change in the sanitary sewer charges for commercial/institutional users (Tab #12)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

**CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF NOVEMBER 5, 1997**

**DRAFT**

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

**PRESENT**

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

**COMMUNITY FORUM**

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

**MINUTES OF OCTOBER 22, 1997**

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. Licenses
3. Approval of purchase of computer equipment
4. Acceptance of a utility easement on 1711 North Snelling Avenue

**POLICY AGENDA**

**CONSIDERATION OF RESOLUTION 97-44, CERTIFYING THE CITY ELECTION  
RETURNS OF NOVEMBER 4, 1997**

Motion was made by Councilmember Jacobs to approve Resolution 97-44, certifying the election returns of November 4, 1997. Motion passed unanimously.

**UPDATE ON THE LARPENTEUR AVENUE IMPROVEMENTS**

Administrator Hoyt updated the council on the status of the Larpenteur Avenue streetscape project.

**DISCUSSION OF POSSIBLE CITY HALL INTERIOR IMPROVEMENTS AND  
FURNISHINGS**

Carol Kriegler, Director of Parks, Recreation, and Public Facilities, presented the city council with rough cost estimates to make improvements to the city hall administrative offices and lobby area. The improvements would include carpeting,

**DRAFT**

furniture for the lobby, and replacement of the reception area counter top. Following discussion, the council directed Kriegler to proceed with obtaining quotations for the improvements.

**ADJOURNMENT**

The meeting adjourned at 8:43 p.m.

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Susan L. Gehrz, Mayor

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Carla Asleson  
Recording Secretary



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**CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF NOVEMBER 12, 1997**

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

**PRESENT**

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

**ABSENT**

Gibson Talbot (arrived later)

**COMMUNITY FORUM**

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

**CONSENT AGENDA APPROVED**

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

1. Disbursements
2. Authorization to purchase and install carpeting and furnishings for city hall
3. Cancellation of the November 26 and December 10, 1997 council meetings
4. Extension of the bid for the State Fair sign
5. Schedule December 17, 1997 public hearing date to assess tree removal costs

**POLICY AGENDA**

**REQUEST FOR A CONDITIONAL USE PERMIT FOR THE OPERATION OF A SCHOOL AT 1781 N. PRIOR AVENUE IN A B-2 ZONE AND A REQUEST FOR A VARIANCE IN SECTION 9-13.05 SUBD. 6 OF THE ZONING CODE PERMITTING UNLOADING ON A PUBLIC STREET**

Administrator Hoyt reviewed the applicant's request for a conditional use permit and variance at 1781 N. Prior Avenue. The public hearing on this request was held by the Planning Commission on October 21, 1997. Attorney Jamnik reviewed state laws regarding the council's role in approving or denying conditional use permits and variances.

Councilmember Gibson Talbot arrived at 7:11 p.m.

Barb Boelter, President of the Metro Deaf School board, gave some history on the school. She also explained that the school has a very small student to teacher ratio and that students are well supervised at all times. Paul May, an architect working for the Metro Deaf School, explained that he has designed a number of unique schools in the area and that he has worked with MDS to design a safe and effective educational site.

The council recessed for a five minute break at 7:40 p.m.

Mayor Gehrz explained that she had received a petition from residents at the Maple Court townhomes which indicate concern over how the school will utilize the site. There was also a cover letter with the petition which outlined a number of concerns, some of which may be considered as a part of the conditional use permit approval process and some of which cannot be considered.

Gehrz went on to explain that the council can approve or deny a conditional use permit based upon site related issues only. These might include the play area, loading issues, and the number of students educated at the site. It cannot include issues such as state education requirements, which is the responsibility of the charter school. The conditional use permit cannot be denied based upon the fact that this school may one day purchase the property and give it tax-exempt status.

Engineer Maurer reported that this property, when operating with an office use, might expect 125 one-way vehicle trips per day. The school, with 22 transportation vehicle trips and 36 staff trips, would not generate more traffic than might be expected for an office park use. Administrator Hoyt stated that the building official said that an 11,000 square foot office building might hold an estimated 110 office employees.

Richard Rajic, 1752 Maple Court, asked for clarification about the maximum number of students that would be at the school and for more clarification on the proposed play areas.

Councilmember Jacobs stated that he didn't support the proposed loading and unloading area in the parking lot due to safety hazards. He proposed that all loading and unloading be done off of Prior Avenue. This would require painting a crosswalk over the parking lot and "no parking" signs on the parking spaces to the east of the front entry during the morning and afternoon loading times. Parents who would be picking up or dropping off children during the rest of the day could load and unload from the parking lot.

Mayor Gehrz proposed that a condition be added that would set a maximum number of students enrolled at the school. Diane Sherwood, a representative of the Metro Deaf School, stated that a maximum of 60 students are projected for the future.

V. Elving Anderson, 1748 Maple Court, urged the council to consider how the inside of the building would be utilized before determining a specific number of students.

Paul May stated that the recommended standard for a school is approximately 150 square feet of area per student. With 11,000 square feet in the proposed building, 73 students could be accommodated. Given this information, Mayor Gehrz proposed a maximum enrollment of 70 students.

The council recessed for a five minute break at 8:32 p.m.

Councilmember Jacobs inquired about the impact of developing the proposed play area on the trees on the site.

Paul May responded that the school has not yet determined the type of activities and equipment that could be used. Aesthetics would be taken into consideration. Administrator Hoyt said that the property owner can remove the vegetation as he wishes at any time; the conditional use permit gives the city an opportunity to have a review process with a landscape architect to be sensitive to the issues.

Councilmember Jacobs added language to the conditional use permit which would require review by the city's landscape architect prior to approval of the play area's development.

The city council then discussed the non-developed play area to the west of the property and the maximum number of students to be permitted in the area at a time.

Bill Smith, 1786 Maple Court, expressed concerns about the small yard area and the type of play that might take place so near the townhomes.

Darr Schreurs, 1759 Maple Court, noted that while the play area might be limited to a small number of students at a given time, there would be 40 or more students inside. Would the area be used non-stop all day long? Diane Sherwood responded that the school's priority is that students be in the classroom.

Mr. Schreurs also asked if Maple Court's lawn service would be able to provide service given that children will be playing so close. Administrator Hoyt responded that while she didn't know the specific policies of Maple Court's contractor, the city has had the parks sprayed and the grass maintained for a number of years without problems. Residential properties abutting the parks have not reported problems with obtaining lawn service.

Anita Smith, 1786 Maple Court, stated that she fears that there won't be enough play room on the property for children even when the developed play area has equipment in it. What will keep children from coming to the west side of the building for play?

Councilmember Jacobs replied that the school wants to be a good neighbor and will be sensitive to the needs of the neighborhood. If a neighboring property owner has concerns about how the school is being operated, they should first contact the school for a resolution. If that does not work, the city council can enforce the terms of the conditional use permit as it enforces all city codes.

After further discussion, the city council chose to designate the open space on the west side of the building for passive use (not a play area) and given this change, not to limit the number of children using it.

Motion was made by Councilmember Hustad to approve Resolution 97-45. approving the variance request for 1781 N. Prior Avenue. Motion passed unanimously.

Motion was made by Councilmember Jacobs to approve Resolution 97-46 as amended, approving a conditional use permit for 1781 N. Prior Avenue. Motion passed unanimously.

### **CONSIDERATION OF AN ORDINANCE FOR REGISTRATION AND PERMITS ON THE RIGHT-OF-WAY, CHAPTER 9 SECTION 6.01**

Attorney Jamnik reported that the proposed ordinance requires registration of uses in the right-of-way, such as gas, electrical, cable, and telephone and requires a right-of-way permit for any work in the right-of-way.

Motion was made by Councilmember Hustad to approve Ordinance 97-08, Resolution 97-47 (authorizing summary publication), and an amendment to the fee schedule establishing a \$100 fee for a right-of-way permit. Motion passed unanimously.

### **ADJOURNMENT**

The meeting adjourned at 9:23 p.m.

\_\_\_\_\_  
Susan L. Gehrz, Mayor

\_\_\_\_\_  
Carla Asleson  
Recording Secretary

CONSENT

Date: 12/3/97

Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

- a. General disbursements through 11/26/97, \$95,613.92
- b. Payroll, 11/1/97 to 11/14/97, \$10,608.73
- c. Payroll, 11/15/97 to 11/30/97, \$10,054.35

ACTION REQUESTED: Approval

a

APPROVAL OF BILLS  
 PERIOD ENDING: 11-26-97

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NORTHWEST YOUTH & FAMILY	12/97 TEEN COURT SVCS	-----	4,682.10
	*** TOTAL FOR DEPT 00			4,682.10
	AMERICAN OFFICE PRODUCTS	CLIPS/PENS/ENVELOPES	ADMINIST	65.06
	AMERICAN OFFICE PRODUCTS	TAPE/ TONER/ PAPER	ADMINIST	232.98
	AMERICAN OFFICE PRODUCTS	LABELS/PINS. MARKERS	ADMINIST	109.68
	ICMA RETIREMENT TRUST 457	12/97 CARLA ICMA	ADMINIST	200.00
	JEANE THORNE INC	JEAN VANNORMAN (TEMP)	ADMINIST	77.18
	MN DEPARTMENT OF REVENUE	11/1 TO 11/15 ST WITHHDG	ADMINIST	605.21
	NELSON CHEESE FACTORY	TEMP RECEPTIONIST	ADMINIST	77.18
35554	PERA	11/1 TO 11/15 PERA WITHH	ADMINIST	1,188.06
	RAMSEY COUNTY	11/97 INSURANCE PREMMIUM	ADMINIST	2,939.54
	TAFF, SUSAN HOYT	12/97 CAR ALLOWANCE	ADMINIST	200.00
	BRODERICK, BERNARD	DELIVERIES	ADMINIST	9.99
	*** TOTAL FOR DEPT 12			5,704.88
	KINKO'S	BUDET COPYING	FINANCE	138.02
	*** TOTAL FOR DEPT 13			138.02
	CAMPBELL KNUTSON	GENERAL LEGAL	LEGAL	899.49
	*** TOTAL FOR DEPT 14			899.49
	NELSON CHEESE FACTORY	ELECTION JUDGES SNACKS	ELECTION	67.25
	*** TOTAL FOR DEPT 15			67.25
	MN FOUNDATION BETTER HEAR	INTERPRETER	COMMUNIC	80.00
35556	U.S. POSTMASTER	NEWSLETTER POSTAGE	COMMUNIC	355.70
	*** TOTAL FOR DEPT 16			435.70
	CASTLE INSPECTION SVC	OCT BLDG INSEPCTIONS	PLANNING	1,747.90
	CASTLE INSPECTION SVC	OCTOBER PLUBMING INS	PLANNING	78.60
	DAHLGREN SHARDLOW & UBAN	PROF SVCS 9/27 TO 11/1	PLANNING	202.50
	HOISINGTON KOEGLER GROUP	US WEST/PROF SVC 9/1,103	PLANNING	780.27
	KINKO'S	COPYING ZONING MAPS	PLANNING	31.74
	*** TOTAL FOR DEPT 17			2,841.01
	NSP	ELECT TO 11/17	EMERGENC	6.28
	*** TOTAL FOR DEPT 21			6.28
	RAMSEY COUNTY	CITATIONS/RAMSAY CTY	POLICE	1,425.00
	ST. ANTHONY VILLAGE	12/97 POLICE SVCS	POLICE	29,113.75
	*** TOTAL FOR DEPT 22			30,538.75
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING FIRE HALL	FIRE FIG	46.72
	GRAINGER, W. W., INC.	SOAP{	FIRE FIG	0.00
	GRAINGER, W. W., INC.	SOAP DISPENSER	FIRE FIG	9.89
	JANKE, KATHLEEN	11/97 CLEANING	FIRE FIG	80.00
	USWEST COMMUNICATIONS	PHONE SVC TO 11/1	FIRE FIG	0.00
	USWEST COMMUNICATIONS	PHONE SVC TO 11/1	FIRE FIG	175.84
	*** TOTAL FOR DEPT 24			312.45
	BROWNING-FERRIS IND.	11/97 WASTE REMOVAL	CITY HAL	192.35

APPROVAL OF BILLS  
 PERIOD ENDING: 11-26-97

.ECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
MCI		LONG DIST TO 11/13	CITY HAL	12.14
OXYGEN SERVICE COMPANY		ACETYLENE/OXYGEN	CITY HAL	9.00
USWEST COMMUNICATIONS		PHONE SVC TO NOV 1	CITY HAL	355.67
		*** TOTAL FOR DEPT 31		644.44
CERTIFIED LABORATORIES		10 GAL ICE BREAKER	STREETS	286.14
CUSHMAN MOTOR CO., INC.		BELT/OIL FILTER	STREETS	73.22
GOPHER STATE ONE-CALL		3 UTILITY CHECKS	STREETS	5.25
KNOX LUMBER CO.		TUBE CUTTER	STREETS	18.33
MARGOLIS BROTHERS		REPAIR WORK	STREETS	35.15
MARGOLIS BROTHERS		REPAIR	STREETS	11.72
RAMSEY COUNTY		PAINT CROSSWALKS	STREETS	587.99
T.A. SCHIFSKY & SONS, INC	48.75		STREETS	0.00
T.A. SCHIFSKY & SONS, INC		ASPHALT	STREETS	48.75
		*** TOTAL FOR DEPT 32		1,066.55
HOWARD GREEN COMPANYC.		PROJ 330000M GENERAL SVC ENGINEER	ENGINEER	192.53
HOWARD GREEN COMPANYC.		SNELLING AVE MSA	ENGINEER	406.74
HOWARD GREEN COMPANYC.		1997 TRAFFIC COUNT	ENGINEER	800.00
HOWARD GREEN COMPANYC.		HOYT AVENUE	ENGINEER	127.50
		*** TOTAL FOR DEPT 33		1,526.77
ICMA RETIREMENT TRUST 457	12/97	TRESTVEN ICMA	PARK & R	100.00
ICMA RETIREMENT TRUST 457	12/97	MAERTZ ICMA	PARK & R	100.00
NSP		AUTO PROTECTIVE LIGHT	PARK & R	22.22
NSP		ELECT/GAS TO 11/4	PARK & R	62.16
USWEST COMMUNICATIONS		PHONE SVC TO 11/10	PARK & R	59.68
PRAIRIE RESTORATIONS, INC		PRIARIE MGMT/SPRAYING	PARK & R	233.69
		*** TOTAL FOR DEPT 41		577.75
FASTSIGNS		SIGN	PARK PRO	10.65
		*** TOTAL FOR DEPT 50		10.65
TARGET		GIFT CERT-ANITA NEWBABY	EMPLOYEE	40.00
		*** TOTAL FOR DEPT 52		40.00
NSP		STREET LIGHTS TO 11/1	STREET L	2,026.49
		*** TOTAL FOR DEPT 54		2,026.49
35556 U.S. POSTMASTER		NEWSLETTER POSTAGE	SOLID WA	50.00
		*** TOTAL FOR DEPT 56		50.00
BRYAN ROCK PRODUCTS		ROCK FOR PATHS	PUBLIC W	603.04
		*** TOTAL FOR DEPT 65		603.04
MIDWEST CONCRETE DRIVEWAY		SIDEWALK REPLACEMENT	INFRASTR	5,765.52
D-ROCK CENTER & SMALL ENG		BLACK DIRT/SIDEWALKS	INFRASTR	37.28
D-ROCK CENTER & SMALL ENG		BLACK DIRT/SIDEWALKS	INFRASTR	37.28
		*** TOTAL FOR DEPT 71		5,840.08
35555 BOARD OF WATER COMMISSNRS		PYMT BY WILLIAM FOLEY	SANITARY	67.05
METROPOLITAN COUNCIL	12/97	SEWER CHRGS	SANITARY	29,759.00
GRAINGER, W. W., INC.		SOAP/TOWELS	CITY HAL	75.28

a.

APPROVAL OF BILLS  
 PERIOD ENDING: 11-26-97

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NSP	ELECT TO 10/31	SANITARY	114.35
		*** TOTAL FOR DEPT 75	29,949.75	
	CY'S UNIFORMS	IVERSON 2 SHIRTS	RESCUE S	55.40
	EMERGENCY APPARATUS MAINT	756 AMBULANCE/BRAKES/WTR	RESCUE S	2,036.99
	EMERGENCY APPARATUS MAINT	756 AMBULANCE CHRGING SY	RESCUE S	691.57
	GRAINGER, W. W., INC.	SOAP/DISPENSER	RESCUE S	72.72
	LAERDAL MEDICAL CORP.	MANICAN AIRWAY TUBES	RESCUE S	89.00
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	48.78
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	45.00
	PHYSIO-CONTROL CORP.	DEFIBRULATOR MAINT QTRLY	RESCUE S	288.00
	REGIONS HOSPITAL	RESCUE SUPPLIES	RESCUE S	210.55
	ROUNDTREE CORPORATION	AIRWAY VALUE/ADAPTER	RESCUE S	28.15
	AIRTOUCH CELLULAR	ACT 260006 TO 11/1	RESCUE S	18.06
	AIRTOUCH CELLULAR	ACCT 2695954 TO 11/13	RESCUE S	4.08
		*** TOTAL FOR DEPT 76	3,588.30	
	RAMSEY COUNTY	ADMIN COSTS	TIF #1	429.89
		*** TOTAL FOR DEPT 77	429.89	
	RAMSEY COUNTY	ADMIN COSTS	TIF #2	119.28
		*** TOTAL FOR DEPT 78	119.28	
	HOWARD GREEN COMPANYS.	PROJ 330025M LARP	LARPENTE	182.00
	HOWARD GREEN COMPANYS.	PROJ 330043M LARP	LARPENTE	679.46
		*** TOTAL FOR DEPT 82	861.46	
	HOWARD GREEN COMPANYS.	PROJ 330044M LINDIG	LINDIG S	199.28
		*** TOTAL FOR DEPT 83	199.28	
	BERNARDY, CONNIE LANNERS	PROF SVC 12/1 TO 12/15	MCAD	1,227.13
	BERNARDY, CONNIE LANNERS	PROF SVCS 11/16 TO 11/30	MCAD	1,227.13
		*** TOTAL FOR DEPT 84	2,454.26	
		*** TOTAL FOR BANK 01	95,613.92	
		*** GRAND TOTAL ***	95,613.92	



f.

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	11 14 97	30 NICHOLAS BAUMANN	28170	114.09
COM	11 14 97	32 RAYMOND BROWN	28171	212.12
COM	11 14 97	34 CLEMENT KURHAJETZ	28172	83.19
COM	11 14 97	35 LEO LINDIG	28173	68.44
COM	11 14 97	40 KEVIN ANDERSON	28174	90.98
COM	11 14 97	42 MICHAEL D. CLARKIN	28175	219.48
COM	11 14 97	45 JAMES D. FULLER	28176	107.71
COM	11 14 97	47 NATHANIEL HEROLD	28177	57.38
COM	11 14 97	60 TERRY D. IVERSON	28178	35.36
COM	11 14 97	62 BRYON A. SCHULTZ	28179	6.16
COM	11 14 97	63 RACHELLE L. MARVIN	28180	89.14
COM	11 14 97	66 ALFRED HERNANDEZ	28181	189.09
COM	11 14 97	69 JASON J. HYATT	28182	55.35
COM	11 14 97	70 JUSTIN T. NOVAK	28183	128.26
COM	11 14 97	72 JOHN R. WOLFSBERGER	28184	192.32
COM	11 14 97	73 JEREMY HUTCHISON	28185	188.47
COM	11 14 97	74 MARK J. ALLEN	28186	97.37
COM	11 14 97	75 JOSEPH P. KRAJEWSKI	28187	121.79
COM	11 14 97	76 STEVEN M. HOY	28188	70.31
COM	11 14 97	77 BARBARA J. LEMAY	28189	77.17
COM	11 14 97	78 JON ERICHSON	28190	54.54
COM	11 14 97	1002 SUSAN HOYT TAFF	28192	1530.98
COM	11 14 97	1003 TERRY IVERSON	28193	1019.36
COM	11 14 97	1005 CAROL KRIEGLER	28194	614.51
COM	11 14 97	1007 PATRICIA PHILLIPS	28195	807.81
COM	11 14 97	1010 CARLA ASLESON	28196	975.64
COM	11 14 97	1013 WILLIAM MAERTZ	28197	1011.49
COM	11 14 97	1026 JASON CIERNIA	28198	68.34
COM	11 14 97	1033 DAVE TRETSEVEN	28199	734.57
COM	11 14 97	1042 DOROTHY P. GRITNER	28200	43.31
COM	11 14 97	1043 GLADYS A. BROWN	28201	84.00
COM	11 14 97	1045 FLORENCE M. RICHARDS	28202	84.00
COM	11 14 97	1061 ELIZABETH R. SUNDHEIM	28203	42.00
COM	11 14 97	1072 DONNA LOU REYNOLDS	28204	39.38
COM	11 14 97	1074 PATRICIA A. LOOS	28205	81.38
COM	11 14 97	1083 JAMES W. SNOWDEN	28206	41.04
COM	11 14 97	1088 DONALD R. MEISSNER	28207	301.27
COM	11 14 97	1097 TAI SHIGAKI	28208	80.25
COM	11 14 97	1107 RICHARD P. TALBOT III	28209	147.76
COM	11 14 97	1132 BERNICE LINDEMANN	28210	47.25
COM	11 14 97	1135 CATHERINE M. MACKIEWICZ	28211	27.56
COM	11 14 97	1136 ROLAND O. OLSON	28212	568.11

\*\*\*\*TOTALS\*\*\*\*

10608.73

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	11 26 97	6 SUSAN GEHRZ	28215	285.06
COM	11 26 97	8 SAM JACOBS	28216	277.05
COM	11 26 97	10 JAN GIBSON TALBOT	28217	200.00
COM	11 26 97	11 JOHN HUSTAD	28218	277.05
COM	11 26 97	12 LAURA A. KUETTEL	28219	277.05
COM	11 26 97	30 NICHOLAS BAUMANN	28220	303.36
COM	11 26 97	34 CLEMENT KURHAJETZ	28221	109.67
COM	11 26 97	40 KEVIN ANDERSON	28222	72.83
COM	11 26 97	42 MICHAEL D. CLARKIN	28223	124.67
COM	11 26 97	47 NATHANIEL HEROLD	28224	46.17
COM	11 26 97	60 TERRY D. IVERSON	28225	29.56
COM	11 26 97	62 BRYON A. SCHULTZ	28226	26.17
COM	11 26 97	63 RACHELLE L. MARVIN	28227	59.64
COM	11 26 97	66 ALFRED HERNANDEZ	28228	46.17
COM	11 26 97	1002 SUSAN HOYT TAFF	28230	1530.98
COM	11 26 97	1003 TERRY IVERSON	28231	1031.36
COM	11 26 97	1005 CAROL KRIEGLER	28232	614.51
COM	11 26 97	1007 PATRICIA PHILLIPS	28233	819.81
COM	11 26 97	1010 CARLA ASLESON	28234	975.64
COM	11 26 97	1033 DAVE TRETSEVEN	28235	748.45
COM	11 26 97	1088 DONALD R. MEISSNER	28236	405.36
COM	11 26 97	1136 ROLAND O. OLSON	28237	814.22
COM	11 26 97	1013 WILLIAM MAERTZ	28240	979.57

\*\*\*\*\*TOTALS\*\*\*\*\*

10,054.35

CONSENT  
Date: 12/5/97  
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, License Coordinator

REVIEWED BY: Carla Asleson, AA/Planner

EXPLANATION/SUMMARY:

CHRISTMAS TREE SALES

Conklin Tree Farms #3564  
Falcon Heights/Lauderdale Lions Club #3565  
Forestry Club, LTD. #3566

MUNICIPAL AND LIQUOR LICENSE for 1998

Pizza Hut #3567 (Restaurant and on-sale non-intoxicating malt liquor)

ACTION REQUESTED: Approval

CONSENT  
Date: 12/3/97  
Item: 3

ITEM: Request for improvements to city hall

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Carol Kriegler, Director of Parks, Recreation and Public  
Facilities

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve an additional \$3,000 in addition to the \$7,900 approved in November to complete the replacing of the carpet in the fire department offices and lounge and a new counter in the conference room as part of the city's interior remodeling in 1997. These additional items came to the attention of the staff after the approval of the project in November. The total of \$13,000 budget is the maximum expected for this project. This is less than the budgeted \$13,500 in the 1997 budget.

Meets goal #1. To promote a community that is a good place to work, live and visit.

ACTION REQUESTED:

Approve an additional \$3,000 for city hall remodeling.

City of Falcon Heights

Ordinance No. 97-09

AN ORDINANCE AMENDING CABLE FRANCHISE ORDINANCE NO. 193,  
ARTICLE II., SECTION 4, FRANCHISE TERM.

THE COUNCIL OF THE CITY OF Falcon Heights ORDAINS:

SECTION 1. Ordinance No. 193, Article II., Section 4, Franchise Term, is hereby amended to read:

Section 4. Franchise Term

This Franchise shall commence upon the effective date of the regular certificate of confirmation issued by the Board and shall expire on January 19, 1998.

SECTION 2. This ordinance shall be effective upon passage and official publication.

PASSED by the City Council this \_\_\_ day of \_\_\_\_\_, 1997.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

ATTEST:

\_\_\_\_\_  
Introduced \_\_\_\_\_  
Adopted \_\_\_\_\_  
Published \_\_\_\_\_  
Effective \_\_\_\_\_

Accepted by Grantee this \_\_\_ day of \_\_\_\_\_, 1997:

GROUP W CABLE OF THE NORTH SUBURBS, INC.

\_\_\_\_\_  
By:

CONSENT  
Date: 12/3/97  
Item: 4

ITEM: End of year fund transfers from TIF construction funds to debt service, the general fund and the community development fund.

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Auditor

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve the fund transfers that are included in the budget. This includes the annual transfer from the TIF construction fund, where tax increments are collected, to the debt service funds to pay for the outstanding debt associated with TIF projects and to the general fund cover administrative costs with the TIF projects in the city. The proposed transfer is for \$54,000 to cover the next debt service payment and \$5,000 to the general fund. The \$5,000 is less than the budgeted \$25,300 in order to conservatively cover costs associated with administering the TIF program and projects. (State statute permits up to 10% of tax increment revenues to go toward administrative costs, which is what was budgeted.) There is also a transfer of \$5,000 from the general fund to the community development special revenue fund for future economic development activities.

In sum, these are the transfers in the 1997 budget:

1. \$54,000 from TIF #2 construction fund to the Larpenteur Avenue debt fund
2. \$2,500 from TIF #1 and \$2,500 from TIF #2 construction funds to the general fund to cover administrative expenses (amended from original budgeted amount of \$25,300)
3. \$5,000 from the general fund to the community development special revenue fund

Meets goal #4. To provide a responsive and effective city government.  
Strategy 7. To effectively manage the city's financial resources.

ACTION REQUESTED:

Approve the end of the year fund transfers.

PUBLIC HEARING  
Date: 12/3/97

**PUBLIC HEARING:** A public hearing on the proposed 1998 city budget and associated property tax levy

**SUBMITTED BY:** Susan Hoyt, City Administrator

**EXPLANATION/DESCRIPTION:**

Every year the city holds a public hearing on its proposed budget and associated property tax levy. The proposed budget and levy are:

Total 1998 budget	\$3,161,690	
1998 General fund budget	\$1,205,981	< .3% over 1997
Proposed property tax levy	\$ 589,410	> 2.1% over 1997

The city administrator will present the proposed budget and property tax levy with the assistance of the city's accountant, Roland Olson.

**ACTION REQUESTED:**

Open public hearing  
Presentation of the proposed 1998 budget by staff  
Questions and discussion from the council  
Questions and comments from the public

POLICY  
Date: 12/3/97  
ITEM: 1

ITEM: Consideration of resolution 97-49 adopting the 1998 general fund budget and certifying the 998 property tax levy

SUBMITTED BY: Susan Hoyt, City Administrator

**EXPLANATION/DESCRIPTION:**

Summary and action requested. The city has completed its 1998 budget process. It is appropriate to adopt a final 1998 budget and certify the property tax levy to the county auditor by resolution. The proposed budget and levy are:

General fund budget	\$ 1,205,981
Property tax levy	\$ 589,410

**ATTACHMENTS:**

- 1 Proposed resolution 97-49 adopting the proposed 1998 general fund budget of \$1,205,981 and property tax levy of \$589,410

**ACTION REQUESTED:**

Adopt resolution adopting the 1998 budget and certifying the 1998 property tax levy.



CITY OF FALCON HEIGHTS

**C O U N C I L   R E S O L U T I O N**

Date: Dec. 3, 1997

A RESOLUTION ADOPTING THE 1998 BUDGET AND  
CERTIFYING THE 1998 TAX LEVY

BE IT RESOLVED by the city council of the City of Falcon Heights that the General Operating Budget for the year 1998 in the amount of \$1,205,981 is adopted; and

BE IT FURTHER RESOLVED that the city council authorizes the city to levy taxes in the amount of \$589,410 for the year 1998; and

BE IT FURTHER RESOLVED that the county auditor should extend the tax levy in the amount of \$589,410 for the year 1998.

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

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

Mayor

December 3, 1997

Date

GEHRZ     In Favor

GIBSON TALBOT

HUSTAD    Against

JACOBS

KUETTEL

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

City Clerk

December 3, 1997

Date

POLICY

Date: 12/3/97

Item: 2

ITEM: Consideration of a resolution 97-50 eliminating the 1991 and 1993 G. O. Bond Debt service from the 1998 property tax levy

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. Each year the city passes a resolution removing the 1991 and the 1993 g. o. bond debt from the city's property tax levy. These g. g. bonds are being paid for from the city's debt service fund.

Background. In 1996 the city council requested the city administrator to research the possibility of eliminating the requirement that this annual resolution be before the city. The county stated that this was not possible. Because of the nature of the debt. No further explanation was available.

ATTACHMENTS:

- 1 Proposed resolution 97-50 removing the 1991 and the 1993 g. o. bond debt from the 1998 property tax levy

ACTION REQUESTED:

Adopt resolution 97-50 removing the 1991 and the 1993 g. o. bond debt from the 1998 property tax levy.

CITY OF FALCON HEIGHTS

**COUNCIL RESOLUTION**

Date: December 3, 1997

A RESOLUTION ELIMINATING THE 1998 DEBT LEVY ON  
GENERAL OBLIGATION DEBT

WHEREAS, the city council of the City of Falcon Heights has funds on hand in the Debt Service Funds in the amount of \$168,000.00; and

WHEREAS, this amount is strictly reserved for the debt payment on the General Obligation Improvement Bonds of 1993 and General Obligation Improvement Bonds of 1991.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights that the following be removed from the 1998 tax levy:

G.O. Improvement Bonds 1993	\$116,000.00
G.O. Improvement Bonds 1991	<u>52,000.00</u>
TOTAL REDUCTION:	\$131,800.00

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

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

Mayor

December 3, 1997

Date

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

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

City Clerk

December 3, 1997

Date

POLICY  
Date: 12/3/97  
Item: 3

ITEM: Submission of measures of service delivery for Local Performance Aid (LPA)

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to acknowledge the receiving information on the city's performance measures for Local Performance Aid for 1997. In 1997 the city received \$6,038 in LPA.

Meets goal #4. To provide a responsive and effective city government.

Strategy #7. To effectively manage the city's financial resources.

Background.

In 1996 the state legislature set aside some of each city's homestead and agricultural credit aid (HACA) for an aid called Local Performance Aid. In order to receive this aid, cities must adopt resolutions requesting the funds in June of each year. Recently, the state added the requirement that cities report on how the Local Performance Aid was used in providing at least one city service. Falcon Heights identified police and recreation services for its 1997 LPA.

The attached report quantifies some aspects of city services in 1997. It is important to remember that statistical numbers do not accurately represent many components of city service. Nevertheless, they do provide a reporting and measurement mechanism.

ATTACHMENTS:

1 Performance measures for city activity

ACTION REQUESTED:

Brief summary of purpose of LPA measures by city administrator  
Discussion

**Local Performance Measures  
1997**

<b>GOAL #1 To protect the public health and safety.</b>				
<u>Activity to be Measured</u>	<u>Output</u>	<u>Method of Measurement</u>	<u>1997 Measurement to Date</u>	<u>Comments</u>
Police Response	Response for Service Neighborhood Watch Events	# of police calls # of neighborhood watch events	1628 1	Non-traffic related incidents Personal safety seminar
Firefighting	Supressed Fires	# of calls for fire service	80	Includes F.H., Lauderdale & mutual aid calls
Emergency Medical Service Response	Response to calls	# of calls for ambulance service # of department open houses	235 1	Includes transports and non-transports
Fire Prevention Activities	Informed citizenry	# of preventative fire inspections # of fire drills at school # of department open houses	235 9 1	Falcon Heights and Lauderdale
<b>GOAL #2: To maintain and promote the assets of the city's unique neighborhoods, including commercial, residential, and open space uses.</b>				
<u>Activity to be Measured</u>	<u>Output</u>	<u>Method of Measurement</u>	<u>1997 Measurement to Date</u>	<u>Comments</u>
Snowplowing	Removal of snow	# of miles of pathway x number of snowfalls	66.5 miles	
Sanitary Sewer	Well maintained sewers	# of square feet of parking lot x number of snowfalls	809,495 square feet	
Street Maintenance	Well maintained streets	# of miles of sewer jettied	5	
Tree Program	Healthy Boulevard Trees	# of miles of streets sealcoated # of times streets swept	1.13 miles 2	
Recycling Program	Collection of materials	# of blvd trees planted # of blvd trees removed # of blvd trees trimmed	29 10 264	
Community Development	Improvements to private property	Tons of material collected # of building, plumbing, mechanical permits	461.61 (through Sept. 97) Building = 143 Mech=6 Plumb=21	

**Local Performance Measures  
1997**

<u>Activity to be Measured</u>	<u>Output</u>	<u>Method of Measurement</u>	<u>1997 Measurement to Date</u>	<u>Comments</u>
Park Maintenance	Well maintained parks	# of times grass mowed # of hours maintaining paths # of hours cable telecast (avg) maintenance	30 times 200 hours 350 hours	
Communications	Informed citizenry	# of citywide newsletters Avg # hours/month cable telecast	3 227	
Public Improvements	1997 Larpenteur Avenue streetscape	# of new streetlights Amount of newly reconstructed street	20 2600 feet/ 49 miles	16 in business district, 4 at City Hall
	1997 Lindig Street project	Amount of new pathways Amount of newly overlaid and reconstructed street	5200 feet/1 mile 1450 feet/ .28 miles	
Sidewalk Repair Program	Well maintained sidewalks	Amount of repaired sidewalk	1500 square feet	
<b>GOAL #3: To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.</b>				
<u>Activity to be Measured</u>	<u>Output</u>	<u>Method of Measurement</u>	<u>1997 Measurement to Date</u>	<u>Comments</u>
Recreation participation	Summer rec program participation	# of children in summer recreation programs	343	
Commission/Task Force Activity	Citizen input	# of commissions/task forces	5	Planning, Park/Rec, Solid Waste, Keeping Connected, Human Rights
Community Events	City planned gatherings	# of community events	6	Curtiss Field picnic, Falcon Heights Elementary picnic, Dead of Winter Event, Ice Cream Social, Volunteer Recognition, Intergenerational Dialogue
Junior Leader Program	Youth Involvement	# of Junior Leader participants	10	

**Local Performance Measures  
1997**

<b>GOAL #4: To provide a responsive and effective city government.</b>				
<u>Activity to be Measured</u>	<u>Output</u>	<u>Method of Measurement</u>	<u>1997 Measurement to Date</u>	<u>Comments</u>
City/Business Relations	Well informed business community	# of meetings with business owners and/or proprietors	5	one business breakfast; four Larpentour Avenue update meetings
Personnel/training	Well trained employees	# of employees utilizing higher education benefit  # of employees attending training seminars	2  8 (regular) 27 (fire dept) 10 (seasonal)	Examples: OSHA training, sewer school, clerk training, governmental accounting, LMC, AMM, APWA national conference, in-house training videos, computer training, fire code training.
Election Participation	Voter Turnout	Voter turnout percentage	9.43%	Nov 1997 city election
Cooperative Service Arrangements	Arrangements with other entities to provide or receive city services	# of cooperative service arrangements  # of new cooperative service arrangements	5  3	Fire to Lauderdale, ALS from St. Paul, Utility billing from St. Paul Water Utility, Snowplowing from Ramsey County; Police from St. Anthony  Transferred water utility ownership to St. Paul Water Utility; F.H. residents to get same water rate as St. Paul by 2002  Transferred sewer/recycling billing to the St. Paul Water Utility  Receive ALS service from City of St. Paul at no extra cost to city

ITEM: Consideration of a purchase of a voice mail telephone system

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Carol Kriegler, Director of Parks/Public Facilities and  
Recreation  
Carla Asleson, Administrative Assistant/Planner  
Pat Philips, Secretary

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve the purchase of a new telephone/voice mail system for city hall at a cost of \$16,790.06 with a trade-in of \$600.00 for the existing system at a net cost to the city of \$16,190.06. The proposed system will replace the ten year old telephone system that does not have voice mail capability.

Meets goal #4. To provide a responsive and effective city government.

Strategy #6. To effectively manage the city's personnel resources.

Strategy #7. To effectively manage the city's financial resources.

Background.

After months of researching voice mail vendors and voice mail systems, the staff is recommending the purchase of a voice mail telephone system from Cady Communications at a cost of \$16,790.06 with a trade-in on the current phone system for \$600.00 for a net cost of \$16,190.06. The proposal includes the installation of the system with on-site training seminars and a one year warranty. After meeting with three telephone providers, two of which provided the identical phone system, the staff is confident that the hardware, software and service from Cady will be a good match for the city's needs. A careful analysis of the proposals also found the Cady proposal to be slightly less than the ESI proposal. Both provided the same phone system.

Service. The staff looked for a variety of features that are now standard to the telephone voice mail industry. In sum, the staff wanted to make sure that these opportunities with the system allow the city

- to have every call answered by a human voice with easy transfer
- to have access to voice mail from outside the office



- for city consultants, mayor, councilmembers, etc. to be able to directly call a staff member's phone number without going through the secretary and to leave a voice mail at anytime of day (the mayor and council may have an individual number if desired too)
- for the mayor/council, staff, fire department to have individual voice mail boxes
- for information lines with general city information (e.g. hours of operation, emergency information, etc.) that will be updated on a regular basis
- the ability to leave a message for the city staff or an individual staff member or councilmember at anytime of the day
- for specialized information lines 24 hours a day(e.g. snowplowing problem, recreation information, etc.) These would change depending upon the city's immediate needs.
- for easy exit from voice mail to a human voice during business hours
- easy to use telephones with good on-site training so the small staff can all be adept at answering phones
- putting phones in several places so that the secretary can answer the phone while doing other activities like filing, copying, etc. and so there is flexibility with temporary, seasonal staffing like the forester and recreation programmers
- making phone access available in the council chambers when desired
- providing phone access when the electricity goes off through a battery back-up and an independent line if the electricity goes off for an extended period of time so that the city phone is available in all emergencies

Costs . The proposed voice mail telephone system Of \$16,790.06 is a one time capital outlay. The system will allow the city to use its personnel resources more efficiently. The costs for the system are being recovered through the elimination of a full-time secretary's position as of July, 1997, which had an annual cost to the city of about \$28,000 per year when benefits were included. The voice mail system will allow the staff to function with one full time secretary.

The proposed system will increase the city's annual telephone costs due to the addition of telephone lines that permit callers to direct-dial staff numbers without going through the secretary at all. Three of these outside lines are recommended

as part of the system at a cost of \$85.00 per month per line from U. S. West or an additional \$3,060 a year. The use of this feature will significantly reduce the number of calls answered by the secretary because the caller (e.g. attorney, engineer, police chief ) will call the staff member directly and leave a voice mail if necessary. Therefore, the additional \$3,060 will be covered through the funds set aside in 1998 for temporary secretarial staffing. With a more efficient phone system, the use of more computer technology and the out-sourcing of ambulance billing and sanitary sewer billing, the current secretarial staffing level should be adequate to provide efficient city services. Unique projects or unanticipated circumstances that require significantly more clerical time might require some temporary secretarial help from time to time. (Watching the number of phone calls that one receptionist handled within a few minutes at one of these telephone companies demonstrated how efficient this technology will be.)

**ATTACHMENTS:**

- 1 Memo from Director of Parks, Recreation and Public Facilities

**ACTION REQUESTED:**

Approve the purchase of a voice mail telephone system from Cady Communications at \$16,190.06 which includes trading in the city's current phone system for \$600.00.

MEMORANDUM

TO: Susan Hoyt

FROM: Carol Kriegler

SUBJECT: Telephone system recommendation

DATE: November 25, 1997

As you are aware, after initially meeting with 9 or 10 telephone system vendors, we requested proposals from three vendors. The RFP requested that vendors propose a telephone system that included 20 digital telephones, voice mail capability, after hours automated attendant and information lines, fax modem capability, additional ringer for P.W. garage, 3 phone jack installations, and D.I.D. calling. They were also requested to outline their service capabilities, available training / support, and warranty information. The vendors that were sent RFP's were **Cady Communication, Norstan, and E.S.I. - McLeod USA**. The selection of these vendors was based on references, type of equipment, support staff for training and service, and the ability to access our organizations telephone system needs. After meeting with the proposing vendors to review their telephone systems, we worked with Cady and E.S.I. to refine the system specifications and make a final determination for a system design that best meets our organization's needs. The final system design included an upgrade in phones for ease of use, and a battery back-up. The total cost for the system provided by **Cady Communications** is **\$16,790.06** and the total cost for the system provided by **E.S.I.** is **\$16,978.00**.

Additional Information

Base proposals from the three vendors are as follows:

Vendor	Proposed system	Base cost
Cady Communication	Inter-Tel Axxent	\$13,827.24
E.S.I.	Inter-Tel Axxent	\$14,691.00
Norstan	Executone	\$22,036.55

Based on our follow-up phone demonstrations and consideration of costs, the Cady and E.S.I. proposals were clearly the most attractive proposals. Given that these two vendors proposed the same phone systems in two different packages, it was necessary for me to further analyze the proposals in order to determine which proposal offered the better value. This analysis was necessary as one vendor included an item in it's base price, while the other did not. This was the case for several items and options that we have

considered. The following analysis includes the cost of phone upgrades as we have discussed. While each of the vendor's original proposal included different numbers of different models of phones, each upgrade includes the cost of upgrading from their original proposal to 7 basic, 8 standard, and 7 executive style phones.

Cady proposal	E.S.I. proposal
Proposed base cost \$13,827.22	Proposed base cost \$14,691.00
Phone upgrade + \$1,023.07	Phone upgrade + \$1,880.00
Single line adap. add. + \$929.00	Single line adap. ded. -\$868.00
Pager/ringer for P.W. + \$363.00	Pager/ringer for P.W. included
Pigtail cable /install + \$180.70	Cable / install included
Battery back-up + \$468.07	Battery back-up + \$858.00
DDS with PCDDPM Included	DDS with PCDDPM + \$417.00
Grand total for desired system:	Grand total for desired system:
\$16,790.06	\$16,978.00

**Recommendation**

As you can see, the proposals are very competitive with a total cost difference of just over \$200. While this analysis was a challenge, I think it represents a fair comparison of the two proposals and ultimately represents a system that will do an excellent job of meeting our needs.

Based on the costs of the two proposals and the high level of confidence we have gained with the Inter-Tel product and Cady Communications through references and phone demonstrations, I recommend accepting the Cady proposal at a cost of \$16,790.06. With a trade-in of the current Merlin phone system, the cost will be reduced by \$600 for a final cost of **\$16,190.00**. Attached you will find an updated price list which includes the phone upgrades and the desired items listed as options in their original proposal.

---

## RFP - Specifications

### *Inter-Tel AXXENT proposal equipped per RFP:*

- 1) 12 Telephone lines
- 2) 20 Digital telephones
- 3) Speaker phone capability at all 20 telephones
- 4) Caller ID capability at all Executive and Standard Digital Voice Terminals
- 5) Voice Mail includes 4 ports for access and 100 hours of storage (up to 500 mail boxes)
- 6) Voice Mail capable of multiple automated attendants for information lines and/or call transfer
- 7) Remote voice mail access
- 8) Remote telephone system feature access
- 9) DND – Do not disturb features

### *Additional Capabilities outlined in RFP:*

- 1) D.I.D. available via "Option 1"
- 2) Additional ringer for public works garage, see "Option 5"
- 3) Battery Backup for telephone system and voice mail, see "Option 2"

---

**Attachment 2**  
**AXXENT – Feature List**

1. **Full Duplex Speaker Phones**
  2. Software upgradable system
  3. Caller ID capability built into the software and chips
  4. **Caller ID information records in the voice mail message**
  5. Uniform Call Distribution and programmable overflow for call handling
  6. D.I.D. capability via SLA
  7. **Executive Digital telephones offer interactive, context-sensitive display**
  8. Alternate keymap available on all phones (one button can be programmed for two uses)
  9. Headset capability on all phones
  10. **Ring tones are user selectable (up to 9 different ring tones)**
  11. Distinctive ringing is different for internal and external calls
  12. Conference call allows for 3 additional parties outside parties
  13. Speed dial list can be searched alphabetically on Executive and Standard Digital Voice
- Terminals
14. 100 System speed dial numbers
  15. 10 Personal speed dial numbers at each telephone
  16. System alarms are reported to the main console
  17. **Call pick up**
  18. Voice mail notification to pagers
  19. **Voice mail and telephone system contained in one PC chassis**

POLICY  
Date: 12/3/97  
Item: 5

ITEM: Proposed change in the sanitary sewer charges for commercial/institutional users

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roland Olson, City Accountant

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to increase the charge per cubic foot for commercial sanitary sewer users by \$.000186/cubic foot to \$.010325 from \$.010139 to be consistent with what the Metro Council Environmental Services charges the city for sewer use. This is an increase of 1.8% in the sewer charge for commercial users. No increase is being recommended in residential user fees because it is a flat rate that may cover the costs charged for residential users.

Meets goal #4. To provide a responsive and effective city government.  
Strategy # 7. To effectively manage the city's financial resources.

Background.

The Metropolitan Council Environmental Services is changing its mechanism for billing for sewer services from using estimated flows for charging cities, then correcting the estimate during the year. The new system will charge the city for actual sewer use as it occurs.

This system will be very useful for the city in budgeting and determining its fees for sanitary sewer service in the future. At this time, the staff met with Metro Council Environmental Service representatives about billing and found that the city will be under-billing its commercial and institutional users if the city's commercial rate is not increased to \$ .010325 per cubic foot (1.835% increase) to cover the charges passed onto the city from the Metro Council. If the city does not increase the commercial user fee, the city's residential users will be subsidizing commercial users. The city has not increased its sewer service charge since 1991.

At this time, the staff is not recommending an increase in the residential sewer rate because the flat household rate of \$35/per quarter may continue to cover the actual costs of the residential users in the city. However, the new billing will permit the city to more closely evaluate this as part of each budget cycle.

**ATTACHMENTS:**

- 1 Comparison of commercial/institutional sanitary sewer rates

**ACTION REQUESTED:**

Brief explanation by city administrator

Move to approve an increase in the commercial/institutional sewer rate to \$.010325 effective with the next billing cycle.



# COMPARISON SEWER RATES FOR 1998

Our Current Rate :	0.010139 per cubic/foot
Metropolitan Enviromental Council Rate 1998:	<u>0.010325 per cubic/foot</u>
INCREASE NEEDED:                      1.835 % INCREASE	<u><u>0.000186 per cubic/foot</u></u>

COMMERCIAL ACCOUNT COMPARISON TO 1996 DATA:

			Dollar Increase (1.835%)
	<u>Our Charge</u>	<u>Met Council</u>	<u></u>
University of Minnesota St Paul Campus:	\$210,993	\$214,864	\$3,871
State Fair Grounds:	38,883	39,596	\$713
Harvest States:	8,140	8,289	\$149
NorthHome:	3,780	3,849	\$69
Hewlett Packard:	2,918	2,972	\$54
Others	12,487	12,716	\$229
General Summary Data For All Commerical Accounts:	<u>277,201</u>	<u>282,286</u>	<u>5,085</u>

Metropolitan Council Environmental Rate for 1998 Calculation:

\$1376.70 per million gallons  
 \$0.0013767 per gallon or \$0.010325 per cubic/foot  
 We need to increase our charge by \$ 0.000186 per cu/ft

CONSENT  
Date: 12/3/97  
Item: 5

ITEM: Consideration of an ordinance amending the cable franchise term to January 19, 1998

SUBMITTED BY: North Suburban Cable Commission

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

EXPLANATION/DESCRIPTION:

The North Suburban Cable Commission is in the process of preparing a new cable franchise on behalf of its ten member cities. The commission is currently engaged in negotiating final franchise language and will recommend a final franchise for member cities to review. This process is expected to be completed by mid-January. The attached ordinance would extend the current franchise with Meredith Cable through January 19, 1998 so that the commission can complete its work.

ACTION REQUESTED: Approval of Ordinance 97-09, extending the current cable franchise through January 19, 1998.

City of Falcon Heights

Ordinance No. 97-09

**AN ORDINANCE AMENDING CABLE FRANCHISE ORDINANCE NO. 193,  
ARTICLE II., SECTION 4, FRANCHISE TERM.**

THE COUNCIL OF THE CITY OF Falcon Heights ORDAINS:

SECTION 1. Ordinance No. 193, Article II., Section 4, Franchise Term, is hereby amended to read:

Section 4. Franchise Term

This Franchise shall commence upon the effective date of the regular certificate of confirmation issued by the Board and shall expire on January 19, 1998.

SECTION 2. This ordinance shall be effective upon passage and official publication.

PASSED by the City Council this 3rd day of December 1997.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

ATTEST:

\_\_\_\_\_

Introduced \_\_\_\_\_

Adopted \_\_\_\_\_

Published \_\_\_\_\_

Effective \_\_\_\_\_

Accepted by Grantee this \_\_\_\_\_ day of \_\_\_\_\_, 1997:

GROUP W CABLE OF THE NORTH SUBURBS, INC.

\_\_\_\_\_  
By:

file



# CITY OF FALCON HEIGHTS

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

## M E M O R A N D U M

DATE: 29 December 1997

TO: Mayor and Councilmembers

FROM: Susan Hoyt, City Administrator

RE: Year End Disbursements

These are the end of the year disbursements that need to be paid. Of note are the two checks to Jay Brothers totaling \$118, 643.60 for payments to date for the signs. These payments have been reviewed and approved by Michael Schroeder, the project designer. There is still \$68,000 outstanding on this contract.

Please call me by **9:00 AM on Friday , January 2, 1998** if you have any questions or concerns about these payments. It will be easiest to reach me at home at 645-3849

*Have a very happy new year!*



APPROVAL OF BILLS  
PERIOD ENDING: 12-29-97

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ACORDIA	ADM/ACCT BOND EXP	-----	700.00
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	41.44
	AMERICAN OFFICE PRODUCTS	PAPER CUTTER/CALENDAR/PE	ADMINIST	150.46
	AMERICAN OFFICE PRODUCTS	INK JET PAPER/RIBBONS/3	ADMINIST	107.02
	*** TOTAL	FOR AMERICAN OFFICE PROD		257.48
	ANDERSON, KEVIN	HAND CLEANER/REPLACEWICK	FIRE FIG	13.53
35666	BANK CARD CENTER-FBS	PLAYROOM EQUIPMENT	PUBLIC W	348.18
		ELECTIONS POSTAGE	ELECTION	9.62
		POSTAGE	ADMINIST	15.12
		NEWSLETTER EXPENSE	COMMUNIC	4.06
	*** TOTAL	FOR BANK CARD CENTER-FBS		376.98
35665	BANK CARD CENTER	NEC NOTEBOOK COMPUTER	GENERAL	2,128.94
		HP DESKJET 722C PRINTER	GENERAL	372.72
		PRINTER CABLE	GENERAL	7.44
	*** TOTAL	FOR BANK CARD CENTER		2,509.10
	BLOMBERG PHARMACY	FILM,BATTERIES	FIRE PRE	24.33
	BLOMBERG PHARMACY	FILM, BATTERIES	FIRE PRE	24.33
	*** TOTAL	FOR BLOMBERG PHARMACY		48.66
	BOARD OF WATER COMMISSNRS	CURTISS PARK-H2O	PARK & R	5.10
	BOARD OF WATER COMMISSNRS	CURTISS PARK-SS	PARK & R	11.66
	BOARD OF WATER COMMISSNRS	CUMMUNITY PARK-H2O	PARK & R	64.66
	BOARD OF WATER COMMISSNRS	CUMMUNITY PARK-SS	PARK & R	38.53
	BOARD OF WATER COMMISSNRS	CITY HALL H2O	CITY HAL	16.02
	BOARD OF WATER COMMISSNRS	CITY HALL-SS	CITY HAL	11.66
	*** TOTAL	FOR BOARD OF WATER COMMI		147.63
	CARLSON EQUIPMENT COMP.	SAFETY VESTS/BROOM	STREETS	200.94
	CAMPBELL KNOTSON	11/97 GENERAL LEGAL	LEGAL	1,187.60
	CASH	PARKING TRADE CONF	PARK & R	12.00
	CASH	CARPET DISPOSAL	CITY HAL	35.00
	CASH	POSTAGE	ADMINIST	1.01
	*** TOTAL	FOR CASH		48.01
	CASTLE INSPECTION SVC	11/97 BLDG INSPECTIONS	PLANNING	1,593.95
	CASTLE INSPECTION SVC	11/97 PLUMBING INSP	PLANNING	53.00
	*** TOTAL	FOR CASTLE INSPECTION SV		1,646.95
	CELEBRITY BOWL CHARITIES	REFUND UNUSED 3% FUNDS	LAWFUL G	6.39
	CHAMPION AUTO STORES	CAR WASH FOR FIRE TRKS	FIRE FIG	5.31
	CY'S UNIFORMS	STEVE HOY EQUIP	FIRE FIG	89.65
	E-Z RECYCLING, INC.	12/97 RECYCLING	SOLID WA	1,501.86

APPROVAL OF BILLS  
 PERIOD ENDING: 12-29-97

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	E-Z RECYCLING, INC.	12/97 RECYCLING	SOLID WA	1,000.00
	*** TOTAL FOR E-Z RECYCLING, INC.			2,501.86
	EMERGENCY APPARATUS MAINT	NEW BATTERIES	RESCUE S	495.75
	FIRE EQUIPMENT SPECIALTIE	COAT/LUMBAR PANTS	FIRE & R	776.95
	FIRE EQUIPMENT SPECIALTIE	LADDER REPAIR	FIRE FIG	53.95
	FIRE EQUIPMENT SPECIALTIE	6 PAIR GLOVE/3FACESHEILD	FIRE FIG	334.95
	FIRE EQUIPMENT SPECIALTIE	AIR BAGS	FIRE & R	3,089.95
	*** TOTAL FOR FIRE EQUIPMENT SPECI			4,255.80
	FIRE INSTRUCTORS ASSN. MN	RESCUE BOOKS FOR TNG	RESCUE S	236.98
	FIRE INSTRUCTORS ASSN. MN	RESCUE BOOKS FOR TNG	RESCUE S	87.60
	FIRE INSTRUCTORS ASSN. MN	97 UNIFORM FIRE CODE BK	FIRE PRE	172.23
	*** TOTAL FOR FIRE INSTRUCTORS ASS			496.81
	GOPHER STATE ONE-CALL	UTILITY CHECKS	STREETS	1.75
	INSTY-PRINTS PLUS	COPIES OF 98 BUDGET	FINANCE	95.91
	JAY BROTHERS INC	PYMENT # 3	LARPENTE	21,116.60
	JAY BROTHERS INC	PYMT # 4	LARPENTE	67,649.50
	*** TOTAL FOR JAY BROTHERS INC			88,766.10
	JEANE THORNE INC	PATRICIA OWEN (TEMP)	ADMINIST	77.18
	KRIEGLER, CAROL	MILEAGE REIMB-PHONES	ADMINIST	32.76
	LEAGUE OF MN CITIES	98 WORKMANS COMP PREMIUM	-----	7,287.00
	LABSOURCE	BLS TEXTS	RESCUE S	67.75
	MCI	LONG DISTANCE CHRGS	CITY HAL	10.19
	M-75 BUILDING MAINTENANCE	12/97 CLEANING	CITY HAL	197.03
	MIDWEST DELIVERY SERVICE	DELIVERY TO SPRINGSTEAD	LARPENTE	8.15
	MN IAAI	98 MEMBERSHIP DUES	-----	25.00
	MINNESOTA CONWAY	RECHARGE/CHECK FIRE EXTI	CITY HAL	133.60
35664	MN DEPARTMENT OF REVENUE	ST WITHHODINGS 12/15	ADMINIST	619.48
	MINNESOTA STATE TREASURER	4TH QTR BLDG PERMITS	-----	200.77
	MN TURF & GROUNDS FOUNDAT	TRETSVAN/MEISNR TRADE/SH	PARK & R	90.00
	MUSKA ELECTRIC CO.	CIURT	PARK & R	0.00
	MUSKA ELECTRIC CO.	CURTIS FIELD/ICE RINK	PARK & R	144.68
	*** TOTAL FOR MUSKA ELECTRIC CO.			144.68
	NSP	PROTECTIVE LIGHTING	PARK & R	22.23

APPROVAL OF BILLS  
PERIOD ENDING: 12-29-97

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NSP	CIVIL DEFENSE SIREN	EMERGENC	6.28
	NSP	ELECT TO 12.2	PARK & R	379.91
	NSP	GAS TO 12.2	PARK & R	260.39
	NSP	ELECT TO 12.6	SANITARY	11.86
	NSP	ELECT/GAS TO 12-6	PARK & R	97.75
	*** TOTAL FOR NSP			778.42
	NORTHWEST YOUTH & FAMILY	1/98 TEEN COURT SVCS	-----	4,682.10
	OFFICE MACHINE SALES/SVC	OFFICE FURNITURE	GENERAL	2,523.00
	ROLAND OLSON	MILEAGE REIMBURSEMENTS	FINANCE	5.04
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	58.50
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	24.72
	*** TOTAL FOR OXYGEN SERVICE COMPA			83.22
35663	PERA	PERA WITH 12/1 TO 12/15	ADMINIST	1,191.28
	PAKOY, GENE	4TH QTR INSP M9742/M9770	PLANNING	1,548.75
	RAMSEY COUNTY	POSTAL VERIFICATIONS	ELECTION	12.72
	RAMSEY COUNTY	SAND/SALT MIX 2 TON	STREETS	32.26
	RAMSEY COUNTY	SNOW PLOWING/SAND 11/97	STREETS	2,920.91
	*** TOTAL FOR RAMSEY COUNTY			2,965.89
	REFLECTO PRODUCTS CO.	REFLECTIVE EMBLEMS	RESCUE S	403.36
	S & S TREE SPECIALISTS IN	TREE TRIMMING FALL/97	TREE PRO	9,800.00
	SPEEDWAY SUPERAMERICA LLC	GAS AND DIESEL FUEL	PARK & R	116.50
	SPEEDWAY SUPERAMERICA LLC	FUEL FOR AMBULANCES	RESCUE S	48.85
	*** TOTAL FOR SPEEDWAY SUPERAMERIC			165.35
	TRI-STATE BOBCAT INC	BOBCAT W/ATTACHEMENTS	PUBLIC W	16,022.93
	TWIN CITIES SERVICE CTR	BATTERIES	FIRE FIG	298.94
	TARGET	PLAYROOM SUPPLIES	PARK PRO	48.36
	AIRTOUCH CELLULAR	MOBILE PHONE CHRGS	RESCUE S	16.25
	UNIVERSITY OF MINNESOTA	FIRE PREVT BLDG CONF	FIRE PRE	90.00
	USWEST COMMUNICATIONS	PHONE SVC TO 12/10	PARK & R	59.68
	ST. ANTHONY VILLAGE	SQUAD REPAIR	POLICE	1,506.50
	BRODERICK, BERNARD	DELIVERIES-MILEAGE	ADMINIST	7.59
	ANOKA-HENNEPIN TECHNICAL	TRAINING/CAR&FLAMLIQUID	FIRE FIG	433.01
	COORDINATED BUS. SYSTEMS,	TONER/STAPLES	ADMINIST	17.04

APPROVAL OF BILLS  
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CHECK# VENDOR NAME DESCRIPTION DEPT. AMOUNT  
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SALISBURY INDUSTRIES OUTSIDE LETTERBOX,CITYHA LARPENTE 171.08

\*\*\* TOTAL FOR BANK 01 155,605.03

\*\*\* GRAND TOTAL \*\*\* 155,605.03