

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

February 11, 1998
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: January 28, 1998
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. Disbursements
 - a. General disbursements through 2/6/98, \$76,229.61
 - b. Payroll, 1/16/98 to 1/31/98, \$12,046.96
 - 2. Licenses
 - 3. Appointment to the Fire/Rescue Department
 - 4. Approve fund transfer of \$3,410.92 from the 1984B TIF bonds to the 1993 refinancing bonds
- G. POLICY AGENDA:
 - 1. Update on the activities in the parks/public works department
 - 2. Update and discussion on proposed computer network upgrade at city hall
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: January 28, 1998 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. Disbursements (Tab #2)
 - a. General disbursements through 2/6/98, \$76,229.61
 - b. Payroll, 1/16/98 to 1/31/98, \$12,046.96
 - 2. Licenses (Tab #3)
 - 3. Appointment to the Fire/Rescue Department (Tab #4)
 - 4. Approve fund transfer of \$3,410.92 from the 1984B TIF bonds to the 1993 refinancing bonds (Tab #5)
- G. POLICY AGENDA:
 - 1. Update on the activities in the parks/public works department (Tab #6)
 - 2. Update and discussion on proposed computer network upgrade at city hall (Tab #7)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF JANUARY 28, 1998**

DRAFT

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

PRESENT

Gehrz, Kuettel, and Jacobs. Also present was Administrator Hoyt.

ABSENT

Gibson Talbot, Hustad

COMMUNITY FORUM

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

MINUTES OF JANUARY 14, 1997

Minutes were approved by unanimous consent.

CONSENT AGENDA APPROVED

Councilmember Kuettel moved to approve the following consent agenda. The motion passed unanimously.

1. Disbursements
2. Licenses

POLICY AGENDA

**REQUEST FOR ACTION ON THE OPTION TO WAIVE THE STATUTORY TORT LIMITS
UNDER THE LMCIT INSURANCE PLAN**

Councilmember Jacobs made a motion to decline the option to waive statutory tort limits under the LMCIT insurance plan. The motion passed unanimously.

Councilmember Kuettel left the meeting at 7:30 p.m.

DISCUSSION ON THE LARPENTEUR AVENUE STREETScape PROJECT

Michael Schroeder, Hoisington Koegler Group, gave the city council an update on the Larpenteur Avenue streetscape project.

ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Susan L. Gehrz, Mayor

Susan Hoyt
Acting Recording Secretary

CONSENT

Meeting Date: February 11, 1998

Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

- a. General disbursements through February 6, 1998, \$76,229.61
- b. Payroll, 1/16/98 to 1/31/98, \$12,046.96

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 02-06-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GOVERNING	98 SUBSCRIPTION	LEGISLAT	15.00
	LEAGUE OF MINNESOTA HUMAN	98 DUES	LEGISLAT	55.00
	MN SENIOR FEDERATION	FALCONEERS DUES 98	LEGISLAT	40.00
	MN MAYORS ASSOCIATION	98 DUES	LEGISLAT	20.00
	*** TOTAL	FOR DEPT 11		130.00
	AMERICAN OFFICE PRODUCTS	DATA CARTRIDGES/RIBBONS	ADMINIST	77.51
	AMERICAN OFFICE PRODUCTS	PENS. FOLDERS. ENVELOPES	ADMINIST	157.94
	AMERICAN OFFICE PRODUCTS	RING BINDER	ADMINIST	23.16
	GOVERNMENT TRAINING SERV.	MCFOA CONF-CARLA	ADMINIST	193.00
	INSTY-PRINTS PLUS	PRENUMBERED RECEIPTS	ADMINIST	405.10
	IN-TOWNE INDUSTRIES	ZONING MAPS	ADMINIST	154.43
	LEAGUE OF MN CITIES	98 DIRECTORY CITY OFFICI	ADMINIST	91.46
35860	MN DEPARTMENT OF REVENUE	ST WITHHOLDING 1-15	ADMINIST	750.86
35861	PERA	PERA WITH 16-31	ADMINIST	1,437.03
	PERA LIFE	PHILLIPS 2/98	ADMINIST	12.00
	PHILLIPS, PATRICIA	SUPPLIES KITCHEN	ADMINIST	25.02
	PHILLIPS, PATRICIA	MILEAGE PARKING CONF	ADMINIST	7.97
	TAFF, SUSAN HOYT	1/98 AND 2/98 CAR ALLOW	ADMINIST	400.00
	COMPUTER MANAGEMENT SVCS	LICENSE AGREEMENTS SOFTW	ADMINIST	1,013.00
	*** TOTAL	FOR DEPT 12		4,748.48
35862	U.S. POSTMASTER	MAILING LARP UPDATE	COMMUNIC	800.00
35863	RAMSEY COUNTY DEPARTMENT	EVENT LICENSE WTR	COMMUNIC	101.00
	*** TOTAL	FOR DEPT 16		901.00
	NSP	ELECT 1-21	EMERGENC	6.28
	*** TOTAL	FOR DEPT 21		6.28
	ST. ANTHONY VILLAGE	2/98 POLICE SVCS	POLICE	28,028.33
	*** TOTAL	FOR DEPT 22		28,028.33
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	41.44
	COLONIAL INSURANCE	1/98 BAUMAN	FIRE FIG	29.65
	FIRE EQUIPMENT SPECIALTIE	HELMET FACESHEILD	FIRE FIG	86.95
	JANKE, KATHLEEN	CLEANING SVCS	FIRE FIG	80.00
	PERA LIFE	BAUMAN 2/98	FIRE FIG	12.00
	SPEEDWAY SUPERAMERICA LLC	FUEL	FIRE FIG	165.46
	*** TOTAL	FOR DEPT 24		415.50
	COLONIAL INSURANCE	1/98 IVERSON	FIRE PRE	36.45
	PERA LIFE	IVERSON 2/98	FIRE PRE	12.00
	*** TOTAL	FOR DEPT 25		48.45
	AT&T WIRELESS SERVICES	PAGER PUBLIC WORKS	CITY HAL	15.43
	BOARD OF WATER COMMISSNRS	WATER	CITY HAL	4.90
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	11.66
	GLENWOOD INGLEWOOD	2/98 COOLER RENTAL	CITY HAL	12.60
	GRAINGER, W. W., INC.	HAND LAMP	CITY HAL	20.84
	M-75 BUILDING MAINTENANCE	1/98 CLEANING	CITY HAL	270.78
	TWIN CITY GARAGE DOOR CO	CHAIN ON OVERHEAD DOOR	CITY HAL	105.00
	*** TOTAL	FOR DEPT 31		441.21
	CUSHMAN MOTOR CO., INC.	SPEED CONTROL CUSHMAN	STREETS	20.22

APPROVAL OF BILLS
 PERIOD ENDING: 02-06-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	SPEEDWAY SUPERAMERICA LLC	FUEL	STREETS	34.75
	TRI-STATE BOBCAT INC	FILTERS	STREETS	35.74
	FASTSIGNS	SIGN	STREETS	31.95
	*** TOTAL FOR DEPT 32			122.66
	BOARD OF WATER COMMISSNRS	WATER	PARK & R	145.73
	BOARD OF WATER COMMISSNRS	SS	PARK & R	85.17
	BOARD OF WATER COMMISSNRS	WATER	PARK & R	5.21
	BOARD OF WATER COMMISSNRS	SS	PARK & R	11.66
	NSP	ELECT 1-21	PARK & R	22.38
	NSP	ELECT/GAS	PARK & R	646.72
	USWEST COMMUNICATIONS	PHONE 1/22	PARK & R	59.01
	*** TOTAL FOR DEPT 41			975.88
	E-Z RECYCLING, INC.	1/98 RECYCLING	SOLID WA	2,501.86
	*** TOTAL FOR DEPT 56			2,501.86
	METROPOLITAN COUNCIL	2/98 SS	SANITARY	35,483.83
	*** TOTAL FOR DEPT 75			35,483.83
	SPEEDWAY SUPERAMERICA LLC	FUEL	RESCUE S	31.00
	*** TOTAL FOR DEPT 76			31.00
	CITY OF ROSEVILLE	AFTER SCHOOL 146 HRS	MCAD	1,168.00
	BERNARDY, CONNIE LANNERS	PROF SVCS 2-1 TO 2-15	MCAD	1,227.13
	*** TOTAL FOR DEPT 84			2,395.13
	*** TOTAL FOR BANK 01			76,229.61
	*** GRAND TOTAL ***			76,229.61

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	1 30 98	6 SUSAN GEHRZ	28343	285.81
COM	1 30 98	8 SAM JACOBS	28344	277.05
COM	1 30 98	10 JAN GIBSON TALBOT	28345	200.00
COM	1 30 98	11 JOHN HUSTAD	28346	277.05
COM	1 30 98	12 LAURA A. KUETTEL	28347	277.05
COM	1 30 98	30 NICHOLAS BAUMANN	28348	131.52
COM	1 30 98	34 CLEMENT KURHAJETZ	28349	198.92
COM	1 30 98	40 KEVIN ANDERSON	28350	72.95
COM	1 30 98	42 MICHAEL D. CLARKIN	28351	124.67
COM	1 30 98	47 NATHANIEL HEROLD	28352	46.17
COM	1 30 98	60 TERRY D. IVERSON	28353	29.56
COM	1 30 98	63 RACHELLE L. MARVIN	28354	59.31
COM	1 30 98	66 ALFRED HERNANDEZ	28355	46.17
COM	1 30 98	1002 SUSAN HOYT TAFF	28357	1531.68
COM	1 30 98	1003 TERRY IVERSON	28358	1052.94
COM	1 30 98	1005 CAROL KRIEGLER	28359	629.47
COM	1 30 98	1007 PATRICIA PHILLIPS	28360	830.30
COM	1 30 98	1010 CARLA ASLESON	28361	1025.65
COM	1 30 98	1013 WILLIAM MAERTZ	28362	999.87
COM	1 30 98	1026 JASON CIERNIA	28363	56.10
COM	1 30 98	1033 DAVE TRETSVEN	28364	759.39
COM	1 30 98	1088 DONALD R. MEISSNER	28365	758.86
COM	1 30 98	1102 AUSTIN M. PETERSON	28366	77.11
COM	1 30 98	1118 SHAWN M. STRONG	28367	246.74
COM	1 30 98	1136 ROLAND O. OLSON	28368	1095.52
COM	1 30 98	1138 TERRY LAGERQUIST	28369	100.70
COM	1 30 98	1142 ANTHONY ANDERSON	28370	159.30
COM	1 30 98	1143 COLIN B. CALLAHAN	28371	213.07
COM	1 30 98	1144 DANIEL T. QUINN	28372	193.81
COM	1 30 98	1145 JOHN F WAMBACH	28373	290.22

COMPUTER CHECKS	12046.96
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

*****TOTALS***** 12046.96

CONSENT

Meeting Date: February 11, 1998

Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/SUMMARY:

BUSINESS

Depth of Field d/b/a Spare Room #3664

Magic Nails #3665

Hewlett Packard Co. #3669

REFUSE HAULERS

Highland Sanitation #3666

HOME OCCUPATION

Intergenerating Resources #3668

ACTION REQUESTED: Approval

CONSENT

Date: 2/11/98

Item: 3

ITEM: Appointment to the Fire/Rescue Department

SUBMITTED BY: Clem Kurhajetz, Acting Fire Chief
Fire/Rescue Application Committee

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Acting Chief Kurhajetz and the Application Committee are recommending the appointment of Renee Chinander to the Fire/Rescue Department.

ACTION REQUESTED: Appointment of Renee Chinander to the Fire/Rescue Department, subject to passing the required physical tests, background checks, and probation period.

CONSENT 4

Date: 2/6/98

ITEM: Approve fund transfer of \$3,410.92 from the from the 1984B
TIF bonds to the 1993 TIF refinancing bonds

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roland Olson, City Accountant
Jennifer Bauer, Auditor

EXPLANATION/DESCRIPTION:

The auditors completed reviewing the city's accounts and recommended a bookkeeping transaction be adopted retroactive to 12/31/97. This is transferring the remaining fund balance from the original 1984B TIF bonds, which were defused in 1997, to the 1993 TIF refunding bonds, where the money will be used for debt service.

ACTION REQUESTED:

Approve fund transfer of \$3,410.92 from the 1984B TIF bonds to the 1993 TIF Refunding bonds as of 12/31/97.

POLICY 1
Date: 2/11/98

ITEM: Update on the activities in the parks/public works department

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council will have the opportunity to discuss the activities assigned to the parks/public works department.

ACTION REQUESTED:

Update from Carol Kriegler, Director of Parks, Recreation, Public Facilities
and Bill Maertz, Parks and Public Works Superintendent

Discussion

POLICY 2
Date: 2/11/98

ITEM: Update and discussion on proposed computer network upgrade at city hall

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council will be updated and asked for direction on the staff's inquiries into providing internet/e-mail capabilities throughout the city. This requires a minimal network within city hall to connect to the cable internet opportunities.

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.

Additional information.

- It is always a challenge to find the balance between getting enough technology to be helpful in serving citizens and making city services more efficient and jumping into every option available without determining its value.
- Currently the administrator and administrative assistant have e-mail access to their computers through a shared phone line at \$20/month per terminal for a total of \$40/month.
- This service is inefficient to access, comparatively expensive compared to other options available to the city and not available to other staff members.
- The North Suburban Cable Commission provides its member cities with the hardware necessary to hook up with the Commission's internet service provider (ISP). There is currently no charge for this connection now or in the near foreseeable future. This connection connects the city to the Institutional network (I-net) which includes other north suburban cities and the Roseville and Mounds View School District.
- By connecting to this system the city has the opportunity to explore sharing information with these members as well as to consider contracting for some GIS and data management services as part of a consortium of cities that contract with Roseville for this service. This would provide the city with monthly updated records on property records from Ramsey County property records data, other data and mapping opportunities.

- This network system will also provide opportunities for community members to access the city through e-mail. It will allow the city to initiate a simple home page, once the system is adapted to city business.
- Although staff members do not need e-mail to communicate with each other, a network will provide all staff persons with the ability to get information from other cities and agencies through e-mail and internet, which appears to be an emerging way that information is transmitted. For example, many cities currently ask us to use the internet to get information from their zoning codes. Making sure that staff members are not too far behind employees in other organizations with training and technology is important too.
- The public facilities director and administrator met with a representative of a company that specialized in networking to see what is required and what the costs might be for setting up such a system. The costs for the system would be between \$8,000 and \$15,000 to hook up all the ten terminals in the city. (The number may be reduced to eight because terminals can be added.)
- This opportunity was not budgeted in the 1998 capital budget because the staff was just making the transition to a new voice mail system. However, due to reduced personnel expenditures and careful spending, the city has an unanticipated favorable fund balance in the general fund of \$100,000 at the end of 1997. It may be reasonable to dedicate some of this to improving the city's communications capacities and to continue to keep up with technology.

ACTION REQUESTED:

Summary of staff report

Discussion

Direct the staff on how to proceed with a computer network