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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Ave.

January 5, 2000
AGENDA

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ HUSTAD ___ KUETTEL ___
LINDSTROM ___ TALBOT ___
ADMINISTRATOR ___ DEPUTY CLERK ___
ENGINEER ___ ATTORNEY ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: December 15, 1999
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General disbursements through 12/30/99, \$131,208.91
Payroll, 12/1/99 to 12/15/99, \$8,470.61
Payroll, 12/16/99 to 12/30/99, \$13,922.39
 - 2. Licenses
 - 3. Resolution designating official depositories for 2000
 - 4. Designation of official newspaper
 - 5. Appointment of City Engineer and City Attorneys for 2000
 - 6. Review council standing rules
 - 7. Appointments to commissions
- G. POLICY AGENDA:
 - 1. Recognition of Kris Grangaard for Y2K community leadership
 - 2. Welcome to new employee
 - 3. *(addendum)* Amendments to 1999 Comp Plan to Met Council
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

DRAFT

City of Falcon Heights
City Council Minutes
December 15, 1999

Mayor Gehrz called the meeting to order at 7 p.m.

PRESENT: Gehrz, Gibson Talbot, Hustad, Kuettel

Also present: Susan Hoyt, city administrator, Pat Phillips, deputy clerk

COMMUNITY FORUM: There was no one wishing to speak at the forum.

MINUTES OF DECEMBER 6, 1999

The minutes of the December 6, 1999 meeting were approved.

CONSENT AGENDA:

Councilmember Gibson Talbot moved approval of the consent agenda including item 9 which was an addendum. The motion passed unanimously.

1. General disbursements and payroll
2. Fund transfer from the Infrastructure Fund to the 2000 Alley Reconstruction Fund
3. Adopt resolution 99-31 eliminating the 2000 debt levy on general obligation debt
4. Consider scheduling first council meeting for January 5, 2000 and cancel January 12 meeting
5. Consider resolution 99-32 approving a 3% standard compensation increase for regular employees in 2000
6. Authorization for the city administrator to negotiate a contract for fire inspection services with the City of New Brighton
7. Consideration of additional services from Barton Aschman for pavillion work
8. Consideration of welcome signs for State Fair goers
9. Approval of municipal liquor, beer, wine, tobacco licenses

POLICY AGENDA

Resolution 99-29 adopting the property tax levy of \$615,904

Councilmember Hustad moved approval of the resolution adopting the 2000 property tax levy of \$615,904. Motion passed unanimously.

Consider resolution 99-30 adopting the 2000 budget

Councilmember Kuettel moved to approve resolution 99-30 adopting the 2000 budget. Motion passed unanimously.

Consideration of ordinance 99-09 amending the zoning code with definitions and uses related to schools, museums, galleries in the commercial zones

Administrator Hoyt summarized the proposed ordinance which clarifies definitions and uses related to schools, studios and research laboratories in the commercial districts. The planning commission held a public hearing on the proposed ordinance on December 14, 1999 and unanimously approved the ordinance. After brief discussion, councilmember Gibson Talbot moved to adopt ordinance 99-09. The motion passed unanimously.

Consideration of ordinance 99-10 amending the zoning code on garage setbacks

Administrator Hoyt briefly explained that this ordinance is needed to add language to the zoning code which will clarify that a new garage on an alley with access off the alley may retain the same sideyard setback, if the setback is less than 5 feet, as the existing garage if it remains in the rear 30 feet of the lot and at least two feet from the side lot line. This clears up an oversight in the code. Councilmember Kuettel moved to approve ordinance 99-10 and the motion was unanimously approved.

Recognize Fire Marshal Terry Iverson

Mayor Gehrz officially recognized the departure of Fire Marshal Terry Iverson after many years of dedicated service to the city. Mayor Gehrz also commented on his talents as an educator in fire prevention and his enthusiasm in working with young people.

Y2K Contingency Plan – Key Points

Administrator Hoyt summarized the key points of the city's Y2K contingency plan. City Hall will be staffed by public works personnel from approximately 9 pm to 2 am as well as the fire department having four persons in the building from 9 pm to 9 am. There will also be extra police officers on duty the evening of Dec. 31. Councilmember Hustad moved to adopt the plan and the motion passed unanimously.

Request for action re the option to waive the statutory tort limits under the LMCIT insurance plan

Following a brief discussion, councilmember Gibson Talbot moved to maintain the statutory tort limit of \$750,000 as part of the city's LMCIT insurance policy. The motion was approved unanimously.

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December 15, 1999

Final landscaping plan for Larpenteur Avenue east of Arona Street

Landscape architects Scott Midness and Joel McElheney of Barton Aschman presented recommendations on the final landscaping plan for Larpenteur Avenue in 2000. This section of Larpenteur will have sidewalks on both sides and there will be approximately 73 trees that are expected to be planted. The fee for professional design services was proposed not to exceed \$6,925.00. After brief discussion and further questions, councilmember Hustad moved to approve the landscaping plan and to order the trees from Margolis Brothers up to the bid of \$24,000. If the trees are not available in the size recommended, the order should be placed with Hoffman Nursery. The motion passed unanimously.

The meeting adjourned at 8:08 P.M.

Respectfully submitted

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: 1/5/00

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 12/30/99, \$131,208.91
2. Payroll, 12/1/99 to 12/15/99, \$8,470.61
Payroll, 12/16/99 to 12/31/99, \$13,922.39

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: _12/29/99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ACORDIA	ADMINSTRATOR BOND	-----	350.00
	ACORDIA	ACCOUNTANTS BOND	-----	350.00
	METROPOLITAN COUNCIL	1/00 SS	-----	50,580.00
	NCPERS GROUP LIFE INS	1/00 PHILLIPS INS	-----	12.00
	BERKLEY RISK SERVICES INC	WORKMANS COMP YR 2000	-----	5,916.00
	ST ANTHONY VILLAGE	1/00 POLICE SVCS	-----	33,063.91
	*** TOTAL	FOR DEPT 00		90,271.91
	FOCUS NEWS	2 PUBLIC HEARING NOTICES	LEGISLAT	35.70
	GREAT WEST LIFE/ANNUITY	12/99 HUSTAD CONTRIBUTN	LEGISLAT	75.00
	GREAT WEST LIFE/ANNUITY	12/99 HUSTAD	LEGISLAT	75.00
	*** TOTAL	FOR DEPT 11		185.70
	AMERICAN OFFICE PRODUCTS	ENVELOPES	ADMINIST	54.57
	AMERICAN OFFICE PRODUCTS	NAME PLATE HOLDER	ADMINIST	5.11
	ELECTION SYSTEM/SOFTWARE	LIQUOR LICENSE FORMS	ADMINIST	40.00
38333	CASH	COFFEE FOR KITCHEN	ADMINIST	19.96
38333	CASH	FIRE DRILL FOOD	ADMINIST	23.97
	DOCUMENT RESOURCES	W/2 S 1099'S	ADMINIST	65.62
	FBN, INC	3-MAIL TROUBLSHOOTING	ADMINIST	127.50
38332	MN DEPARTMENT OF REVENUE	DEC 1-15 ST WITH	ADMINIST	613.99
38335	MN DEPARTMENT OF REVENUE	ST WITH DEC 16-31	ADMINIST	1,031.42
38331	PERA	DEC 1-15 PERA WITH	ADMINIST	1,168.09
38334	PERA	DEC 16-31 PERA	ADMINIST	1,222.39
	*** TOTAL	FOR DEPT 12		4,372.62
	CAMPBELL KNUTSON	11/99 LEGALS	LEGAL	704.00
	*** TOTAL	FOR DEPT 14		704.00
	MCI WORLDCOM RES SVC	LONG DISTANCE CHRGS	COMMUNIC	24.33
	DAVID L. WASSON GRAPHIC	NEWSLETTER	COMMUNIC	985.75
	*** TOTAL	FOR DEPT 16		1,010.08
	CASTLE INSPECTION SVC	4TH QTR BLDG INSP	PLANNING	16,397.47
	PAKOY, GENE	4TH QTR MECH 67-93	PLANNING	1,438.50
	*** TOTAL	FOR DEPT 17		17,835.97
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	37.94
38337	BUREAU CRIMINAL APPREHEN.	BACKGROUND CK FIREFIGHTR	FIRE FIG	8.00
	CITY OF ST PAUL	BURNING BLDG TNG	FIRE FIG	200.00
	CITY OF ST PAUL	EQUIP MAINT	FIRE FIG	36.00
	EMERGENCY APPARATUS MAINT	PUMP TEST 752	FIRE FIG	250.00
	EMERGENCY APPARATUS MAINT	757 HEAT SENSOR/WATERWAY	FIRE FIG	237.05
	EMERGENCY APPARATUS MAINT	PUMP TEST 753	FIRE FIG	329.13
	HENNEPIN TECH. COLLEGE	TUITION FIRE TNG	FIRE FIG	150.76
	MINNESOTA CONWAY	FIRE EXT	FIRE FIG	215.50
	OXYGEN SERVICE COMPANY	AIR TANK RENTALS	FIRE FIG	49.50
	AIRTOUCH CELLULAR	12/99 CELL PHONE CHRGS	FIRE FIG	19.78
	USWEST COMMUNICATIONS	TELE 12-22	FIRE FIG	57.05
	MN FIRE SVC CERT. BOARD	2 FIREFIGHTERS CERTS	FIRE FIG	70.00
	MN FIRE SVC CERT. BOARD	1 FIREFIGHTER CERT	FIRE FIG	35.00
	*** TOTAL	FOR DEPT 24		1,695.71
	BOARD OF WATER COMMISSNRS	H20	CITY HAL	16.20

APPROVAL OF BILLS
 PERIOD ENDING: _12/29/99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	12.32
	KNOX LUMBER CO.	PAINT FOR SHOP	CITY HAL	349.24
	KNOX LUMBER CO.	PAINT ROLLER	CITY HAL	4.06
	LINDERS GREENHOUSES	POINSETTA FOR LOBBY	CITY HAL	128.25
	M-75 BUILDING MAINTENANCE	12/99 CLEANING SVCS	CITY HAL	221.41
	MUSKA ELECTRIC CO.	ELECTRICAL CONDUIT REPAR	CITY HAL	264.96
	STATE CHEMICAL MFG. CO.	FRAGRANCE PAKS FOR BATHR	CITY HAL	90.00
	TARGET	LIGHT SET	CITY HAL	18.99
	TARGET	2 TIMERS	CITY HAL	53.02
	SAFE ASSURE CONSULTANTS	SAFETY TNG	CITY HAL	1,715.00
	*** TOTAL	FOR DEPT 31		2,873.45
	KNOX LUMBER CO.	BULBS	STREETS	5.64
	T.A. SCHIFSKY & SONS, INC	ASPHALT PATCHING	STREETS	68.54
	TARGET	BOWS	STREETS	98.01
	TARGET	LIGHTS	STREETS	69.73
	*** TOTAL	FOR DEPT 32		241.92
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	14.32
	BOARD OF WATER COMMISSNRS	SS	PARK & R	23.34
	KNOX LUMBER CO.	GLOVES	PARK & R	54.36
	TARGET	BASKETBALL NET	PARK & R	4.99
	USWEST COMMUNICATIONS	TELE 12-10	PARK & R	64.44
	*** TOTAL	FOR DEPT 41		161.45
	ROSEVILLE AREA SCHOOLS	BASKETBALL GYN RENTAL	PARK PRO	408.00
	*** TOTAL	FOR DEPT 50		408.00
	E-Z RECYCLING, INC.	12/99 RECYCLING	SOLID WA	2,559.40
	*** TOTAL	FOR DEPT 56		2,559.40
38333	CASH	COFFEE POT FOR KITCHEN	GENERAL	21.26
	*** TOTAL	FOR DEPT 63		21.26
	FIRE EQUIPMENT SPECIALTIE	FIRE FIGHTER BOOTS	FIRE & R	93.95
	*** TOTAL	FOR DEPT 64		93.95
	ENVIRONMENTAL RESOURCES	600 GALLON TANK REMOVAL	PUBLIC W	1,982.00
	KNOX LUMBER CO.	LAUNDRY TUB/FITTINGS	PUBLIC W	53.74
	KNOX LUMBER CO.	PRESSURE WASHER	PUBLIC W	120.96
	KNOX LUMBER CO.	BOLT CUTTER	PUBLIC W	62.66
	KNOX LUMBER CO.	PAINT SPRAYER	PUBLIC W	92.50
	*** TOTAL	FOR DEPT 65		2,311.86
	SAFE ASSURE CONSULTANTS	SAFETY TRAINING	SANITARY	735.00
	*** TOTAL	FOR DEPT 75		735.00
	JUSTIN NOVAK	TNG REIMB BY STATE	RESCUE S	40.00
	*** TOTAL	FOR DEPT 76		40.00
	EHLERS AND ASSOCIATES	REDEVELOPMENT ISSUES	TIF #1	150.00
	*** TOTAL	FOR DEPT 77		150.00
	EHLERS AND ASSOCIATES	REDEVELOPMENT ISSUES	TIF #2	150.00

APPROVAL OF BILLS
 PERIOD ENDING: _12/29/99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 78				150.00
	DAHLGREN SHARDLOW & UBAN	U OF M & SCHOOL ISSUES	COMM. DE	1,113.66
*** TOTAL FOR DEPT 79				1,113.66
	ROSEVILLE PARKS AND RECRE	4TH QTR TEEN STAFFING	MCAD	2,732.05
38336	BERNARDY, CONNIE LANNERS	PROF SVCS DEC 16-31	MCAD	1,288.49
	BERNARDY, CONNIE LANNERS	TELE REIMB	MCAD	124.60
	BERNARDY, CONNIE LANNERS	REIMB MEETING EXPS	MCAD	50.94
	BERNARDY, CONNIE LANNERS	SUPPLIES	MCAD	21.29
	BERNARDY, CONNIE LANNERS	COPY CHRGS	MCAD	3.06
*** TOTAL FOR DEPT 84				4,220.43
	AWARDS BY HAMMOND	IVERSON PLAQUE	CONTINGE	52.54
*** TOTAL FOR DEPT 92				52.54
*** TOTAL FOR BANK 01				131,208.91
*** GRAND TOTAL ***				131,208.91

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	12 14 99	32 RAYMOND BROWN	29899	42.83
COM	12 14 99	34 CLEMENT KURHAJETZ	29900	45.61
COM	12 14 99	35 LEO LINDIG	29901	31.92
COM	12 14 99	40 KEVIN ANDERSON	29902	75.10
COM	12 14 99	42 MICHAEL D. CLARKIN	29903	126.07
COM	12 14 99	63 RACHELLE L. MARVIN	29904	7.93
COM	12 14 99	66 ALFRED HERNANDEZ	29905	66.66
COM	12 14 99	70 JUSTIN T. NOVAK	29906	88.16
COM	12 14 99	73 JEREMY HUTCHISON	29907	81.21
COM	12 14 99	74 MARK J. ALLEN	29908	26.27
COM	12 14 99	76 STEVEN M. HOY	29909	32.32
COM	12 14 99	77 BARBARA J. LEMAY	29910	112.79
COM	12 14 99	79 MICHAEL D CLARKIN II	29911	39.60
COM	12 14 99	80 MARY K RIGNEY	29912	79.83
COM	12 14 99	81 LAUREL F SANDBERG	29913	44.45
COM	12 14 99	82 DUSTIN P THUNE	29914	209.21
COM	12 14 99	83 JAMES R RYLE SR	29915	6.47
COM	12 14 99	85 DANIEL S JOHNSON-POWERS	29916	74.75
COM	12 14 99	1002 SUSAN HOYT TAFF	29917	1443.82
COM	12 14 99	1003 TERRY IVERSON	29918	1102.78
COM	12 14 99	1007 PATRICIA PHILLIPS	29919	976.71
COM	12 14 99	1013 WILLIAM MAERTZ	29920	1213.41
COM	12 14 99	1033 DAVE TRETSEVEN	29921	879.26
COM	12 14 99	1102 AUSTIN M. PETERSON	29922	456.98
COM	12 14 99	1136 ROLAND O. OLSON	29923	796.18
COM	12 14 99	1168 RYAN P. LAVELLE	29924	46.17
COM	12 14 99	1170 ERIC J BLOMQUIST	29925	101.85
COM	12 14 99	1173 ELIZABETH M. POSTIGO	29926	207.41
COM	12 14 99	1181 LEAH A BICKLER	29927	54.86
		COMPUTER CHECKS		8470.61
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00
		****TOTALS****		8470.61

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	12 29 99	6 SUSAN GEHRZ	29930	286.08
COM	12 29 99	10 JAN GIBSON TALBOT	29931	200.00
COM	12 29 99	11 JOHN HUSTAD	29932	202.05
COM	12 29 99	12 LAURA A. KUETTEL	29933	277.05
COM	12 29 99	34 CLEMENT KURHAJETZ	29934	276.20
COM	12 29 99	42 MICHAEL D. CLARKIN	29935	94.67
COM	12 29 99	66 ALFRED HERNANDEZ	29936	64.64
COM	12 29 99	73 JEREMY HUTCHISON	29937	55.41
COM	12 29 99	74 MARK J. ALLEN	29938	55.41
COM	12 29 99	1002 SUSAN HOYT TAFF	29939	1443.82
COM	12 29 99	1003 TERRY IVERSON	29940	5574.79
COM	12 29 99	1007 PATRICIA PHILLIPS	29941	976.71
COM	12 29 99	1013 WILLIAM MAERTZ	29942	1330.26
COM	12 29 99	1026 JASON CIERNIA	29943	54.02
COM	12 29 99	1033 DAVE TRETSEVEN	29944	879.26
COM	12 29 99	1102 AUSTIN M. PETERSON	29945	642.32
COM	12 29 99	1103 DIANE MEYER	29946	12.00
COM	12 29 99	1136 ROLAND O. OLSON	29947	798.42
COM	12 29 99	1143 COLIN B. CALLAHAN	29948	8.08
COM	12 29 99	1168 RYAN P. LAVELLE	29949	281.64
COM	12 29 99	1173 ELIZABETH M. POSTIGO	29950	155.14
COM	12 29 99	1176 MICHAEL P ECKBERG	29951	148.58
COM	12 29 99	1182 NATHANIEL J DEUSTERMAN	29952	65.43
COM	12 29 99	1184 MATTHEW W KRIEGLER	29953	40.41

COMPUTER CHECKS	13922.39
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 13922.39

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: As of December 30, 1999 the following licenses have been renewed for the year 2000.

MUNICIPAL BUSINESS LICENSE

The Fan Man #00-600
J. T.'s Feathered Denims #00-601
Edward D. Jones & Co. #00-602
Insty-Prints #00-603
Design Modern Interiors, Inc. #00-604
American Family Insurance #00-605
Blomberg Pharmacy #00-606
Buck's Unpainted Furniture, Inc. #00-607
Clips & Styles #00-608
Custom Chocolate #00-609
Karate Junction #00-610
John Knutson & Co., PLLP #00-611
Magic Nail #00-612
Suburban Credit Plan #00-613
Hermes Floral Co., Inc. #00-614
Source Comics & Games #00-615
St. Croix Amusement (Amusement games and pool tables at Falcon Bowl) #00-616
Speedway SuperAmerica (Gasoline station, retail grocery, cigarette) #00-617
One Hour Martinizing #00-618
Stone Fabrics, Inc. #00-619
Thatcher Chiropractic Clinic #00-620
Market America Corporation #00-621
W. J. Tobacco (Cigarette) #00-622
Hewlett Packard #00-623
Accredited Temporary Assignments, Inc. #00-624

RESTAURANT

Chin's Kitchen #00-700
DJ's Embers America #00-701
Pizza Hut of the Northwest, Inc. #00-702
Dino's Gyros #00-703

MECHANICAL CONTRACTOR

Home Energy Center #00-800 ✓
Kath Heating & AC #00-801 ✓
Doody Mechanical Service Company #00-802 ✓
Kelly Plumbing & Heating #00-803 ✓
Care Air Conditioning & Heating Inc. #00-804 ✓
Dependable Indoor Air Quality, Inc. #00-805 ✓
Woodland Stoves & Fireplaces #00-806 ✓
Horwitz Inc. #00-807 ✓
Allied Fireside d/b/a Fireside Corner #00-808 ✓

GENERAL CONTRACTOR

Nelsen Roofing #00-900

REFUSE/RECYCLING HAULERS

Walter's Rubbish #00-1000
Vasko Rubbish Removal, Inc. #00-1001
Horrigan Hauling #00-1002
Keith Krupenny & Son Disposal Service, Inc. #00-1003
Aspen Waste Systems #00-1004
Waste Management of Minnesota Inc. #00-1005
Red Arrow Waste Disposal Service #00-1006
E-Z Recycling, Inc. #00-1007

HOME OCCUPATION

Attention Technology, Inc. #00-1100
The Rose Bed and Breakfast #00-1101
Intergeneratng Resources #00-1102
David L. Wasson Graphic Design #00-1103

ACTION REQUESTED: Approval

ITEM DESCRIPTION: Resolution designating official depositories for 2000

SUBMITTED BY: Susan Hoyt, City Administrator
Roland Olson, City Accountant

EXPLANATION/SUMMARY:

- First Bank System, LMC 4M Fund – (checking account)
- First Bank
- Dain Bosworth Incorporated
- Smith Barney Incorporated
- Edward D. Jones
- FBS Investment Services
- Prudential Investment
- Minnesota Municipal Money Market Fund (4M) and
Municipal Investors Service Corporation
- Piper Jaffrey
- Norwest Investment
- Paine Webber, Inc.

All investments are made according to state law and the city's investment policy.

ATTACHMENTS:

- A. Resolution designating the city's official depositories for 2000
- B. The city's investment policy

ACTION REQUESTED:

Adopt resolution approving official depositories for 2000

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: January 5, 2000

A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE
CITY OF FALCON HEIGHTS

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

- First Bank System, LMC 4M Fund (checking account)
- First Bank
- Dain Bosworth Incorporated
- Smith Barney Incorporated
- Edward D. Jones
- FBS Investment Services
- Prudential Investment
- Minnesota Municipal Money Market Fund (4M) and
- Municipal Investors Service Corporation
- Piper Jaffrey
- Norwest Investment
- Paine Webber, Inc.

BE IT FURTHER RESOLVED that the administrator or designee is authorized to deposit general and other funds therein. Collateral shall be furnished by the financial institutions as required by law.

Moved by: _____

Approved by: _____

Mayor
January 5, 2000
Date

GEHRZ ___ In Favor
HUSTAD
KUETTEL ___ Against
LINDSTROM
TALBOT

Attested by: _____
City Administrator
January 5, 2000
Date

C. INVESTMENT POLICIES

1. PURPOSE

The investment policies are designed to legally maximize the return on the city's idle funds.

2. POLICY

The city will regularly analyze its cash flow needs.

The city will collect, disburse and deposit funds on a regular basis.

The city will pool cash from its different funds and invest it as allowed by law.

The general fund will receive 5 percent of all investment earnings as administrative fees for the finance director's time.

The city will invest funds for the highest rate of return possible allowed under state and federal law, while maintaining a diversified investment portfolio.

The city will regularly review its cash position and investment performance as documented by its financial records.

3. IMPLEMENTATION

The following graph historically illustrates the city's interest rate on its investments compared to general interest rates.

ITEM DESCRIPTION: Designation of official newspaper

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Summary and Action Requested: Designate the Focus News as the legal newspaper.

Background:

State statute requires that the city designate a legal newspaper of general circulation in the city. This newspaper is used when the city is required to publish legal notifications regarding public hearings, elections, and city financial matters. There are three local papers in Falcon Heights: Focus News, Roseville Review, and The Park Bugle.

Staff recommends that the city again designate Focus News as its legal newspaper, for the following reasons:

- Focus News circulates to all households in Falcon Heights. Roseville Review does not deliver to many homes west of Snelling Avenue where over half of the city's registered voters reside.
- Unlike the The Park Bugle, Focus News is a weekly publication. A monthly publication such as The Park Bugle would not suit the city's needs, as legal notices often must be published on a moment's notice.

ATTACHMENT

Letter dated 12/8/99 from Richard Roberts, publisher of Focus News

ACTION REQUESTED: Approval

Focus News

Agenda 1/5

December 8, 1999

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

Dear Susan:

We would be pleased if you would consider the *Focus News* as the City of Falcon Heights' official newspaper for the year 2000 at your City Council Meeting. We also want to thank you for your patronage this past year and we look forward to the future.

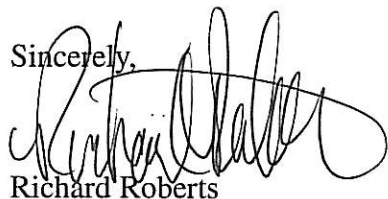
We value the city's legal business very much. We will not be increasing the legal rates this year which is a good way to start off the new millennium. The 1999 rates, which we are using for 2000, are as follows:

- | | |
|-----------------|---|
| 1 column width: | \$0.85 per line - first insertion (\$9.35 per col. in.) |
| | \$0.50 per line - subsequent insertions (\$5.50 per col. in.) |
| 2 column width: | \$1.70 per line - first insertion (\$18.70 per col. in.) |
| | \$1.00 per line - subsequent insertion (\$11.00 per col. in.) |

Notarized affidavits will be provided for each of your publications. We endeavor to print each legal accurately and to follow any written specifications you may have included with your legal. All publications should be received in our office by Friday at noon preceding our Thursday publications. In order to expedite our service to you, please direct your legal notices to *Focus News*, attention Linda McIntyre, Legal Publications, 2819 Hamline Avenue N, Roseville, MN 55113. We prefer legals not be faxed. We are having great success receiving legals by e-mail. These procedures have made this year's legal ads error free which is what we all strive for with legal publications. If you have budget reports or anything done on a spread sheet, we are able to use e-mail for these as well; however, you would also need to send a hard copy through the mail so we can check fractions and columns, etc. If you have any questions or are in doubt on a specific legal, please give Linda or Howard a call at 651-633-3434. Our e-mail address is: info@focusnews.com.

Thank you for considering the *Focus News* as your official newspaper for the upcoming year. We are honored and pleased to serve you and look forward to a mutually beneficial working relationship with the City of Falcon Heights.

Sincerely,



Richard Roberts

Publisher

Focus News

CONSENT 5
Meeting Date: 1/5/00

ITEM DESCRIPTION: Appointment of City Engineer and City Attorneys for 2000

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

The following individuals are under contract serving as city consultants for 2000:
Minnesota Statutes requires formal appointment to these posts.

City Engineer	Terry Maurer, Howard R. Green Company
City Attorney (Civil)	Roger Knutson, Campbell Knutson
City Attorney (Prosecution)	Martin Costello, Hughes and Costello

ACTION REQUESTED: Appointment of the City Engineer and City Attorneys
for 2000.

CONSENT 6
Meeting Date: 1/5/00

ITEM DESCRIPTION: Review council standing rules

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Each year at the first council meeting of the year, the city council reviews the operating procedures it intends to use and decides whether changes are warranted.

Staff has no recommendations for changes in the standing rules at this time.

ATTACHMENT: City Council Standing Rules, last amended 1/11/95

ACTION REQUESTED: Adopt standing rules as attached.

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four councilmembers and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor the acting mayor, will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.

4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:

- a. Filling in time before a scheduled item, i.e. a public hearing.
- b. Grouping several items to best make use of consultant time.
- c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process - Regular and Special Council Meetings

1. For these proceedings the council will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.

2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.

3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, . . . stands approved (or denied)." If any council member has an objection, the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions or for approval of the consent agenda.

4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.

5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.

6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt the city clerk can request a clarification.

7. The meeting will be video taped and the video tape will be retained for 3 months following approval of the minutes for that meeting. The standard retention can be extended if in the judgment of the mayor, city administrator, city clerk or any councilmember such action is warranted.

8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

9. No council meeting will extend beyond 10:30 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process - Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.

2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.

3. All individuals wishing to speak must fill out and submit an identification form and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may by majority vote extend the time where written input will be taken to a day no later than 1 week before the next meeting where a deciding vote is planned.

4. All speakers are expected to be business-like, to-the-point and courteous. Anyone not abiding by these rules will be considered out of order.

5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These 'point of information' requests should be held to a minimum.

6. Once the public testimony phase is complete the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on public input will only be appropriate when solicited by the council.

7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.

8. No public hearing will extend beyond 10 P.M.

9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.

10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.

12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:30 P.M. adjournment can be adopted, modified or suspended in whole or in part by a 3/4 vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in February.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision-making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision-making system. For that reason most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken, over a person who has already participated in the discussion. As far as possible the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 - General motions are lowest in rank and #7 - Restrict Debate motions are highest in rank. Two rules apply: (1) You usually cannot consider two motions of the same rank at the same time, and (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order but a motion of higher rank is in order. While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6, and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions but all such decisions are subject to appeal.

<u>Motion</u>	<u>Purpose</u>	<u>Applies To What Situations</u>	<u>Needs Recognition</u>	<u>Needs Second</u>	<u>Can be Discussed</u>	<u>Amendable</u>	<u>Vote Required</u>
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1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chair-person	No	Yes	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

CONSENT 7

Date: 1/5/00

ITEM: Appointments to commissions

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve three appointments to city commissions.

- Reappointment of Tony Middleton to the planning commission for 3 years
- Appointment of Barb Heideman to the planning commission for 3 years
- Appointment of Barb Atkinson to the park and recreation commission for 3 years

ATTACHMENTS:

- 1 Application for planning commission from Barb Heideman
- 2 Application for park and recreation commission from Barb Atkinson

ACTION REQUESTED:

Approve appointments to the planning and park/recreation commission.

Falcon Heights Planning Commission application for Barb Heideman, 11/29/99

Reason I wish to serve:

In general, I am very interested in working toward efforts that will encourage residents to stay and invest their Falcon Heights neighborhoods rather than move to the outer suburbs. Some of these efforts will involve residential property or tax-exempt property, and some will be concerned with commercial and infrastructure developments. However, all of these decisions cumulatively affect the livability of our city and subsequently impact our property values.

In particular, I am concerned about the aesthetic developments associated with the Larpentour Avenue renovations. The project is entering the final phase and the outcome will impact the character of our primary residential area for years to come. I want to ensure that aesthetic considerations are given sufficiently high priority in the final design.

Prior Public Service or Related experience:

Falcon Heights Y2K Task Force volunteer
Albert/Hamline block organizer, Neighborhood LINK
Metropolitan Council non-point pollution advisory commission
Citizen advisor, Ramsey County Off-Leash Recreation Area development
Numerous professional and charitable volunteer activities

Other Relevant Background

I am a concerned citizen with practical business experience and first-hand knowledge of market dynamics. I have a logical and pragmatic approach shaped by a long technical career and strive to be well-informed about local issues. Through the years, I have traveled extensively, worked with a wide variety of people, and observed many different approaches toward urban design. Most importantly, I feel that the unique attributes we possess (central location, proximity to dynamic and diverse environment at the U of M, cosmopolitan citizens) should represent interesting opportunities to promote development of, and attract business to, a vital city center that will serve Falcon Heights well into the future.

CITY OF FALCON HEIGHTS
COMMISSION/COUNCIL APPLICATION

11/16/99.
Tabled to
BAG

DATE: 11/16/99

NAME: Barb Atkinson

ADDRESS: 2255 Folwell Ave Falcon Htgs 55108

PHONE: (H) 646-8452 (W) -

HOW LONG AT ABOVE ADDRESS? 1 YEARS
(4th year in Fal. Htgs)

IN WHAT CAPACITY DO YOU WISH TO SERVE? Parks & Recreation
Commission - Grove Park improvements

REASON YOU WISH TO SERVE ON ABOVE: I recently quit working
outside the home & now have time to get involved
with my community. This sounded like a neat way
to be directly involved with something that would
affect my life and my neighbors.

PRIOR PUBLIC (OR RELATED) SERVICE: Lots of misc. volunteer
work with St. Paul - Como Zoo Boo volunteer,
Como Parks Clean-up volunteer and misc. volunteer
work during High School and College.

OTHER RELEVANT BACKGROUND (OR COMMENTS): I studied
Recreation management at the U of M (1 year short of degree
for 2 years. My work experience has been with
the Ymca of St. Paul - Day Camp Director and
lots of misc. areas of youth work for the Ymca.
I was very involved with the Ramsey Co. Parks &
Rec. Dept during my 6 years as a day Camp
Director because we used their facilities a lot
during our summers. We had to work cooperatively! ↑

This sounds like a challenging role — something new for me, but so important. I would really like to give it a try and would work hard to represent my community to the best of my ability.

POLICY 1
Date: 1/5/00

ITEM: Recognition of Kris Grangaard for Y2K community leadership

SUBMITTED BY: Susan Hoyt, city Administrator on behalf of the mayor
and councilmembers

EXPLANATION/DESCRIPTION:

Summary and action requested. The mayor and council are officially thanking Kris Grangaard for her time and energy in assisting with preparing the community for the turn of the century or Y2K. In July, 1998 Kris presented the council with her concerns and interest in assisting with preparing the Falcon Heights community for this event. She proceeded to organize a task force, participate in metropolitan wide community preparedness education and efforts and developing the community links program. The community links program, where neighbors connect with neighbors, is continuing beyond the Y2K initiative.

Kris devoted a lot of thought, energy, time and leadership to this effort.

ACTION REQUESTED:

A big thank you!

ITEM: Welcome to new employee

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The city administrator will introduce the city's most recent employee to the city council. Heather Worthington was hired to fill the position of assistant to the city administrator with planning and zoning responsibilities on December 17, 1999. She will begin her work with the city on January 24, 2000. Heather comes to Falcon Heights after serving 2 and ½ years as the director of the District 12 community council (St. Anthony Park) in St. Paul. She will be responsible for basic zoning and building questions, code enforcement and a variety of duties.

Heather is joining the other regular employees, who will be featured in the next city newsletter. They include:

Pat Phillips	Deputy Clerk
Roland Olson	City Accountant
Dave Tretsven	Parks/Public Works Maintenance Worker
Bill Maertz	Parks and Public Works Maintenance Director
Kathy Ciernia	Elections Coordinator (15% time)
Susan Hoyt	City Administrator

ACTION REQUESTED:

A warm welcome to Heather.

November, 1999

City of Falcon Heights

ASSISTANT TO CITY ADMINISTRATOR
WITH PLANNING AND ZONING RESPONSIBILITIES

JOB DESCRIPTION

TITLE: Assistant to Administrator/Planner
DEPARTMENT: Administration
REPORTS TO: City Administrator
STATUS: Full-time, Non-Exempt

POSITION SUMMARY:

The position carries out a wide variety of administrative and planning functions. Areas of responsibility include, review and comment on planning requests, review building plans for conformance to the zoning code, oversight of computer systems, code compliance reports and special projects as needed.

A. DUTIES

1. Assist the administrator with analyzing, researching and writing information on city policy, contracts, codes, personnel or other projects on an as-needed basis.
2. Assist the administrator with responses to information requests and correspondence.
3. Represent the city at meetings as requested by the administrator.
4. Answer questions and provide information to the public. This is a shared responsibility with other staff members.
5. Review building plans for conformance to the zoning code. Respond to planning inquiries like variances, conditional use permits and site plan reviews and collect related information to process these requests. Deal with the persons making these requests in a knowledgeable way.
6. Recommend code amendments as necessary.
7. Oversee code compliance. Work with the parks/public works staff to routinely check on conformance issues.

8. Coordinate work with the building official, mechanical inspector and fire inspector on code issues.
9. Organize the installation of and carry out the basic GIS operations after installation.
10. Troubleshoot on computers and coordinate computer work with the computer technician. Oversee standard reports maintained on computers.
11. Maintain the information on the web site.
12. Answer telephones and cover the front desk on a regular basis.
13. Manage the recycling program.
14. Carry out special projects as assigned.
15. Organize and implement community events.
16. Assist with the administration of elections.
17. Monitor compliance with the Data Practices Act.
18. Oversee the maintenance of office machines – telephones, copier, fax, etc.
19. Other assignments as requested by the administrator.

B. WORK SCHEDULE

This is a full time, non-exempt position that requires working 8:00 AM until 4:30 PM Monday through Friday. There will be times that the employee may be asked to work on evenings or weekends. Compensatory time is available for work outside regular work hours.

D. MINIMUM REQUIREMENTS

1. College degree from a four year accredited institution in liberal arts, preferably, geography, history, political science, economics or English, or in planning or public administration.
2. One year work experience in a city work environment or community organization.

3. Ability to communicate with people in writing, through e-mail and by phone and to read, write and talk in fluent English in person or over the telephone.
4. Ability to move about the office and to drive around and to get around the city outside a vehicle in all types of weather.
5. Ability to define and solve problems.
6. Ability to work in a small, informal and community and action oriented office environment with frequent interaction with other staff members, citizens, business owners, and representatives from other agencies.
7. Ability to learn and to work with basic trouble-shooting, networking, GIS and WEB site information.
8. Ability to balance a variety of tasks and external demands throughout the workday.

DESIRABLE SKILLS AND EXPERIENCE:

1. Experience interpreting and enforcing city codes especially nuisance and zoning codes.
2. Experience with doing site plan reviews, building plan reviews variances and conditional use permits and working with the applicants for these permits and planning requests.
3. Experience interacting with the public and organizing citizen events and activities
4. Introductory knowledge of GIS and web site technology.
5. Ability to relate a specific work activity to greater city goals.
6. Experience making recommendations and decisions that deal with people and property.

COMPENSATION:

The starting salary is \$31,000 to \$35,000 depending on qualifications with step increases after 6 months and 18 months, if job performance is satisfactory.

There is a benefit package that includes benefits for education up to \$1,800 a year.

ADDENDUM
POLICY 3

ITEM: Submission of the Amendments to the 1991 Comprehensive Plan to the Metropolitan Council and neighboring communities

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve the submission of the attached amendments to the city's 1991 comprehensive plan to the Metropolitan Council and neighboring communities of Lauderdale, Roseville and St. Paul for their review. The proposed amendment reflect changes that the Metropolitan Council requires to the city's 1991 plan to meet the state statute requiring metropolitan area cities to update their comprehensive plan by the end of 1999. Since Falcon Heights is a fully developed city with sewer and transit service, the proposed changes do not reflect a change from the plan as it was adopted in 1991. Given that the revisions are routine updates rather than any policy changes, the staff recommends that this plan be amended to meet this 1999 deadline. This will allow the city to review its comprehensive plan more thoroughly in 2000 using a public participation process and the results of the University of Minnesota St. Paul Campus Land Use Task Force planning efforts in this process without being subjected to a timetable that is mandated by the state. The city did not submit any revisions earlier because its staff time and consulting planning expenditures were targeted toward issues related to the University of Minnesota Soccer Stadium (1998) and the St. Paul Campus Land Use Planning Task Force rather than updating the comprehensive plan since the university has the most significant potential impact on the city's current and future land use.

Key changes:

- 1 Document includes city goals
- 2 Revised forecasts
- 3 Revised vacant acreage to account for two townhome developments that occurred in the past eight years (Maple Court: Questwood)
- 4 Eliminates a light rail transit corridor which is no longer in place
- 5 Includes Livable Communities plan

ATTACHMENTS:

- 1 Proposed changes to 1991 plan to Metropolitan Council

ACTION REQUESTED:

Move to submit the attached plan to the Metropolitan Council and neighboring communities for comment to meet the 1999 statutory deadline for updating the city's 1991 comprehensive plan.