

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

**AGENDA**  
**2/13/02**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:           GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ LAMB \_\_\_\_  
                              LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                              WORTHINGTON \_\_\_\_ PHILLIPS \_\_\_\_  
                              ATTORNEY \_\_\_\_ ENGINEER \_\_\_\_
- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: January 23, 2002
- E. PRESENTATION:    Donation for Community Park Shelter from Falcon  
                              Heights/Lauderdale Lions Club   **ADDENDUM**
- F. CONSENT AGENDA:
  - 1. General disbursements through 2/8/02, \$112,763.97  
    Payroll, 1/16/02 to 1/31/02, \$11,736.95
  - 2. Licenses
  - 3. Step increases for Bill Maertz, Director of Parks and Public Works and Roland  
    Olson, Finance Director
  - 4. Designated Signors for Orders Drawn on City Funds
  - 5. Continue Workman's Compensation coverage of Mayor and Councilmembers   **ADDENDUM**
- G. POLICY AGENDA:
  - 1. Internet Use Policy
  - 2. Compensation policy changes
  - 3. Authorize the purchase of a John Deere 4310 Tractor from Scharber and Sons  
    Equipment
  - 4. Approve purchase of three complete SCBA units for the Fire Department
  - 5. Approval of purchase of 10 pagers, charger, and five-year maintenance plan for the  
    Fire Department
  - 6. Approval of sale of 1972 fire truck to Jacobson, MN Volunteer Fire Department in  
    the amount of \$1.00
  - 7. Petition for Local Improvement (100% of property owners) – Fulham St. Street  
    Lighting
  - 8. Request to approve extension of the recycling contract with E-Z Recycling for one  
    year, commencing on February 28, 2002   **ADDENDUM**
- H. REPORTS FROM COUNCILMEMBERS:
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

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                          LINDSTROM \_\_\_ TALBOT \_\_\_  
                          WORTHINGTON \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: January 23, 2002 (Tab #1)
- E. PRESENTATION: Donation for Community Park Shelter from Falcon Heights/Lauderdale Lions Club **ADDENDUM**
- F. CONSENT AGENDA:
1. General disbursements through 2/8/02, \$112,763.97  
    Payroll, 1/16/02 to 1/31/02, \$11,736.95        (Tab #2)
  2. Licenses (Tab #3)
  3. Step increases for Bill Maertz, Director of Parks and Public Works and Roland Olson, Finance Director (Tab #4)
  4. Designated Signors for Orders Drawn on City Funds (Tab #5)
  5. Continue Workman's Compensation coverage of Mayor and Councilmembers **ADDENDUM**
- G. POLICY AGENDA:
1. Internet Use Policy (Tab #6)
  2. Compensation policy changes (Tab #7)
  3. Authorize the purchase of a John Deere 4310 Tractor from Scharber and Sons Equipment (Tab #8)
  4. Approve purchase of three complete SCBA units for the Fire Department (Tab #9)
  5. Approval of purchase of 10 pagers, charger, and five-year maintenance plan for the Fire Department (Tab #10)
  6. Approval of sale of 1972 fire truck to Jacobson, MN Volunteer Fire Department in the amount of \$1.00 (Tab #11)
  7. Petition for Local Improvement (100% of property owners) – Fulham St. Street Lighting (Tab #12)
  8. Request to approve extension of the recycling contract with E-Z Recycling for one year, commencing on February 28, 2002 **ADDENDUM**
- H. REPORTS FROM COUNCILMEMBERS:
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

**Presentation  
2/13/02  
ADDENDUM**

**ITEM:           Donation for Community Park Shelter from Falcon Heights/Lauderdale  
Lions Club**

**SUBMITTED BY:   Bill Maertz, Director of Parks and Public Works**

**REVIEWED BY:   Chuck Long, Chair, Parks and Recreation Commission  
Robert Lamb, Councilmember, Liaison to Parks and Recreation  
Commission  
Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: The Falcon Heights/Lauderdale Lions Club has graciously and generously donated \$6,500 for the replacement of the picnic shelter at Community Park. This will be a joint project between the Lions Club and the City to replace the aging picnic shelter at the park with a safer, more attractive structure. They would like to make the donation in person this evening. Representing the Lions Club is Reid Grano, immediate past president.

**ACTION REQUESTED:**

Remarks from Chuck Long, Chair, Parks and Recreation Commission  
Discussion  
Presentation

City of Falcon Heights  
City Council Minutes  
January 23, 2002

DRAFT

The meeting was called to order by Mayor Gehrz at 7 p.m.

PRESENT: Gehrz, Kuettel, Lamb, Lindstrom, Talbot. Also present was Heather Worthington, City Administrator, Patricia Phillips, Deputy Clerk

COMMUNITY FORUM: There was no one present wishing to speak.

Mayor Gehrz welcomed Boy Scout Troop 285 who were present to observe the meeting in an effort to earn their "Citizen in the Community" badge.

APPROVAL OF MINUTES: The minutes of January 9, 2002 were approved with the suggestion by Councilmember Lindstrom that the name of a councilmember(s) who vote "nay" to a motion be written in the minutes. Councilmember Lamb voted nay to the motion to approve the creation of the Neighborhood Security Commission and adoption of resolution 02-04. The inclusion of this suggestion was to be made in the January 9th council minutes.

#### CONSENT

Councilmember Talbot made a motion to approve the following consent agenda. The motion passed unanimously.

1. General disbursements and payroll
2. Licenses
3. Consideration of R-02-05 to renew the lawful gambling registration for Community Charities of Minnesota
4. 2002 Roster of Fire Department Officers/Duties

#### POLICY

##### Consideration of a resolution relating to restrictions on the use and sale of phosphorous lawn fertilizers

Mayor Gehrz introduced Craig Dawson, the city administrator of the City of Shorewood. Administrator Worthington said Dawson is making a presentation to council to solicit their support for the regulation of the sale and use of phosphorous lawn fertilizers in Minnesota and the impact of such legislation. Dawson said water management organizations in the Metro area spend millions of dollars each year to remove phosphorus from runoff. Dawson said he would appreciate the city's support of this effort by passing a resolution, writing a letter to the governor's office stating the city's support, contacting legislators, and any type of financial support. After considerable discussion, councilmember Lindstrom moved to adopt the draft resolution which encourages state

legislative delegation to consider and enact legislation to regulate and limit the use and sale of phosphorous lawn fertilizers. The motion passed unanimously. The financial support will be discussed at the next council meeting.

Consideration of a contract with SafeAssure for OSHA compliance monitoring and training

Administrator Worthington said council is being asked to approve a one year contract in the amount of \$2,548.00 with SafeAssure in order to bring the city into compliance with OSHA. SafeAssure will make sure that the necessary city safety policies are in place, offer training for staff members, and inspect city facilities. Training is shared with Lauderdale and Little Canada. After brief discussion, councilmember Kuettel moved to approve the one year contract with SafeAssure. The motion passed unanimously.

Approve hiring of city forester at 1/10 time

Administrator Worthington explained that for the past several years, the city used a forestry consultant. Staff recommends offering a higher level of service to its residents and recommends the hiring of Anita Twaroski as a 1/10 full-time equivalent forester to provide the city's forestry needs. Ms. Twaroski will work approximately 20 weeks from May through September, for two ½ shifts of 4 hours each per week. After brief discussion, councilmember Lamb moved to approve the hiring of Ms. Twaroski. The motion passed unanimously.

Consideration of the 2003-2004 police contract with St. Anthony Village

Administrator Worthington said the police contract with St. Anthony Police Department for 2003-2004 reflects a 4.5% increase for year 2003 and a 4.25% increase for 2004. This represents salary increases, a rise in health insurance costs, increased fuel costs, maintenance costs and additional training needed after the events of 9/11/01. Worthington said council is not being asked to approve the continuation of the contract tonight but is asking for discussion and recommendation to staff for the next steps to be taken. Mayor Gehrz said most residents have expressed their satisfaction with the police department and the city has had no negative feedback. After looking over the present contract and brief discussion of the same, councilmember Kuettel suggested a new contract be drafted and presented at a future council meeting for approval.

## INFORMATION AND ANNOUNCEMENTS

Councilmembers Talbot and Lindstrom thanked the Boy Scouts for attending tonight's meeting.

Councilmember Kuettel said the Human Rights Commission is sponsoring a meeting at city hall on February 28, 2002, at 7 p.m. with speakers from different cultures/faiths. This is an informational meeting open to the public. Kuettel also said the commission has a couple of openings for anyone interested in serving.

Mayor Gehrz reminded everyone of another meeting on the same night, February 28, 2002, hosted by the Ramsey County League of Local Governments on organized collection of solid waste. Meeting will be held at the Vadnais Heights city hall beginning at 7 p.m. Gehrz also said this organization will be holding five meetings a year rather than each month. RCLLG said the meetings will have broader appeal.

Mayor Gehrz said nomination forms are available for names of youth from 12-21 who may be nominated for the Neal Kwong Youth Citizenship Award for 2001.

Mayor Gehrz reminded residents that with the postal delivery of the next city newsletter, there will be several inserts, one of which is a Household Emergency Booklet. There are some tips that may be of interest to most everyone.

## AJDOURN

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Patricia Phillips  
Deputy Clerk

CONSENT 1  
Meeting Date: 2/13/02

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through 2/8/02, \$112,763.97
2. Payroll, 1/16/02 to 1/31/02, \$11,736.95

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 2-8-02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
40861	US BANCORP	GATEWAY 300L COMPUTER	-----	999.67
	CARE AIR CONDITIONING &	2 NEW FURNACES	-----	14,897.00
	GLENWOOD INGLEWOOD	WATER/COOLER RENT DEC	-----	45.96
40853	MIDWEST CONCRETE DRIVEWAY	BALANCE SIDEWALK RPRS	-----	5,136.00
	SCHARBER & SONS	MOWER ATTACHMENT	-----	128.53
40854	WORTHINGTON, HEATHER	TUITION REIMBURSEMENT	-----	1,100.00
	*** TOTAL FOR DEPT 00			22,307.16
40857	KEYS CAFE	WORKSHOP LUNCHES	LEGISLAT	59.43
	LEAGUE MN CITIES INS TRST	02 OPEN MEETING INS	LEGISLAT	540.00
	ASSOC. OF METROPOLITAN	2002 MEMBERSHIP	LEGISLAT	1,906.00
	*** TOTAL FOR DEPT 11			2,505.43
	AMERICAN OFFICE PRODUCTS	PRINTER CARTIDGES/BINDER	ADMINIST	433.40
40862	US BANCORP	3.5 COMPUTER DISKS	ADMINIST	12.74
	ICMA RETIREMENT TRUST 457	FEB/02 WORTHINGTON	ADMINIST	200.00
	LEAGUE MN CITIES INS TRST	02 EXCESS LIABILITY	ADMINIST	3,035.00
	LEAGUE MN CITIES INS TRST	02 GENERAL LIABILITY	ADMINIST	14,602.00
	LEAGUE MN CITIES INS TRST	02 HONEST EMPLOYEE BOND	ADMINIST	382.00
40859	LEAGUE OF MN CITIES	LMC 2002 LEGISLATIV CONF	ADMINIST	60.00
	METROPOLITAN AREA MANAGE-	2002 MEMBERSHIP	ADMINIST	45.00
	NCPERS GROUP LIFE INS	FEB/02 PHILLIPS	ADMINIST	12.00
	OFFICE MAX CREDIT PLAN	COMPUTER MOUSE	ADMINIST	21.29
40856	PERA	JAN 16-31 PERA WITH	ADMINIST	1,255.50
	PHILLIPS, PATRICIA	OSHA TNG MILEAGE	ADMINIST	5.52
40854	WORTHINGTON, HEATHER	PRKING/MILEAGE: CHAHASSAN	ADMINIST	49.62
	COORDINATED BUS. SYSTEMS,	1ST QTR COPIER MAINT	ADMINIST	370.00
	COMPUTER MANAGEMENT SVCS	SOFTWARE SUPPORT/ACCTING	ADMINIST	1,175.08
	*** TOTAL FOR DEPT 12			21,659.15
	FBN, INC	NEW PC'S SETUP/OTHER ISS	COMMUNIC	765.00
	HERMES FLORAL COMPANY	TWIN CITIES COOP WELCOME	COMMUNIC	24.00
	MCI WORLDCOM RES SVC	LONG DISTANCE	COMMUNIC	16.25
	QWEST	TELE EXP	COMMUNIC	603.70
	FASTSIGNS	DEAD WTR EVENT	COMMUNIC	23.73
	KINKO'S INC.	PRINTING DEAD WTR EVENT	COMMUNIC	65.23
	*** TOTAL FOR DEPT 16			1,497.91
	KINKO'S INC.	PRINTING	PLANNING	5.37
	*** TOTAL FOR DEPT 17			5.37
	MINNCOMM	PAGERS CHRGS	EMERGENC	30.73
	XCEL ENERGY	ELECT CIVIL DEFENSESIREN	EMERGENC	6.28
	*** TOTAL FOR DEPT 21			37.01
	ST ANTHONY VILLAGE	FEB/02 POLICE SVCS	POLICE	35,418.91
	*** TOTAL FOR DEPT 22			35,418.91
	HUGHES & COSTELLO	FEB/02 PROSECUTIONS	PROSECUT	2,610.50
	*** TOTAL FOR DEPT 23			2,610.50
	AMERIPRIDE LINEN&APPAREL	LINEN CLEAING	FIRE FIG	44.20
	AMERIPRIDE LINEN&APPAREL	LINEN CLEAING	FIRE FIG	41.26

} 2001  
 Approved



APPROVAL OF BILLS  
 PERIOD ENDING: \_2-8-02\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	BEARCOM	REPAIR OF RADIO	FIRE FIG	87.00
	GLENWOOD INGLEWOOD	WATER& COOLER RENT	FIRE FIG	31.98
	KURHAJETZ, CLEM	FAX PAPER	FIRE FIG	10.64
	LEAGUE MN CITIES INS TRST	02 FIRE BLDG&CONTENTS	FIRE FIG	631.00
	LEAGUE MN CITIES INS TRST	02 FIRE VEHICLES	FIRE FIG	6,090.00
	ROSEVILLE FIRE DEPT ACCOU	NAME TAGS	FIRE FIG	15.00
40860	SUBURBAN ACE HARDWARE	ELECTRIC ENGRAVER	FIRE FIG	11.17
	SUPERAMERICA	FUEL	FIRE FIG	65.34
	QWEST	TELEPHONE EXP	FIRE FIG	161.33
	*** TOTAL FOR DEPT 24			7,188.92
	BROWNING-FERRIS IND.	FEB WASTE REMOVAL	CITY HAL	280.59
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	5.12
	BOARD OF WATER COMMISSNRS	S.S.	CITY HAL	11.69
	GLENWOOD INGLEWOOD	WATER& COOLER RENT	CITY HAL	31.98
40858	HOME DEPOT CRC/GECF	SUPPLIES/MAINT	CITY HAL	34.66
	GRAINGER, W. W., INC.	HAND SOAP	CITY HAL	61.27
	LEAGUE MN CITIES INS TRST	02 CITY HALL BLDG&CONTEN	CITY HAL	632.00
	LEAGUE MN CITIES INS TRST	02 PAVILION	CITY HAL	380.00
	M-75 BUILDING MAINTENANCE	JAN/02 CLEANING	CITY HAL	221.41
	XCEL ENERGY	ELECT 1/31	CITY HAL	755.06
	XCEL ENERGY	ELECT 1/31	CITY HAL	619.02
	OXYGEN SERVICE COMPANY	TANK RENTAL	CITY HAL	11.28
	PHILLIPS, PATRICIA	COFFEE/FILTERS	CITY HAL	14.07
40860	SUBURBAN ACE HARDWARE	RUG CLEANER/FRSHNERS	CITY HAL	49.36
40860	SUBURBAN ACE HARDWARE	PHONE CORDS/SCREWS/FASTN	CITY HAL	59.74
	VERIZON WIRELESS	CELL PHONE	CITY HAL	25.88
	*** TOTAL FOR DEPT 31			3,193.13
	GRAINGER, W. W., INC.	10 STREET LITE BULBS	STREETS	312.48
	LEAGUE MN CITIES INS TRST	02 STREET LIGHTS	STREETS	1,314.00
	LEAGUE MN CITIES INS TRST	02 OTHER VEHICLES	STREETS	1,608.00
	LEAGUE MN CITIES INS TRST	02 MOBILE PROPERTY	STREETS	1,122.00
	XCEL ENERGY	ELECT 1/31	STREETS	65.36
	XCEL ENERGY	ELECT 1/30	STREETS	7.38
	XCEL ENERGY	ELECT 1/30	STREETS	62.24
	XCEL ENERGY	ELECT 1/30	STREETS	21.06
	XCEL ENERGY	ELECT 1/30	STREETS	10.26
	XCEL ENERGY	ELECT 1/30	STREETS	88.03
	XCEL ENERGY	ELECT 1/30	STREETS	9.13
	XCEL ENERGY	ELECT 1/30	STREETS	73.01
	XCEL ENERGY	ELECT 1/30	STREETS	11.35
	XCEL ENERGY	ELECT 1/30	STREETS	1,960.39
	XCEL ENERGY	ELECT 1/30	STREETS	136.19
	XCEL ENERGY	ELECT 1/30	STREETS	17.94
	XCEL ENERGY	ELECT 1/30	STREETS	166.14
40860	SUBURBAN ACE HARDWARE	FUSES AND FASTENERS	STREETS	7.12
	SUPERAMERICA	FUEL	STREETS	97.23
	*** TOTAL FOR DEPT 32			7,089.31
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	117.80
	BOARD OF WATER COMMISSNRS	S.S.	PARK & R	23.38
	ICMA RETIREMENT TRUST 457	FEB/02 TRETSVEN	PARK & R	100.00

APPROVAL OF BILLS  
 PERIOD ENDING: \_2-8-02\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ICMA RETIREMENT TRUST 457	FEB/02 MAERTZ	PARK & R	100.00
	LEAGUE MN CITIES INS TRST	02 PKS BLDG&CONTENTS	PARK & R	3,619.00
	NCPERS GROUP LIFE INS	FEB/02 MAERTZ	PARK & R	12.00
	XCEL ENERGY	ELECT GAS	PARK & R	673.24
	XCEL ENERGY	ELEDT 1/30	PARK & R	22.84
	XCEL ENERGY	ELECT 1/21	PARK & R	21.72
40860	SUBURBAN ACE HARDWARE	2 HEATERS FOR PARKS	PARK & R	122.45
40860	SUBURBAN ACE HARDWARE	ICE MELT/TOOLS/CORDS/FAU	PARK & R	127.82
	QWEST	TELEPHONE	PARK & R	113.12
	FASTSIGNS	SIGN MATERIALS	PARK & R	167.51
	FASTSIGNS	911 DIAL PARK SIGN	PARK & R	26.81
	*** TOTAL FOR DEPT 41			5,247.69
40855	NORTHWESTERN COLLEGE	JOB FAIR BOOTH	PARK PRO	25.00
	*** TOTAL FOR DEPT 50			25.00
	E-Z RECYCLING, INC.	JAN/02 RECYCLING	SOLID WA	2,559.40
	*** TOTAL FOR DEPT 56			2,559.40
	XCEL ENERGY	PUMPING STATION	SANITARY	91.11
	SUPERAMERICA	FUEL	SANITARY	28.38
	QWEST	PUMP STATION AUTO DIALER	SANITARY	58.68
	*** TOTAL FOR DEPT 75			178.17
40862	US BANCORP	WORKING LUNCH/CONSULTANT	COMM. DE	27.58
	*** TOTAL FOR DEPT 79			27.58
	CAROLE L. SMITH	FEB 1-15 PROF SVCS	MCAD	1,213.33
	*** TOTAL FOR DEPT 84			1,213.33
	*** TOTAL FOR BANK 01			112,763.97
	*** GRAND TOTAL ***			112,763.97

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 02	6 SUSAN GEHRZ	31574	303.12
COM	1 30 02	12 LAURA A. KUETTEL	31575	277.05
COM	1 30 02	13 PETER C. LINDSTROM	31576	277.05
COM	1 30 02	14 RICHARD P TALBOT JR	31577	277.05
COM	1 30 02	15 ROBERT E LAMB	31578	277.05
COM	1 30 02	34 CLEMENT KURHAJETZ	31579	280.63
COM	1 30 02	35 LEO LINDIG	31580	64.64
COM	1 30 02	42 MICHAEL D CLARKIN	31581	108.52
COM	1 30 02	74 MARK J ALLEN	31582	64.64
COM	1 30 02	82 DUSTIN P THUNE	31583	64.64
COM	1 30 02	85 DANIEL S JOHNSON-POWERS	31584	54.64
COM	1 30 02	1003 HEATHER WORTHINGTON	31587	1218.76
COM	1 30 02	1007 PATRICIA PHILLIPS	31588	1072.85
COM	1 30 02	1013 WILLIAM MAERTZ	31589	1446.43
COM	1 30 02	1033 DAVE TRETSTVEN	31590	1090.52
COM	1 30 02	1038 DEBORAH K JONES	31591	545.57
COM	1 30 02	1039 CRAIG A STIER	31592	354.34
COM	1 30 02	1136 ROLAND O OLSON	31593	1352.19
COM	1 30 02	1142 ANTHONY ANDERSON	31594	202.75
COM	1 30 02	1143 COLIN B CALLAHAN	31595	567.95
COM	1 30 02	1173 ELIZABETH M POSTIGO	31596	465.17
COM	1 30 02	1176 MICHAEL P ECKBERG	31597	313.13
COM	1 30 02	1178 PETER M FISCHER	31598	244.67
COM	1 30 02	1181 LEAH A BICKLER	31599	128.14
COM	1 30 02	1183 ALEX D EVANS	31600	248.14
COM	1 30 02	1184 MATTHEW W KRIEGLER	31601	234.12
COM	1 30 02	2006 DAMON J. WICKHEM	31602	203.19

COMPUTER CHECKS	11736.95
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 11736.95



U.S. BANCORP CARD SERVICES, INC.  
 PO BOX 6343  
 FARGO, ND 58125-6343

N07042

**U.S. Bank Visa® Business Platinum Card**  
 Issued by U.S. Bank National Association ND

Account Number: 4251 2400 0599 8794  
 Statement date: Feb. 05, 2002  
 New balance \$39.64  
 Minimum payment due \$10.00  
 Payment must be received: Feb. 25, 2002

Amount Enclosed \$

**39.64**

Please detach and return this coupon with your check payable to:

HEATHER WORTHINGTON  
 CITY OF FALCON HEIGHTS  
 2077 W LARPEN TEUR AVE  
 FALCON HEIGHTS MN 55113-5551

U.S. BANK  
 P.O. BOX 790429  
 ST. LOUIS, MO 63179-0429

4251240005998794 000003964 000001000

Please tear payment coupon at perforation.

**U.S. Bank Visa® Business Platinum Card**  
 Issued by U.S. Bank National Association ND

**New Balance Summary**

Previous balance		\$3,267.28
Payments & credits	-	\$3,267.96
New purchases & advances	+	\$40.32
Finance charges	+	\$0.00
Cash advance fees	+	\$0.00
Other fees	+	\$0.00
<b>New Balance</b>		<b>\$39.64</b>

**Credit Available**

Credit limit	\$5,000.00
New balance	- \$39.64
<b>Credit available</b>	<b>\$4,960.36</b>

**Account & Payment Information**

Customer name:	HEATHER WORTHINGTON
Company name:	CITY OF FALCON HEIGHTS
Account number:	4251 2400 0599 8794
Statement date:	Feb 05, 2002
Minimum payment due:	\$10.00
Payment must be received:	Feb. 25, 2002
Amount and Date Paid:	

**Your Resources for Help**

24 Hour Customer Service	1-800-344-5696
Text telephone (TTY)	1-800-585-5035

**Transactions**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
<b>Payment &amp; Credits</b>				
Jan 23	Jan 23	7479826202300000000406	PAYMENT - THANK YOU 00000 C	- \$3,267.96
<b>Total Payments and Credits</b>				<b>- \$3,267.96</b>
<b>Purchases</b>				
Jan 14	Jan 13	24445002014399678815803	COMPUSA #197 ROSEVILLE MN	\$12.74
Feb 01	Jan 30	24403692031900203100129	CIATTIS ITALIAN RESTAURAN FALCON HEIGHT MN	\$27.58
<b>Total Purchases</b>				<b>\$40.32</b>

*Handwritten notes:*  
 3.5" disks  
 Lunch meeting with con RABT

**Finance Charge Summary**

	Average Daily Balance	Variable Monthly Periodic Rate	Corresponding APR	Interest Charges
<b>PURCHASES</b>	\$0	1.0333%	12.40%	\$0.00
<b>ADVANCES</b>	\$0	1.2000%	14.40%	\$0.00
<b>Total APR the Cycle: 0.00%</b>				

*Handwritten note:*  
 OK to pay hrs 2/7/02



U.S. BANCORP CARD SERVICES, INC.  
PO BOX 6343  
FARGO, ND 58125-6343

N07043

**U.S. Bank Visa® Business Platinum Card**  
Issued by U.S. Bank National Association ND

Account Number: 4251 2400 0599 8802  
Statement date: Feb. 05, 2002  
New balance \$999.67  
Minimum payment due \$30.00  
Payment must be received: Feb. 25, 2002

Amount Enclosed \$

999.67

Please detach and return this coupon with your check payable to:

|||||  
PATRICIA PHILLIPS  
CITY OF FALCON HEIGHTS  
2077 W LARPEN TEUR AVE  
FALCON HEIGHTS MN 55113-5551

|||||  
U.S. BANK  
P.O. BOX 790429  
ST. LOUIS, MO 63179-0429

4251240005998802 000099967 000003000

Please tear payment coupon at perforation.

**U.S. Bank Visa® Business Platinum Card**  
Issued by U.S. Bank National Association ND

**New Balance Summary**

Previous balance		\$327.43
Payments & credits	-	\$327.43
New purchases & advances	+	\$999.67
Finance charges	+	\$0.00
Cash advance fees	+	\$0.00
Other fees	+	\$0.00
<b>New Balance</b>		<b>\$999.67</b>

**Credit Available**

Credit limit	\$2,000.00
New balance	- \$999.67
<b>Credit available</b>	<b>\$1,000.33</b>

**Account & Payment Information**

Customer name:	PATRICIA PHILLIPS
Company name:	CITY OF FALCON HEIGHTS
Account number:	4251 2400 0599 8802
Statement date:	Feb 05, 2002
Minimum payment due:	\$30.00
Payment must be received:	Feb. 25, 2002
Amount and Date Paid:	

**Your Resources for Help**

24 Hour Customer Service	1-800-344-5696
Text telephone (TTY)	1-800-585-5035

**Transactions**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
<b>Payment &amp; Credits</b>				
Jan 21	Jan 21	74798262021000000001919	PAYMENT - THANK YOU 00000 C	- \$327.43
				<b>Total Payments and Credits - \$327.43</b>
<b>Purchases</b>				
Jan 16	Jan 14	24610432015004073034383	UPS* 1Z560X940339131592 800-742-5877 KY	\$7.73
Jan 28	Jan 24	24418002025025028792901	GATEWAY BUSINESS DIRECT 800-8462000 SD	\$991.94
				<b>Total Purchases \$999.67</b>

*new computer*

**Finance Charge Summary**

	Average Daily Balance	Variable Monthly Periodic Rate	Corresponding APR	Interest Charges
<b>PURCHASES</b>	\$0	1.0333%	12.40%	\$0.00
<b>ADVANCES</b>	\$0	1.2000%	14.40%	\$0.00
<b>Total APR the Cycle: 0.00%</b>				

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

**MUNICIPAL BUSINESS**

Round Bobbin Sewing Center	Lic. #02-629
DJ's Embers America	Lic. #02-630 (restaurant)
DeLange Dancer's Studio, Inc.	Lic. #02-631

**HOME OCCUPATION**

David L. Wasson Graphic Design	Lic. #02-1205
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**MECHANICAL CONTRACTOR**

Care Air Conditioning and Heating, Inc.	Lic. #02-719
Centraire Heating & AC, Inc.	Lic. #02-720

**TREE TRIMMING/TREATING/REMOVAL**

Northeast Tree & Timber	Lic. #02-1102
Lone Oak Tree Services, Inc.	Lic. #02-1103

ACTION REQUESTED: Approval

**Consent 3**  
**2/13/02**

**ITEM: Step increases for Bill Maertz, Director of Parks and Public Works  
and Roland Olson, Finance Director**

**SUBMITTED BY: Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: Both Roland and Bill are celebrating their five-year anniversary with the City, and thus are eligible for a step increase.

Bill Maertz, our Director of Parks and Public Works, has taken on all the duties associated with two jobs—that of the Public Works Director and the Parks Director. He is now staffing the Parks and Recreation Commission, and has taken on several special projects this year and last. His performance has been exemplary, and in my position as his direct supervisor, I heartily recommend a 5% increase for him.

Roland Olson, our Finance Director, has acted proactively to bring the city into compliance with GASB-34, and has worked tirelessly to ensure that the city's investments are not only sound, but fiscally effective as well. His attention to detail, and devotion to doing the job right are exemplary. Therefore, I recommend an 8% increase for Roland. In addition to the performance-based compensation reflected in this recommendation, there is a consideration I made regarding his rate of pay in comparison to the metropolitan area. For that comparison, I utilized the Stanton Salary Survey of 2001.

Both raises will be effective to their anniversary date of hire, the first pay period of December, 2001.

**ACTION REQUESTED:**

Approve raises for Roland Olson at 8% and Bill Maertz at 5%.

**ITEM:** Designated Signors for Orders Drawn on City Funds.

**SUBMITTED BY:** Roland O. Olson, Finance Director

**REVIEWED BY:** Heather Worthington, City Administrator.

**EXPLANATION/DESCRIPTION:**

Summary: In accordance with Minnesota Statute 412.271 the Mayor and City Clerk are required to be the designated signors for any orders drawn on the city's funds. The signors currently are Mayor, Susan Gehrz, and the City Administrator designated as the City Clerk, Heather Worthington. Also, in response to increased needs for emergency response, staff requests that additional signors on the city funds be added. Council Member Laura Kettle serving as vice-mayor in the mayor's absence should be added, as well as the other city council members: Council Members, Peter Lindstrom, Richard Talbot, and Robert Lamb. A new Corporate Resolution of Authority for U.S. Bank will need to be completed.

Each order drawn on city funds currently requires two signatures. As previously authorized, we use facsimile signatures for Mayor Susan Gehrz and City Administrator Heather Worthington. With the addition of additional signors, staff also requests authorization to utilize facsimile signatures for Laura Kettle, Peter Lindstrom, Richard Talbot, and Robert Lamb. These additional signatures would only be used in an emergency situation.

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

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

**ACTION REQUESTED:**

Add additional designated signors on orders drawn on the city's funds to be used only in emergency situations. Also, authorize use of facsimile signatures of these new signors.



**Consent 5**  
**2/13/02**

**ITEM: Continue Workman's Compensation coverage of Mayor and Councilmembers**

**SUBMITTED BY: Roland O. Olson, Finance Director**

**REVIEWED BY: Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: Minnesota Statute allows elected or appointed officials of the city to be covered by the Minnesota Worker's Compensation Law. In the past, this coverage for the Mayor and Councilmembers has been provided by the city. This coverage costs the city \$79.00 per year.

Staff recommends the continuation of this coverage, and asks that you enact a more current resolution covering this issue.

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

*Strategy #6: To effectively manage the city's financial resources.*

**ACTION REQUESTED:**

Adoption of Resolution 02-08, continuing coverage of the Mayor and Councilmembers under the Minnesota Worker's Compensation Law.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: 2/13/02



RESOLUTION COVERING MAYOR AND COUNCILMEMBERS UNDER THE MINNESOTA WORKERS' COMPENSATION LAW

WHEREAS, the law enables elected or appointed officials of the city to be covered; and

WHEREAS, the Mayor and Councilmembers' intent is that they will be included as employees;

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Councilmembers of the City of Falcon Heights be covered by the Minnesota Workers' Compensation Law.



Moved by

GEHRZ  
KUETTEL  
LAMB  
LINDSTROM  
TALBOT

\_\_\_ In Favor

\_\_\_ Against

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

Mayor  
February 13, 2002  
Date

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

City Clerk  
February 13, 2002  
Date

**ITEM: Internet Use Policy**

**SUBMITTED BY: Heather Worthington, City Administrator**

**REVIEWED BY: Lisa Lynn, Employment Consultant**  
**Roger Knutson, City Attorney**

**EXPLANATION:**

Summary: It is prudent for the City to have an internet use policy which spells out the conditions under which employees may use the internet. This policy was developed with the help of our employment consultant, Lisa Lynn, and has been reviewed by our employees. Staff is comfortable with this policy, and we are now recommending that it be included in the City of Falcon Heights Personnel Policy.

**ATTACHMENT:**

Personnel Internet Use Policy

**ACTION REQUESTED:**

- Discussion
- Approval of the Internet Use Policy

## CITY OF FALCON HEIGHTS

### PERSONNEL INTERNET USE POLICY

*Amended 2/11/02*

**SUBJECT: Administrative Policy Regarding Use of E-Mail and the Internet**

#### INTRODUCTION

E-mail and the Internet are important tools that Falcon Heights staff are expected to be using regularly in order to efficiently carry out their duties. It is the purpose of this policy to provide employees with standards of behavior when using e-mail and the Internet. It is also the purpose of this policy to suggest guidelines for use that will ensure the security and integrity of the City of Falcon Heights' information systems.

#### POLICY

The City of Falcon Heights' computers and information produced on City computers are the sole property of the City. The City has exclusive rights to retain, maintain, modify or delete files.

#### USE OF EQUIPMENT

Employees should use the same care when creating electronic communications as they would use with oral or other written communication. Existing policies governing employee behavior, both within the workplace and when interacting with the general public, apply to electronic communications.

Allowable uses of electronic systems and information include the following, to the extent that these uses are for the purpose of conducting City of Falcon Heights business:

- to facilitate performance of job functions;
- to facilitate the communication of information in a timely manner;
- to coordinate meetings of individuals, locations and City resources;

- to communicate with other departments throughout the City;
- to communicate with outside organizations as required in order to perform an employee's job functions.

Personal use of e-mail should be limited to brief, concise messages (as with personal phone calls). Preferably personal e-mail should be sent or read during lunch periods or breaks. If you print more than 10 copies of an internet page or e-mail for personal use, please reimburse the city 3 cents per page for this printing.

Prohibited uses include, but are not limited to, Internet sites and e-mail reflecting:

- adult entertainment and sexually explicit material;
- web sites promoting violence or terrorism;
- illegal use of controlled substances (drugs);
- intolerance of other people/races/religions, etc.

## **ACCESSIBILITY**

Electronic files that store e-mail messages and other documents are the City's property. Employees should be aware that the City has the same right to access electronic files stored on City computers as it does files stored in an employee's desk or workstation. (See personnel policy regarding City buildings, desks, file cabinets, vehicles, etc.)

- Employees should be aware that any data stored is subject to government data practices statutes which can make the text accessible to the public. Therefore, sensitive or personal documents or messages should not be sent or stored on the computer system.
- The City, as well as individuals outside the Falcon Heights organization, have the ability to track the Internet sites accessed with the City of Falcon Heights account.
- When sending e-mail messages, users should exercise caution in determining what information to include, because the receiving party has the ability to forward the message anywhere in the world.

## **MANNER OF COMMUNICATION**

Employees are expected to communicate in a professional manner that will reflect positively on them and the City of Falcon Heights.

## **EMPLOYEE DISCLAIMER**

When the e-mail and the Internet are used, employees must remember that they, through their association with the City, must clearly state that the views presented in the message are not to be taken as "official" government policy. City users shall not represent themselves electronically to others as the "official" representative of the City unless explicitly authorized to do so by the City.

## **PUBLIC RECORDS**

E-mail is a public record and subject to public record regulations with respect to inspection and disclosure, and scheduled retention and disposition. E-mail should be deleted according to the Records Retention Schedule.

## **CONFIDENTIALITY/PRIVACY**

Employees who use electronic systems and/or tools provided by the City of Falcon Heights cannot be guaranteed absolute privacy or confidentiality. Employees who use e-mail or access the internet at work should have no expectations of privacy. The City retains the right to audit all such useage for any reason.

## **SYSTEM INTEGRITY**

City employees shall virus scan all e-mail attachment and files downloaded from the Internet.

## **COPYRIGHT**

Employees should make a practice of contacting the owner of a copyright in the use of material found on the Internet and request permission for the proposed use.

## **ACCESS AUTHORIZATION**

At the beginning or end of City employment, a form to add or remove the employee from the electronic mail system will be signed by the employee's Department Director and submitted to Data Processing. This form is available from Human Resources.

## **POLICY VIOLATIONS**

Violations of this policy will subject the employee to disciplinary action up to and including discharge from employment.

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Approved: Susan L. Gehrz, Mayor

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Witnessed: Heather Worthington, City Administrator

**ITEM: Compensation policy changes**

**SUBMITTED BY: Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: I am requesting that the Council approve a change in the city's personnel policy regarding compensation. This change would create a merit-based compensation system for employees, but would follow the current step schedule established by the council in 1999. Merit increase amounts would be at the discretion of the administrator, and would be based on performance. Employees would be eligible for an increase based on the schedule outlined below.

The current step increase schedule will be retained:

Step 1:	new appointment
Step 2:	6 months (post-probationary appointment)
Step 3:	18 months
Step 4:	5 years
Step 5:	10 years

Each compensation recommendation, including any cost of living increase, would be subject to council approval. This system will better reward high-performing employees.

**ACTION REQUESTED:**

- Discussion
- Approval of compensation policy changes, and inclusion of the changes into the existing personnel policy manual.



**ITEM:** Authorize the purchase of a John Deere 4310 Tractor from Scharber and Sons Equipment, 13725 Main Street Rogers, MN

**SUBMITTED BY:** Bill Maertz, Director of Parks and Public Works

**REVIEWED BY:** Heather Worthington, City Administrator

**EXPLANATION:**

Summary: The Council is being asked to authorize the purchase of a John Deere 4310 tractor with implements. This tractor will replace the 1992 John Deere 955 Tractor used by Public Works crews to mow grass and remove snow from public pathways. The 2002 Capital Budget includes \$20,000 for replacement of the John Deere 955. Purchasing the tractor under State of Minnesota contract # 425-801 will result in a discount of 26% off the retail price. Including tax and trade-in the net cost to the city will be \$17,483.

**ATTACHMENTS:**

- Equipment quote from Scharber and Sons, 13725 Main St. Rogers, MN

**ACTION REQUESTED:**

Authorize the purchase of a John Deere 4310 tractor from Scharber and Sons Equipment, 13725 Main St. Rogers, MN at a net cost of \$17,483.

**Scharber & Sons**

DATE: Friday, January 25, 2002

13725 Main Street  
 PO Box 0128  
 Rogers MN, 55374-0128  
 Phone: (763) 428-4107  
 Fax: (763) 428-2700  
 Cell: (612) 817-3475  
 Email: mscharb@hotmail.com

**Equipment Quote State Contract #425-801**

Bill Mertz  
 City of Falcon Heights  
 2077 W. Larpenteur  
 Falcon Heights, MN 55113

Quote Expires: 30 days  
 Phone: (651)917-1285  
 Fax: (651)644-8675

Codes	Qty	Description	Price
130DLV51	1	John Deere 4310 Tractor (32HP)	20,189.00
		- 4 Wheel Drive, Fixed ROPS, eHydro, Mid PTO,	0
		- Dual Mid SCV, Flat Bar Rockshaft	0
		- 25-10.5LL-15 6PR R3 Turf Tires	0
		- 41x18LL-16.1 6PR R3 Turf Tires	0
2758M	1	John Deere 59" Quick Hitch Snow Blower	3,415.00
1004		- Quick Hitch and Hydraulic Lift	520.00
2000		- 2000 RPM Front PTO for 3210	155.00
3643M	1	72" Mid Mount Side Discharge Deck	2,755.00
1000		- Mounting Kit	314.00
		<b>Sub Total:</b>	<b>27,348.00</b>
		<b>State Contract Discount 26%:</b>	<b>(7,110.48)</b>
		<b>Total:</b>	<b>20,237.52</b>
	1	Cozy Cab for 4310 Tractor (Htr, Def, Wiper)	4,500.00
		- Beacon Flasher (Large Roof Mount)(Small=\$75.00)	175.00
	1	Landpride 80" Core Aerator w/ Liquid Tanks	1,722.00
FS500	1	Landpride 350lb Fertilizer Spreader w/ Vinyl Cover	420.00
		<b>Total:</b>	<b>27,054.52</b>
		<b>TRADE</b>	
	1	'92 John Deere 955 Tractor w/ 1783 Hours	(13,000.00)
		- 70A Loader w/ 80" Bucket	
		- 72" Mid Deck	
		- 60" Front Blade	
		- 59" Front Snow Blower	
		- 60" Broom	
		- 1560 Landpride Rear Box Blade	
		- Cozy Cab	
		<b>Total After Trade:</b>	<b>14,054.52</b>
		<b>OPTIONS</b>	
0484P	1	John Deere 360 Heavy Duty Flail Mower	2,362.32
		- 58.5" Cutting Width	

**Policy 4**  
**2/13/02**

**ITEM:** Approve purchase of three complete SCBA units for the Fire Department

**SUBMITTED BY:** Clem Kurhajetz, Chief, FHFD

**REVIEWED BY:** Heather Worthington, City Administrator

**EXPLANATION:**

Summary: The fire department would like to purchase three new SCBA (Self-contained Breathing Apparatus) units for \$2,050 each, at a savings of \$600 per unit. This would total \$6,150.00. These units were ordered by the supplier, Fire Equipment Specialties, for another fire department, and that department never took delivery. These are first quality SCBA units.

The line item for SCBA's in the 2002 CIP is \$3,000; however, the total capital amount budgeted for all public safety line items is \$20,000. In light of events on 9/11, it is prudent to update personal protective equipment for our firefighters. With the discount, the city can save \$1,800 off the list price of these units if they purchase them this year.

Other capital items will be delayed until next year in order not to exceed the total capital budget amount.

**ACTION REQUESTED:**

- Discussion
- Approval of a capital purchase in the amount of \$6,150 for three complete SCBA units for the fire department from Fire Equipment Specialties.

**ITEM:** Approval of purchase of 10 pagers, charger, and five-year maintenance plan for the Fire Department

**SUBMITTED BY:** Clem Kurhajetz, Fire Chief

**REVIEWED BY:** Heather Worthington, City Administrator

**EXPLANATION:**

Summary: The Fire Department is in need of 10 new pagers for firefighters to carry in order to be paged out for fire calls.

The 2002 CIP Budget allowed \$4,000 for Communications; however the two bids received for this equipment exceeded that amount:

1. BearCom \$4,942.39
2. AnCom \$5,493.39

Staff is recommending that the council approve the bid from BearCom. This will not exceed the total capital allotted for Public Safety in the 2002 budget.

**ACTION REQUESTED:**

- Discussion
- Approval of the expenditure of \$4,942.39 for 10 BearCom pagers, charger and five-year maintenance plan for the Fire Department.

**ITEM: Approval of sale of 1972 Fire Truck to Jacobson, MN Volunteer Fire Department in the amount of \$1**

**SUBMITTED BY: Clem Kurhajetz, Fire Chief**

**REVIEWED BY: Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: When the city took delivery of the new fire truck, it was agreed between the Fire Department and the Administration that the old truck should be sold to a fire department, preferably one located in Minnesota. Despite many and varied efforts, the city has not been able to sell the fire truck outright to another fire department. As you know, the pump on this vehicle no longer works, and it is a manual transmission. In addition, it only seats two firefighters. All of these problems contributed to our difficulty in finding interested buyers.

In late December, the Chief became aware of a department in Northern Minnesota who was in dire need of fire equipment of all kinds. Their newest vehicle is a 1979 Ford Rescue van, and they have only one pumper truck currently. They serve 600 year round homes in a 180 square mile area.

The longer the fire truck sits outside, the more damage is done to it's pump, hoses, and other equipment. Therefore, we are recommending that the truck be sold to Jacobson Volunteer Fire Department for the sum of \$1, so that it is a legal sale. The city will provide no guarantees as to the truck's performance, and it will be sold in an "as-is" condition. A bill of sale will be provided to the new owners.

**ATTACHMENT:**

- Brochure from Jacobson Volunteer Fire Department

**ACTION REQUESTED:**

- Discussion
- Questions
- Approval of sale of the 1972 Ford Pumper Truck to Jacobson Volunteer Fire Department for \$1

## REORGANIZING

With this many new members the department has also suffered growing pains, other than needing equipment and training. Part of the problems that they have faced are bringing the business meetings up to where they should be. The department generally meets twice a month, one business meeting and one training meeting each month. Not all of the positions on the board had been filled and a general parliamentary procedure was not being followed. To correct this problem new officers were elected and an agenda was created for each meeting.

On November 29 the fire department held a special meeting, to go over changing the fire department from an independent fire department to a fire department under a governmental agency, such as Ball Bluff Township. In attendance, to answer questions, were the County Commissioner, Sheriff, Attorney and Auditor. Also in attendance were area township supervisors. There was a motion made and seconded to ask Ball Bluff Township if they would take the fire department under their jurisdiction.

The benefit of having the fire department under the jurisdiction of the Township is that there is a governmental body overseeing the operations of the department.

On December 11, Ball Bluff Township made a motion to take the Jacobson Fire Department under its jurisdiction and it was seconded. Since that time, nominations were made and an election was held and the following people were elected: Cliff Nelson, Chief; Adolph Carlson, Assistant Chief; Al Strenge, Captain;

Wade Ericson, Captain; Peggy Richards, Secretary; Brian Stearns, Treasurer.

A bylaw committee was formed to start making new bylaws for the fire department. A fundraiser committee was also formed to start planning events to raise money.

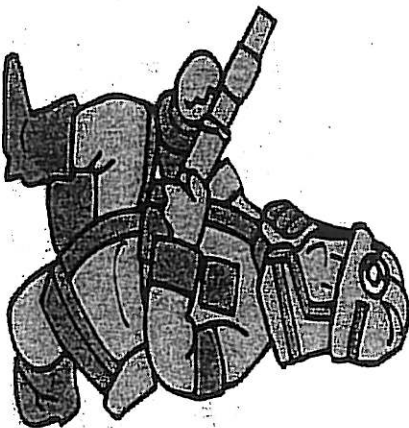
By the beginning of summer the fire department will be fully trained. The fire department is excited about serving their community and getting the community involved with fire department picnics, fundraisers and other fire department events.

## OBJECTIVE AS CHIEF

These are my goals as fire chief, some maybe short term and some maybe long-term.

1. Keep looking for new recruits (Fireman & First Responders). My goal is to have 20 Fireman I trained fireman at all times. After training, we will have sixteen. We need to find an additional four more to meet this goal.
2. Further educating the fireman and first responders, by attending area, regional and statewide fire and first responder schools.
3. Updating equipment and acquiring essential equipment for our fireman and first responders.
4. Getting Fundraisers started.
5. Bylaws created.
6. Working with the Ball Bluff Township to make this transition smoothly.
7. Working with area, state and national organizations in funding our department. Also going to area, state and national fire departments looking for used equipment.

# Jacobson Community Volunteer Fire Department



P. O. BOX 603  
JACOBSON, MN 55752  
CHIEF: CLIFF NELSON  
HOME: 218-752-6729  
FIRE HALL: 218-752-6631

## HISTORY

The Jacobson Volunteer Fire Department was organized in 1975 as an independent fire department. The department covers the townships of Ball Bluff, Verdott and unorganized townships 51-22, 52-22 and 52-24. Covering over 600 year round and seasonal homes and 180 square miles. In 1979 the Fire Department added a first response unit.

The department has been running on a \$20,000 tax-levied budget for the past several years.

The equipment currently in service is: 1976 Ford Pumper Truck, 1959 Dodge Water Truck, 1979 Ford rescue van, 1977 Dodge brush rig for wildfires, two portable pumps and a snowmobile with otter sled for rescues.

## NO QUALIFIED FIREMAN

When the Jacobson Volunteer Fire Department was founded in 1975, it was young and a good 20 fireman strong. Over the years, membership dwindled down to nine members. Of those nine, only two have the required Fireman I training and certification (required before entering a burning building), but due to physical limitations are unable to perform those duties.

## NEED FOR NEW MEMBERS

If the fire department did not recruit new fireman, the fate of the department was uncertain. The possibility of the fire department disbanding was a great possibility. If the fire department were to close, some insurance rates would increase 25%-50% or insurance could be hard to get.

## MEMBERSHIP DRIVE

In March 2001, a membership drive was made by mailing out flyers to every household in the Jacobson area. Twenty-two people signed up.

## FIREMAN I TRAINING

Sixteen people signed up for the fireman I training. Training began on January 7, here in Jacobson. The course is 83 hours and will run twice a week for 22 nights.

Until the new fireman have completed Fireman I training, Jacobson has a mutual aid agreement with the Hill City Fire Department, and they will assist Jacobson with all calls.

## GEAR AND EQUIPMENT NEEDED

The Fire Marshall of Hill City came and inspected the turnout gear and SCBA's (Self-Contained Breathing Apparatuses). He determined that there are no SCBA's that meet OSHA guidelines. The department is looking to purchase six SCBA's, which will cost nearly \$16,000.00 new. At the same time he went through all of the turnout gear and he found that only about half of the turnout gear was up to code. The department has determined who needs gear and has estimated a cost of nearly \$12,000.00.

Without fireman I training and certification, SCBA's and turnout gear, a fireman can't enter a burning building. It is essential that the department have all three items.

The department is also looking into purchasing safety harnesses and lanyards, which will cost approximately \$400. The department would like to see every fireman equipped with a pager and they are still ten short.

## FIRST RESPONDERS

The following five people have taken the first responders course and become certified; Gary Morin, Martha Morin, Rebecca Morin, Russ Loberg and Kellie Loberg. In addition to those people the following people were already trained and have kept up their certification, Anna Klampe, JoAnn Carlson and Bruce Gould. In the next couple of months, there will be more focus spent on going thru the medical van and the 1st responders medical bags to make a supply list of things needed and to make sure all supplies and equipment are up to code. We do not have a defibrillator and we will be working on acquiring one. We would like to see each first responder equipped with their own medical bag that would include an oxygen tank to carry with them to a scene without having to go to the fire hall first. We also hope to recruit new first responders.

## GRANTS AND FUNDRAISERS

The department runs on a very small budget each year and does not have the funds (of over \$35,000) to cover all of these items. The OSHA and DNR (both matching funds) grants have been applied for, fundraisers will be held and requests for donations will be made in order to raise the funds needed. So far we have received donations totaling \$550.00. Notices will be going out by January 15 for the OSHA grant and the DNR grant has been put on hold due to the economic situation of the State of Minnesota. The department also plans on applying for the FEMA grant this spring and other grants that may apply to the department.

**ITEM:** Petition for Local Improvement (100% of Property Owners) – Fulham St. Street Lighting

**SUBMITTED BY:** Residents of Fulham Street: Deen, Raup, Cermak/Rhoades and Close

**REVIEWED BY:** Heather Worthington, City Administrator

**EXPLANATION:**

Summary: Wayne Sisel, 1567 Fulham Street, Lauderdale, approached the Lauderdale City Council in the Spring of 2001 requesting the Council to consider undertaking the local improvement of installing decorative streetlights on their street.

A sample form of a “Petition for a Local Improvement by 100% of the property owners” was given to Mr. Sisel, and he undertook the obligation of gathering signatures on both sides of Fulham Street. The petition acknowledges the conditions of our assessment policy, which regulate that appurtenances (i.e., street lights, sidewalks) constructed or provided separate from new street construction or street reconstruction shall be 100% assessed.

The process for this type of improvement is the same as the process for a normal street and utility improvement project – with one exception. There does not need to be a public hearing for the project when it is petitioned by 100% of the property owners. Also, to ensure that there is not a misunderstanding or possible objection with the assessment, cities dealing with 100% petitioned projects usually require that all of the property owners sign petition and waiver agreements. These agreements are officially known as “agreements of assessment and waiver of irregularity and appeal” In this case, the two cities are securing a waiver from the property owner that they will not appeal the assessment or the process of the assessment. A model of this type of agreement is included in the packet. Also, language similar to this is already included in the submitted petition by the residents.

Eight (8) of the twelve (12) affected property owners are in the City of Lauderdale, whereas as four (4) of the twelve (12) reside in the City of Falcon Heights. Both communities will be concurrently following the improvement and assessment process. Since the majority of the property owners are in Lauderdale and a Lauderdale resident initiated the process, the City of Lauderdale has generously agreed to take the lead on this project. Falcon Heights will still have to assess their own residents for this project.



The improvement process in this case begins with the City Council approval of a resolution declaring the adequacy of the petition and ordering a report on the project. Since this is a fairly simple project involving the installation of 2-3 streetlights, it is recommended that the City Administrators be appointed to prepare the report. Assistance from the utility company and an engineer may still be needed, but a consulting engineer does not need to be assigned to complete a feasibility report. Our assessment policy classifies this project as a Class C project, and is therefore 100% assessable to the property owners affected.

The project can then be approved and ordered at a later City Council meeting following the presentation of a report and the execution of the assessment and waiver agreements.

**ATTACHMENTS:**

1. 8-31-00 Letter to Fulham Street residents from Wayne Sisel
2. 4-16-01 Letter to City Administrator from Wayne Sisel
3. Falcon Heights resident's Petition for Local Improvement
4. Assessment policy, pages 3-7
5. Sample Agreement of Assessment and Waiver of Irregularity and Appeal
6. Resolution 02-07: A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements

**ACTION REQUESTED:**

Approve Resolution 02-07 : A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements.

Direct the City Administrator to obtain signed agreements of Assessment and Waiver of Irregularity and Appeal.

The improvement process in this case begins with the City Council approval of a resolution declaring the adequacy of the petition and ordering a report on the project. Since this is a fairly simple project involving the installation of 2-3 streetlights, it is recommended that the City Administrators be appointed to prepare the report. Assistance from the utility company and an engineer may still be needed, but a consulting engineer does not need to be assigned to complete a feasibility report. Our assessment policy classifies this project as a Class C project, and is therefore 100% assessable to the property owners affected.

The project can then be approved and ordered at a later City Council meeting following the presentation of a report and the execution of the assessment and waiver agreements.

**ATTACHMENTS:**

1. 8-31-00 Letter to Fulham Street residents from Wayne Sisel
2. 4-16-01 Letter to City Administrator from Wayne Sisel
3. Falcon Heights resident's Petition for Local Improvement
4. Assessment policy, pages 3-7
5. Sample Agreement of Assessment and Waiver of Irregularity and Appeal
6. Resolution 02-07: A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements

**ACTION REQUESTED:**

Approve Resolution 02-07 : A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements.

Direct the City Administrator to obtain signed agreements of Assessment and Waiver of Irregularity and Appeal.

To: **Fulham Street Neighbors**  
From: Wayne Sisel (646-8050), email: sisel001@tc.umn.edu

August 31, 2000

**Re: Update On Street Lighting Proposal**

**Background:**

I've talked to most of you earlier this summer about adding street lighting on our street between Hoyt and Folwell Streets, after several of us experienced some vandalism to cars parked on the street last summer and earlier this year. Everyone I talked to seemed concerned about improving night safety and security on our dark street.

I've conferred with the City Administrator in Lauderdale, who has talked with Falcon Heights officials, and NSP. I met with NSP staff on site they have recently provided an estimate of costs based on certain assumptions.

**A Proposal:**

One possibility would be to extend the lighting system started by St. Paul south of Hoyt, placing fixtures on alternate sides of the street. The poles and luminaires would be of similar design to the St. Paul ones. (St. Paul has cast aluminum poles, the NSP quote was for fiberglass poles, but of similar historic design, used recently in Prospect Park in Minneapolis). Boulevards would only be disturbed minimally where poles are located. All underground wiring would be placed by boring, rather than trenching methods. The estimate included three fixtures. NSP's estimate for this scheme was \$15,150.

**Costs:**

Financing of a project requested by residents, I am told, would be assessed 100% to properties affected (eight houses on the Lauderdale side, four on Falcon Heights side-only houses that face Fulham). The cities would pay for the electricity used. The assessments to each property could be paid by residents over a ten-year period, with interest. Using the above estimate, each property would be assessed approximately a total of \$1,263, over 10 years. At 5% interest, this would be about \$164 per year.

**What Happens Next?**

To proceed from here, if there is a consensus to proceed, we can petition our respective cities to authorize NSP to proceed with the project. (We could proceed without public hearings if there is 100% consensus.) NSP needs about 12 weeks lead time to procure materials for the project. Unless we have another mild winter, construction may not get started until next spring. Costs may escalate slightly.

I would appreciate your thoughts and opinions, and welcome your questions.



April 16,2001

Wayne Sisel  
1567 Fulham St.  
Lauderdale, MN  
55108

Rick Getschow  
City Manager  
City of Lauderdale  
1890 Walnut St  
Lauderdale, MN

Dear Rick:

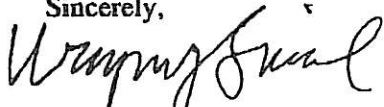
Here are the signed petitions (one for Lauderdale, one for Falcon Heights) for street lighting on Fulham Street between Hoyt and Folwell.

Some of us feel that two fixtures may do the job, instead of the three that NSP/Excel proposed in their estimate.

The residents are also concerned about the design and location of the fixtures, with respect to existing boulevard trees, bedroom windows, etc. We ask that the contractor and the cities work with us on these issues. I would volunteer to represent the residents.

Please let me know if you have any questions, or need any additional information. Please keep me appraised of the process.

Sincerely,



Wayne Sisel

(2)

### Petition For Local Improvement-Street Lighting (100 percent of property owners)

Falcon Heights, Minnesota March 24, 2001

To the City Council of Falcon Heights, Minnesota

We, all owners of real property on the east side of Fulham Street between Hoyt Avenue and Folwell Avenue in the city of Falcon Heights hereby petition that such street be improved by street lighting pursuant to Minnesota Statutes, Chapter 429, and that the city assess the entire cost of the improvement against our property described below, and we hereby agreed to pay the entire cost as apportioned by the city.

Name of Owner	Address of Property	Signature of Owner
1. DEAN	1564 FULHAM	<i>Deane Dean</i>
2. RAUP	1572 FULHAM	<i>Marvin and Betty Raup</i>
3. CERMAK/RANDERS	1580 FULHAM	<i>[Signature]</i>
4. CLOSE	1588 FULHAM	<i>Walter Close</i>

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

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

**II. DEFINITIONS**

**A. ASSESSMENT UNITS**

THE FOLLOWING DEFINITIONS REFER TO THE ASSESSMENT UNITS TO BE USED WHEN DETERMINING VARIOUS ASSESSMENT RATES AS DESCRIBED IN THE REMAINING SECTIONS OF THIS MANUAL.

**1. LOT UNIT**

A LOT UNIT IS DEFINED AS A PLATTED SINGLE FAMILY RESIDENTIAL LOT WHICH IN ACCORDANCE WITH FALCON HEIGHTS ZONING AND SUBDIVISION REGULATIONS, CANNOT BE FURTHER SUBDIVIDED.

**2. GROSS AREA**

THE TOTAL AREA, IN ACRES OR SQUARE FEET, OF A LOT OR PARCEL OF LAND INCLUDING ANY EASEMENTS. THE GROSS AREA OF A LOT OR PARCEL OF LAND DOES NOT INCLUDE ANY OF THE ABUTTING RIGHT-OF-WAY.

**3. WEIGHTED AREAS**

FOR THE PURPOSE OF STORM SEWER ASSESSMENTS, THE WEIGHTING OF AREAS SHALL BE BASED ON ZONING AS FOLLOWS:

SINGLE-FAMILY RESIDENTIAL	1.00
MULTI-UNIT RESIDENTIAL	1.50
COMMERCIAL	2.50

**4. FRONT FOOTAGE**

**A. SINGLE FRONTAGE LOTS**

IN PLATTED AREAS, THE FRONT FOOTAGE FOR PURPOSES OF FRONT FOOTAGE ASSESSMENTS SHALL BE DETERMINED AT THE BUILDING SET BACK LINE AS DESCRIBED IN THE FALCON HEIGHTS ZONING ORDINANCE, AND SHALL BE MEASURED PARALLEL TO THE PROPERTY LINE ABUTTING THE IMPROVEMENT.

**B. CORNER LOTS**

IN THE CASE OF A STREET IMPROVEMENT PROJECT WHICH ABUTS BOTH SIDES OF A CORNER LOT, THE LOT SHALL BE TREATED AS AN INTERIOR LOT AND THE FRONT FOOTAGE SHALL BE THE SHORT SIDE OF THE LOT. THERE WILL NOT BE AN ADDITIONAL ASSESSMENT AGAINST CORNER LOTS FOR

THE SIDE LOT DIMENSION. WHEN THE STREET IMPROVEMENT IS ONLY ALONG THE LONG SIDE OF THE LOT, THE SHORT SIDE OF THE LOT WILL BE USED FOR DETERMINATION OF ASSESSABLE FRONT FOOTAGE. THE ASSESSMENT FOR THE SHORT SIDE WILL OCCUR WITH THE FIRST STREET TO BE RECONSTRUCTED.

FOR ALL OTHER IMPROVEMENTS SUCH AS SANITARY SEWER OR WATER, THE FRONT FOOTAGE SHALL BE THE FOOTAGE ESTABLISHED FOR THE SHORT SIDE OF THE LOT WHEN BOTH SIDES OF THE LOT ARE BEING AFFECTED BY THE IMPROVEMENT. WHERE THE PROPOSED IMPROVEMENT PROJECT IS ONLY ALONG THE LONG SIDE OF A CORNER LOT, THE SHORT SIDE FRONT FOOTAGE SHALL BE USED FOR ASSESSMENT PURPOSES.

B. GENERAL

1. PETITION

PETITION SHALL MEAN A WRITTEN DOCUMENT PRESENTED TO THE CITY COUNCIL FOR PURPOSES OF INITIATING A PUBLIC IMPROVEMENT PROJECT. ALL SIGNATURES SHALL BE ACCOMPANIED BY THE ADDRESS OF EACH SIGNATOR, THE DATE OF THE SIGNATURE AND A PRINTING OF EACH SIGNATOR'S NAME. AN EXAMPLE OF THE USUAL FORM OF PETITION IS INCLUDED IN THE APPENDIX.

2. TOTAL PROJECT COST

TOTAL PROJECT COST SHALL MEAN THE FINAL CONSTRUCTION COST PLUS ALL ASSOCIATED OVERHEAD COSTS. OVERHEAD COSTS SHALL INCLUDE BUT NOT BE LIMITED TO CITY ADMINISTRATION, ENGINEERING, LEGAL, FISCAL, INTEREST DURING CONSTRUCTION, AND LAND ACQUISITION.

3. ASSESSMENT PERIOD

THE LENGTH OF PAYMENT PERIOD ON VARIOUS TYPES OF IMPROVEMENT PROJECTS SHALL BE AS FOLLOWS:

SANITARY SEWER	10-15 YEARS
WATERMAIN	10-15 YEARS
STORM SEWER	5-10 YEARS
STREET CONSTRUCTION	10-15 YEARS
STREET RESURFACING	3-7 YEARS

IN THE CASE WHERE SEVERAL OF THE IMPROVEMENTS LISTED ABOVE ARE INCLUDED IN THE SAME PROJECT, THE ASSESSMENT PERIOD WILL BE 10-15 YEARS. IN NO EVENT SHALL AN ASSESSMENT PERIOD EXCEED 15 YEARS.

4. ASSESSMENT INTEREST RATE

THE INTEREST RATE CHARGED ON ASSESSMENTS SHALL BE SET BY THE CITY COUNCIL. TYPICALLY, THE RATE IS SET AT ABOUT 2% OVER THE GENERAL OBLIGATION BOND RATE USED TO FUND THE PROJECT.



5. MUNICIPAL STATE-AID STREETS

MUNICIPAL STATE AID STREETS ARE ROUTES DESIGNATED BY THE CITY COUNCIL AND APPROVED BY THE COMMISSIONER OF TRANSPORTATION FOR INCLUSION IN THE CITY'S STATE AID SYSTEM. ALL ROUTES INCLUDED BEGIN AND END ON ANOTHER MUNICIPAL STATE AID ROAD, COUNTY STATE AID ROAD, OR TRUNK HIGHWAY.

6. MUNICIPAL STATE AID CONSTRUCTION FUNDS

MUNICIPAL STATE AID CONSTRUCTION FUNDS ARE MONIES APPORTIONED TO THE CITY FROM THE STATE TO BE USED FOR THE CONSTRUCTION OF ROUTES DESIGNATED ON THE MUNICIPAL STATE AID SYSTEM. ALL CONSTRUCTION FUNDED WITH THESE MONIES MUST BE DONE IN ACCORDANCE WITH THE MNDOT OFFICE OF STATE AID DESIGN CRITERIA.

7. PENDING ASSESSMENT

AN ASSESSMENT IS PENDING AGAINST A PARTICULAR PROPERTY IF THE CITY HAS DETERMINED THAT THE PROPERTY IS BENEFITED BY A PUBLIC IMPROVEMENT PROJECT WHICH HAS BEEN ORDERED OR CONSTRUCTED, BUT FOR WHICH AN ASSESSMENT HAS NOT YET BEEN LEVIED AGAINST THE PROPERTY.

8. CLASSIFICATION OF LOCAL IMPROVEMENT PROJECTS

LOCAL IMPROVEMENTS ARE DIVIDED INTO THE THREE CLASSES ACCORDING TO THEIR RESPECTIVE BENEFITS TO THE CITY AS A WHOLE AND TO PROPERTY SPECIALLY SERVICED BY THE IMPROVEMENT. THEY ARE CLASSIFIED AS FOLLOWS:

CLASS A. CLASS A IMPROVEMENTS ARE THOSE WHICH ARE OF GENERAL BENEFIT TO THE CITY AT LARGE. ANY SUCH IMPROVEMENTS SHALL BE FINANCED FROM GENERAL CITY FUNDS AND NOT FROM SPECIAL ASSESSMENTS. CLASS A IMPROVEMENTS INCLUDE NON-MOTORIZED PATHWAYS.

CLASS B. CLASS B IMPROVEMENTS ARE THOSE WHICH ARE OF BOTH GENERAL BENEFIT TO THE CITY AT LARGE AS WELL AS SPECIAL BENEFIT TO ABUTTING OR NEARBY PROPERTY. CLASS B IMPROVEMENTS INCLUDE CONSTRUCTION OR RECONSTRUCTION OF COLLECTOR OR ARTERIAL STREETS.

CLASS C. CLASS C IMPROVEMENTS ARE THOSE WHICH ARE PRIMARILY, IF NOT EXCLUSIVELY, OF BENEFIT TO PROPERTY ABUTTING OR IN THE AREA OF THE IMPROVEMENT,

INCLUDING THE CONSTRUCTION OF SIDEWALKS, THE  
CONSTRUCTION OF STORM SEWERS, THE CONSTRUCTION  
OR RECONSTRUCTION OF RESIDENTIAL STREETS AND ALLEYS.

5

2. Agreement of Assessment and Waiver of Irregularity and Appeal

THIS AGREEMENT, is made this \_\_ day of \_\_\_\_\_, 19 \_\_, between the City of \_\_\_\_\_ State of Minnesota, hereinafter referred to as the City and \_\_\_\_\_ of \_\_\_\_\_ County, State of Minnesota, hereinafter referred to as owner.

In consideration of the action of the City Council, at the owner's request, to cause the construction of \_\_\_\_\_ on \_\_\_\_\_ Street, between \_\_\_\_\_ and \_\_\_\_\_ and to assess percent of the cost of \$ \_\_\_\_\_ to the owner, owner agrees to pay said percentage, as may be determined by the Council of the City to be a fair apportionment of the costs of said improvement not to exceed \$ \_\_\_\_\_ over a period of \_\_\_\_\_ years. Owner expressly waives objection to any irregularity with regard to the said improvement assessments and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

In testimony, whereof, \_\_\_\_\_, has hereunto set his/her hand, the day and year first above written.

In presence of:

**RESOLUTION NO. 02-07**

**THE CITY OF FALCON HEIGHTS  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING A  
REPORT FOR THE FULHAM STREET STREETLIGHT IMPROVEMENT**

BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA:

1. A certain petition requesting the improvement of Fulham Street south of Larpenteur Avenue, by installing street lighting, submitted to the City on April 16, 2001, is hereby declared to be signed by all owners of affected property thereby. This declaration is made in conformity to Minnesota Statutes, Section 429.035.

2. The petition is hereby be referred to the Falcon Heights City Administrator, and that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

I CERTIFY THAT the above resolution was adopted by the City Council of Falcon Heights this 13<sup>th</sup> day of February, 2002.

(ATTEST)

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

(SEAL)

\_\_\_\_\_  
Heather M. Worthington, City Administrator

**Policy 8**

1/13/02

**Addendum**

**ITEM:** Request to approve extension of the recycling contract with E-Z Recycling for one year, commencing on February 28, 2002.

**SUBMITTED BY:** Heather Worthington, City Administrator

**EXPLANATION/DESCRIPTION:**

**Summary:** The Council is being asked to approve extension of the recycling contract with E-Z Recycling for one year, commencing on February 28, 2002, at the current rate.

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

**Strategy 4:** Strive to provide citizens with more efficient and convenient city services

**Background:**

- City staff has spoken to E-Z, and they are agreeable to this extension at the current rate.
- City staff has followed up on complaints regarding multi-family recycling service, and residential pickups, and the damage to recycling bins. E-Z has been responsive, and the complaints have been resolved.
- Due to a limited number of service providers in the metro area, City staff has determined that an extension of the contract is preferable to solicitation of RFP's for the 2002 recycling year.
- The current contract allows for extension if mutually agreeable to both parties.
- City Staff is working with Ramsey County to research and develop a bidding process for future years.

**ACTION REQUESTED:**

Approve extension of the recycling contract with E-Z Recycling for one year, commencing on February 28, 2002, at the current rate.