

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

**AGENDA**  
**March 13, 2002**

- 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: February 27, 2002
- E. PRESENTATION:
  - 1. Coralie Wilson, Executive Director, CTV 15/North Suburban Cable Commission
- F. CONSENT AGENDA:
  - 1. General disbursements through 3/8/02, \$26,122.29  
Payroll, 2/16/02 to 2/28/02, \$10,913.19
- G. POLICY AGENDA:
  - 1. Update on the SE corner project
- H. INFORMATION ONLY
  - 1. Report on staff survey results
- I. REPORTS FROM COUNCILMEMBERS:
- J. INFORMATION AND ANNOUNCEMENTS:
- K. ADJOURN

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- C. COMMUNITY FORUM:
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- E. PRESENTATION:
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- F. CONSENT AGENDA:
  - 1. General disbursements through 3/8/02, \$26,122.29  
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- G. POLICY AGENDA:
  - 1. Update on the SE corner project       **(Tab #4)**
- H. INFORMATION ONLY
  - 1. Report on staff survey results       **(Tab #5)**
- I. REPORTS FROM COUNCILMEMBERS:
- J. INFORMATION AND ANNOUNCEMENTS:
- K. ADJOURN

# DRAFT

City of Falcon Heights  
City Council Minutes  
February 27, 2002

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

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

ABSENT: Kuettel

COMMUNITY FORUM: There was no one wishing to speak before the council.

APPROVAL OF MINUTES: The minutes of February 13, 2002 were approved as written.

## PRESENTATION

1. Deborah Jones, Zoning and Planning Coordinator, updated council about the city's website and how its been improved and added to over the past few months. Jones encouraged residents and other interested parties to use this method of information and communication. Jones then advised council of the goals she has set for her work on the website. Councilmember Lamb suggested Jones post a timeline on website as to when some capabilities will be available to make it more interactive.
2. John Reik, District Roseville area school board representative, spoke about (1) the district's budget, (2) an alternative program at the middle school, (3) the trimester scheduling system at the high school and (4) demographic information.

## CONSENT

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

1. General disbursements and payroll
2. Licenses

## POLICY

### Re-establishment of the Solid Waste Commission and authorization of staff to advertise openings and begin collecting applications for commissioners

Mayor Gehrz talked about the history of the Solid Waste Commission and how useful that commission was to the city. After completing their goals and finding it unnecessary to meet any longer, the commission was discontinued in 1998. When Ramsey County began a dialogue with local units of government regarding "public" or "organized" collection of waste and recyclables on a county-wide basis, the council

is now being asked to re-establish the Solid Waste Commission. After brief questions and comments, councilmember Lindstrom made a motion to re-establish the Solid Waste Commission and authorize staff to advertise openings and collect applications for commission seats. The motion passed unanimously.

Consideration of the 2003/2004 contract with St. Anthony Village for Police Services

Administrator Worthington said the contract was reviewed by council at an earlier meeting and nothing has been changed. There have been no adverse comments received from residents about the police service and councilmember Talbot said the people in his area that he talked to had nothing but positive things to say. Councilmember Talbot made a motion to approve the 2003-2004 contract for police services. The motion passed unanimously.

Update on Homeland Security activities and recruitment of Neighborhood Liaisons and Firefighters

Mayor Gehrz reminded the council and viewing audience about an insert on Household Emergency Preparedness in the recent city newsletter. She encouraged people to read this guide and keep it in a handy place for future referral. Gehrz also mentioned the article recruiting neighborhood liaisons and fire department members. Gehrz also said applications will be accepted through the end of March for ten members for the Neighborhood Security Commission. Gehrz said that the Security Tool Kit had been emailed to 60 Minnesota cities and 12 Minnesota counties to date.

Authorize the purchase and installation of a new picnic shelter for Community Park

Administrator Worthington said the Parks Commission researched several options and recommends replacement of the existing shelter with a larger masonry and steel shelter. The existing shelter is over twenty years old with wooden roof beams that are rotting. The Falcon Heights/Lauderdale Lions Club generously donated \$6,500 towards the replacement of the old shelter at a previous council meeting. The balance will come from the Parks Capital Fund and a small portion from some funds budgeted for Community Park site furnishings. After brief discussion, councilmember Lamb moved to approve the purchase and installation of a new picnic shelter at Community Park. The motion passed unanimously.

Purchase of new computer for Fire Department training and general use

Administrator Worthington said the fire department's computer is no longer operable and a new one is badly needed. Fire department staff researched different systems and recommended one which will take advantage of new training software that will make it more cost effective. After

brief questions, councilmember Lindstrom made a motion to authorize staff to purchase a computer for the Fire Department. The motion passed unanimously.

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February 27, 2002

#### INFORMATION AND ANNOUNCEMENTS

Councilmember Talbot encouraged residents to serve the community in a variety of ways. The need right now is for Solid Waste and Neighborhood Security Commissioners.

Councilmember Lindstrom said that Barb Heideman was elected as chairperson of the Planning Commission for 2002.

Mayor Gehrz said the Neal Kwong Youth Citizenship Award application deadline had been extended to March 1<sup>st</sup>.

Gehrz thanked the staff and volunteers for their work in putting together the "Dead of Winter" event at the park on February 17.

Gehrz said she is a member of the Mayor's Regional Housing Task Force which has been meeting monthly to discuss, among other things, what resources may be available to us and the challenges of creating some affordable housing and increasing diversity of housing stock that affects the Metro area.

#### ADJOURN

The meeting adjourned at 8:57 p.m.

Respectfully submitted,

Patricia Phillips  
Deputy Clerk

**Presentation  
3/13/02**

**ITEM: Presentation by Coralie Wilson, Executive Director, CTV15/North  
Suburban Cable Commission**

**EXPLANATION:**

Summary: Ms. Wilson will be giving us an update of current activities at the NSCC, and discussing issues related to the merger of AT&T and ComCast.

CONSENT 1  
Meeting Date: 3/13/02

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through March 8, 2002, \$26,122.29
2. Payroll, 2/16/02 to 2/28/02, \$10,913.19

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 3-8-02\_\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
40952	CTV NORTH SUBURBS	REIMB FOR MAUREEN ADERSN	-----	308.00
	*** TOTAL	FOR DEPT 00		308.00
	LEAGUE OF MINNESOTA HUMAN	2002 DUES	LEGISLAT	55.00
	LEAGUE OF MN CITIES	LEGISLATIVE 2002/GEHRZ	LEGISLAT	60.00
	MN MAYORS ASSOCIATION	2002 MEMBERSHIP DUES	LEGISLAT	20.00
	GTS	ANN PLAN INST-LINDSTROM	LEGISLAT	99.00
	LILLIE SUBURBAN NEWSPAPER	ANNUAL BUDGET LEGAL	LEGISLAT	76.67
	*** TOTAL	FOR DEPT 11		310.67
	IT TAKES TWO	VOLUNTEER THANK YOU CARDS	ADMINIST	50.68
	ICMA RETIREMENT TRUST 457	MAR/02 WORTHINGTON	ADMINIST	200.00
	MIDWAY CHAMBER COMMERCE	LUNCHEON EXPWS	ADMINIST	16.00
	MINNEAPOLIS PAPER COMPANY	COPY PAPER	ADMINIST	185.25
40954	PERA	FEB 16-28 PERA WITHHOLDG	ADMINIST	1,271.57
	*** TOTAL	FOR DEPT 12		1,723.50
40953	CAMPBELL KNUTSON	JAN/02 LEGAL SVCS	LEGAL	1,074.11
	*** TOTAL	FOR DEPT 14		1,074.11
	DEBORAH JONES	DEAD WTR EVENT	COMMUNIC	129.73
	HERMES FLORAL COMPANY	DEAD OF WTR EVENT EXPS	COMMUNIC	45.00
40955	HOME DEPOT CRC/GEFC	PLYWOOD FOR FISHPOND	COMMUNIC	21.35
	LEAGUE OF MN CITIES	3 DIRECTORIES LMC	COMMUNIC	106.80
	MCI WORLD COM RES SVC	LONG DIST CHRGS	COMMUNIC	29.75
	SUBURBAN ACE HARDWARE	FIREWOOD/ DEAD WTR EVENT	COMMUNIC	44.59
	QWEST	TELE 3/21	COMMUNIC	1,192.28
	LILLIE SUBURBAN NEWSPAPER	DEAD OF WTR ENVENT EXPS	COMMUNIC	184.80
	*** TOTAL	FOR DEPT 16		1,754.30
	CITY OF NEW BRIGHTON	GIS USER GRP ANNUAL FEE	PLANNING	501.00
	CITY OF NEW BRIGHTON	200S MEMBERSHIP FEE	PLANNING	500.00
	GTS	PLANNING WRKSHP/HEIDEMAN	PLANNING	125.00
	GTS	PLAN WRKSHP - RYAN	PLANNING	224.00
	GTS	PLAN WRKSHP - ZIEBARTH	PLANNING	125.00
	*** TOTAL	FOR DEPT 17		1,475.00
	DEBORAH JONES	TASKFORCE REFRESHMENTS	EMERGENC	13.48
	MINNCOMM	PAGERS MONTHLY FEE	EMERGENC	32.20
	*** TOTAL	FOR DEPT 21		45.68
	HUGHES & COSTELLO	MAR/02 PROSECUTIONS	PROSECUT	2,632.00
	*** TOTAL	FOR DEPT 23		2,632.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	44.73
	CAPITOL CITY MUTUAL AID	2002 MEMBERSHIP	FIRE FIG	50.00
	EMERGENCY APPARATUS MAINT	AERIAL 757 HYDRAULIC REP	FIRE FIG	3,185.52
	EMERGENCY MEDICAL PRODUCT	CMC RESCUE # 2 ROPE BAG	FIRE FIG	25.89
	FIRE ENGINEERING	SUBSCRIPTIOON	FIRE FIG	34.50
	FIRE EQUIPMENT SPECIALTIE	ROPE SUPPLIES	FIRE FIG	198.11
	FIRE INSTRUCTORS ASSN. MN	FIRE TNG BOOKS	FIRE FIG	63.90
	HINRICHS,RICH	REIMB DRILL REPAIR EXPS	FIRE FIG	21.94
	HENNEPIN TECH. COLLEGE	HAZMET/EMT REFRESHER	FIRE FIG	408.75

Note: This payment was approved last council meeting. But, I had listed the wrong expense category so the easiest way to correct was to void the original check and reissue with this check.

Roland



APPROVAL OF BILLS  
 PERIOD ENDING: 3-8-02\_\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	OXYGEN SERVICE COMPANY	AIR AND O2	FIRE FIG	45.00
	SUBURBAN ACE HARDWARE	PAIL/SOAP/CARWASH	FIRE FIG	22.32
	SUPERAMERICA	FUEL	FIRE FIG	12.00
	QWEST	TELE 3/21	FIRE FIG	322.63
	ST ANTHONY VILLAGE	H2O & COOLER RENTAL	FIRE FIG	17.48
	ANOKA-HENNEPIN TECHNICAL	YOUNGS-EMT REFRESHER	FIRE FIG	0.00
	ANOKA-HENNEPIN TECHNICAL	YOUNGS-EMT REFRESHER	FIRE FIG	570.75
	*** TOTAL FOR DEPT 24			5,023.52
	BROWNING-FERRIS IND.	MAR/02 WASTE REMOVAL	CITY HAL	280.59
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	17.06
	BOARD OF WATER COMMISSNRS	S.S.	CITY HAL	11.69
40955	HOME DEPOT CRC/GEFC	DEHUMIDIFIER FILTER/MISC	CITY HAL	28.80
	M-75 BUILDING MAINTENANCE	FEB/02 CLEANING SVS	CITY HAL	221.41
	XCEL ENERGY	ELECT 3/1	CITY HAL	726.59
	XCEL ENERGY	GAS TO 2/28	CITY HAL	466.50
	OXYGEN SERVICE COMPANY	CYLINDER RENT	CITY HAL	10.19
	SUBURBAN ACE HARDWARE	DUCT TAPE/PAINT	CITY HAL	12.97
	VERIZON WIRELESS	CELL PHONE	CITY HAL	28.61
	ST ANTHONY VILLAGE	H2O COOLER RENTAL	CITY HAL	17.47
	*** TOTAL FOR DEPT 31			1,821.88
	BUMPER TO BUMPER	TRAILER LIGHTS	STREETS	20.45
	BUMPER TO BUMPER	WIRE CONNECTORS	STREETS	10.69
	GRAINGER, W. W., INC.	ELECTRICAL BACKUP ALARM	STREETS	56.56
	XCEL ENERGY	ELECT 2/29	STREETS	64.71
	XCEL ENERGY	ELECT 2/29	STREETS	7.38
	XCEL ENERGY	ELECT 2/29	STREETS	59.31
	XCEL ENERGY	ELECT 2/29	STREETS	1,949.54
	XCEL ENERGY	ELECT 2/29	STREETS	10.97
	RAMSEY CTY PUBLIC WORKS	JAN SNOWPLOWING/SANDING	STREETS	1,244.62
	SUBURBAN ACE HARDWARE	CORNER BRACES/INSERTS	STREETS	11.99
	SUPERAMERICA	FUEL	STREETS	139.25
	TRI-STATE BOBCAT INC	EQUIP PART FOR BOBCAT	STREETS	82.95
	TRI-STATE BOBCAT INC	SNOWPLOW PART	STREETS	115.55
	*** TOTAL FOR DEPT 32			3,773.97
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	90.61
	BOARD OF WATER COMMISSNRS	S.S.	PARK & R	23.38
	ICMA RETIREMENT TRUST 457	MAR/02 TRETSVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	MAR/02 MAERTZ	PARK & R	100.00
	XCEL ENERGY	ELECT TO 2/28	PARK & R	22.00
	XCEL ENERGY	GAS/ELECT TO 3/1	PARK & R	526.12
	ON SITE SANITATION	PORTABLE TOILET	PARK & R	80.68
	SUBURBAN ACE HARDWARE	PAINT/BRUSHES/FASTENERS	PARK & R	70.14
	SUBURBAN ACE HARDWARE	GLASS/WAX REMOVAL/FREHNR	PARK & R	41.38
	QWEST	TELE 2/22	PARK & R	113.15
	*** TOTAL FOR DEPT 41			1,167.46
	KINKO'S INC.	SUMMER REC BROCHURE	PARK PRO	836.02
	*** TOTAL FOR DEPT 50			836.02
	FIRE EQUIPMENT SPECIALTIE	SCBA MASKS	FIRE & R	1,215.78

APPROVAL OF BILLS  
 PERIOD ENDING: 3-8-02\_\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 64				1,215.78
	WARNER'S STELLIAN APPLIAN	NEW REFRIGERATOR	PUBLIC W	692.20
*** TOTAL FOR DEPT 65				692.20
	BRAUN PUMP & CONTROLS	LIFT STATION PUMP MAINT	SANITARY	296.40
	XCEL ENERGY	ELECT 2/28	SANITARY	80.81
	QWEST	TELE 3/1	SANITARY	117.35
*** TOTAL FOR DEPT 75				494.56
	SHORT ELLIOTT HENDRICKSON	URBAN DESIGN STUDIES	COMM. DE	560.31
*** TOTAL FOR DEPT 79				560.31
	CAROLE L. SMITH	MAR 1-15 PROF SVCS	MCAD	1,213.33
*** TOTAL FOR DEPT 84				1,213.33
*** TOTAL FOR BANK 01				26,122.29
*** GRAND TOTAL ***				26,122.29

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	2 27 02	6 SUSAN GEHRZ	31641	303.12
COM	2 27 02	12 LAURA A. KUETTEL	31642	277.05
COM	2 27 02	13 PETER C. LINDSTROM	31643	277.05
COM	2 27 02	14 RICHARD P TALBOT JR	31644	277.05
COM	2 27 02	15 ROBERT E LAMB	31645	277.05
COM	2 27 02	34 CLEMENT KURHAJETZ	31646	280.63
COM	2 27 02	35 LEO LINDIG	31647	64.64
COM	2 27 02	42 MICHAEL D CLARKIN	31648	108.52
COM	2 27 02	74 MARK J ALLEN	31649	64.64
COM	2 27 02	82 DUSTIN P THUNE	31650	64.64
COM	2 27 02	85 DANIEL S JOHNSON-POWERS	31651	54.64
COM	2 27 02	1003 HEATHER WORTHINGTON	31654	1279.79
COM	2 27 02	1007 PATRICIA PHILLIPS	31655	1072.85
COM	2 27 02	1013 WILLIAM MAERTZ	31656	1516.77
COM	2 27 02	1033 DAVE TRETSEVEN	31657	1090.52
COM	2 27 02	1038 DEBORAH K JONES	31658	789.76
COM	2 27 02	1039 CRAIG A STIER	31659	376.86
COM	2 27 02	1103 DIANE MEYER	31660	403.07
COM	2 27 02	1136 ROLAND O OLSON	31661	1222.04
COM	2 27 02	1143 COLIN B CALLAHAN	31662	561.66
COM	2 27 02	1173 ELIZABETH M POSTIGO	31663	362.19
COM	2 27 02	1178 PETER M FISCHER	31664	20.77
COM	2 27 02	1183 ALEX D EVANS	31665	167.88

COMPUTER CHECKS	10913.19
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 10913.19

**Policy 1**  
**3/13/02**

**ITEM: Update on the SE Corner Project**

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

**EXPLANATION:**

Summary: Ms. Worthington will give a brief update on the current status of the SE Corner redevelopment project, including financial progress.

**ITEM:** Report on staff survey results

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

**EXPLANATION:**

Summary: In December of 2001, the city contracted with Lynn and Associates to conduct an employee survey. This was the first employee survey the city conducted. The city's overall score was 4.04 on a scale of 1 to 5, with 5 being "strongly agree". The survey asked 12 key questions:

1. I know what is expected of me at work.
2. I have the materials and equipment I need to do my work right.
3. When working at Falcon Heights, I have the opportunity to do my best work.
4. In the last month, I have received recognition for doing good work.
5. My supervisor, or someone at the City, cares about me as a person.
6. There is someone at work who encourages my professional development.
7. At the City, my opinions, thoughts, and feelings count.
8. The purpose of my job makes me feel my job is important.
9. My co-workers are committed to doing quality work.
10. I respect my co-workers.
11. My yearly performance evaluation is a useful process that increases my professional development.
12. This past year, I have had opportunities at work to learn and grow professionally.

The survey was taken by all employees, including those in the fire department. Several areas for improvement were identified: 1) Employee recognition; 2) Expanded educational opportunities for employees; and 3) Improved employee evaluation process. As City Administrator, I will be working to improve these areas over the next year, with the help of input from our employees.

**ATTACHMENTS:**

- Overall Employee Survey Report and Data

**ACTION REQUESTED:**

- Discussion
- Questions

## 2001 SURVEY REPORT

### Number of Completed Surveys Per Group (Department)

Total Completed	Public Works	Fire Department	Office/ Administration
20	3	11	6

### Overall Falcon Heights Success Rating

This rating is the Overall Average of the 12 Questions. It answers the question, "Overall, how are we doing?" The key to this question is 1 = Strongly Disagree and 5 = Strongly Agree. It would be optimally desired to have a high number here such as 4.80 or 4.90.

<b>Overall Falcon Heights Success Rating:</b>	<b>4.02</b>
Overall Public Works Success Rating:	3.96
Overall Fire Department Success Rating:	3.93
Overall Office/Administration Success Rating:	4.24

### Overall Falcon Heights Satisfaction Rating

This rating is the Overall Satisfaction Rating for the single question found in the survey. It answers the question, "Overall, how satisfied are our employees about working at Falcon Heights?" The key to this question is 1 = Strongly Dissatisfied and 5 = Strongly Satisfied. Again, it would be optimally desired to have a higher number here such as 4.00 or 5.00.

<b>Overall Falcon Heights Satisfaction Rating:</b>	<b>4.00</b>
Overall Public Works Satisfaction Rating:	4.00
Overall Fire Department Satisfaction Rating:	4.11
Overall Administration Satisfaction Rating:	3.83

## OVERALL EMPLOYEE SURVEY DATA

Key: Strongly Disagree = 1.00 Strongly Agree = 5.00	Overall City Averages 2001	Public Works 2001	Fire Department 2001	Office/ Administration 2001
1. I know what is expected of me at work.	4.25	4.00	4.27	4.33
2. I have the materials and equipment I need to do my work right.	3.90	4.00	3.55	4.50
3. When working at Falcon Heights, I have the opportunity to do my best work.	3.80	4.00	3.55	4.17
4. In the last month, I have received recognition for doing good work.	3.63	4.00	3.18	4.40
5. My supervisor, or someone at the City, cares about me as a person.	4.21	4.00	4.18	4.40
6. There is someone at work who encourages my professional development.	4.26	4.00	4.36	4.20
7. At the City, my opinions, thoughts and feelings count.	3.90	4.00	3.73	4.17
8. The purpose of my job makes me feel my job is important.	4.65	4.33	4.73	4.67
9. My co-workers are committed to doing quality work.	4.06	3.67	3.90	4.60
10. I respect my co-workers.	4.40	4.00	4.36	4.67
11. My yearly performance evaluation is a useful process that increases my professional development.	3.00	3.50		2.75
12. This past year, I have had opportunities at work to learn and grow professionally.	4.25	4.00	4.45	4.00
<b>Overall Averages (Questions 1 – 12):</b>	<b>4.04</b>	<b>3.96</b>	<b>4.02</b>	<b>4.24</b>
<b>Overall, how satisfied are you with Falcon Heights as a place to work?</b>	<b>4.00</b>	<b>4.00</b>	<b>4.11</b>	<b>3.83</b>
Difference:	0.04	-0.07	-0.16	0.41