

Falcon Heights City Council Workshop

**City Hall
2077 W Larpenteur Ave.
6:30 p.m.**

AGENDA Wednesday, March 6, 2013

- 1) Discussion/Review of Fire Department Study Recommendations**
- 2) Discussion of a Draft Chicken Ordinance**
- 3) Discussion on a Tree Master Plan**

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.



The City That Soars!

Council Workshop Staff Report

Meeting Date	March 6, 2013
Agenda Item	Workshop 1
Attachment	Recommendations from the Falcon Heights Fire Department Study
Submitted By	Bart Fischer, City Administrator

Item	Discussion/Review of Fire Department Study Recommendations
Description	Now that the Falcon Heights Fire Department Study has been completed and presented, Staff would like to discuss with Council the 11 recommendations from the consultant. Staff will provide a summary of where the City and Fire Department are at with each recommendation and prioritize the recommendations moving forward. The Fire chief has also been invited to attend this meeting.
Budget Impact	Based on discussions and prioritization of Fire Study Recommendations.
Attachment(s)	Recommendations from the Falcon Heights Fire Department Study. Full copies of the Fire Department Study can be made available at the Workshop upon request.
Action(s) Requested	Discussion and prioritization of Fire Study recommendations.

11. Recommendations

The final section identifies 11 recommendations and considerations for future FHFD service delivery and organizational efficiency based on the interviews, data analysis, and our professional observations. The recommendations are not presented in any order of importance or priority.

1. Consider creating a paid position of Fire Chief/Fire Marshal.
2. Create an annual report of department activities.
3. Expand public fire safety education and become proactive in interacting with citizens.
4. Improve the working relationship with the City Council.
5. Track and report apparatus condition and annual maintenance of all apparatus and major equipment.
6. Monitor department response time per NFPA #1720 standards and report the results annually.
7. Develop a mutual aid response system for medium and high hazard occupancies with regular reviews and updates.
8. Develop a volunteer recruitment and retention program.
9. Review and update all department Standard Operating Guidelines and inter-jurisdictional agreements.
10. Review department compensation on an annual basis.
11. Determine if a further evaluation of outsourcing the fire service is warranted.

Recommendations

A summary of each of the 11 items follows.

1. ***Consider creating a paid position of Fire Chief/Fire Marshal.*** It is timely for the City to discuss and consider a paid position as Fire Chief/Fire Marshal. Discussion can occur on what level (full or part time) the Chief's position should be funded and utilized. This combined position could be financed (in part or in total) by inspection fees and current stipends. The creation of a staff position of Fire Chief would also improve interaction with elected officials and city administration and provide greater accountability for department decisions and incident responses. The position should be a key member of the city administrative team who represents the city and FHFD in a professional manner and keeps FHFD operating in an effective and efficient manner. This person would also be directly responsible for implementing the annual City Council Fire Department goals.
2. ***Create an annual report of department activities.*** Currently FHFD does not provide an annual report of activities and future plans. This creates a void for not only the City Council, but for the department as well. This document is a key part of organizational communications for staff and citizens as well. Examples of annual reports can be found on the internet or simply by contacting Falcon Heights neighboring fire departments such as Roseville, St. Paul, and Minneapolis.
3. ***Expand public fire safety education activities and become proactive in interacting with citizens.*** FHFD currently attends several community events annually and works with the local elementary school to bring fire safety to children. This is a good start but it is important

to expand community recognition and the fire safety education. There are many ways to become a critical part of citizens' perception of Falcon Heights' municipal operations. This could be part of a greater city-wide initiative too. During our conversation with residents of the Grove neighborhood, they spoke favorably of the department developing a proactive communication strategy. They see possible educational activities on fire prevention, emergency evacuation and use of a fire extinguisher (as examples). Start with being prominent and visible and taking the message to the people. Interaction during training exercises; recruiting information on the internet; sponsoring a sports team; and simply having a FHF D *night in the park* can go a long way to reaching this key goal.

4. ***Improve the working relationship with the City Council.*** There is a lack of understanding of FHF D on the part of elected officials. Presently, the City Administrator is including FHF D activity reports in his weekly bulletin to the Council and this is a great first step. FHF D should now take the additional step to prepare a monthly report to help expand the knowledge base. Additionally the Council and Administrator should be invited to a planned FHF D "getting to know us" session. This could be a two to four hour interactive program of showing and explaining apparatus and equipment; public education programs; letting administration experience a training evolution; and most importantly opening the lines of communication. A similar program should also be available for newly elected officials and administrative staff when they come aboard.
5. ***Track and report apparatus condition and annual maintenance of all apparatus and major equipment.*** This report has provided the tools to develop an equipment replacement program. But it is essential that this evaluation process be done annually and the results should be a key part of the department's ongoing communications and annual report. Such planning and evaluations will prevent the surprises which create the communication gaps now seen in FHF D interaction with elected officials and the community and allow a more consensual approach to planning and financing large capital items.
6. ***Monitor department response time per NFPA #1720 standards and report the results annually.*** This report provides the national benchmark NFPA #1720 which is the most commonly used standard among fire departments nationally. FHF D is meeting the provisions of this standard but this evaluation should also be a part of the annual department report to the City Council. The department's measurement could even be done on a monthly basis for the report to the city administrator.
7. ***Develop a mutual aid response system for medium and high hazard occupancies with regular review and updates.*** FHF D has the apparatus and staff to provide initial response to most structural calls (light hazard) in the jurisdiction as set out in NFPA Fire Chief's Handbook. However there are several structures which would be classified as medium and high hazard occupancies also within the City. For these responses there is a need for apparatus and personnel which exceed FHF D resources. Such a need to use outside resources is now usually the norm for most jurisdictions in the country. To proactively plan for this eventuality the use of mutual aid and designating specific outside resources for these target hazards is routinely used by many fire departments across the country. Mutual -aid Auto Box Alarm System (MABAS) has become a state standard in Illinois, Wisconsin, and Michigan and is currently being considered in Iowa and Minnesota for a state-wide system. F HF D needs to create a predetermined response system for these medium and high hazards and preplan with other responders to ensure an effective and efficient response to these scenarios.

8. ***Develop a volunteer recruitment and retention program.*** Volunteer membership in fire services is shrinking nationally due to many demographic and personal issues. However there are departments who are responding to this trend by developing some creative tools. These agencies are actually keeping full rosters and have candidates waiting to get aboard. This report includes a section discussing volunteer recruitment and retention. For Falcon Heights to maintain the high quality and low cost fire service delivery it currently has, the city and the department must make recruitment and retention a priority for the future.
9. ***Review and update all department Standard Operating Guidelines and inter-jurisdictional agreements.*** FHFD has a very comprehensive set of standard operating guidelines. The manual covers the important areas of what the department does and how to provide a safe and effective service delivery. There are also several inter-jurisdictional agreements for EMS, haz-mat, and special operations services which are also well documented and clearly designed. However all these documents need to be reviewed and updated on a regular basis ranging from annually for key SOG's to at least every three to five years for interjurisdictional agreements. This has not been done and all these policies should be reviewed and updated to provide that all new regulations, standards, and best practices are identified.
10. ***Review department compensation on an annual basis.*** Compensation is a major part of recruiting and keeping paid on call personnel. Department and city leaders need to routinely review and adjust the compensation program for the department. Such review should include pay rates, pension, stipends, and any other city provided benefits.
11. ***Determine if further evaluation of outsourcing fire services is warranted.*** This is a very significant decision for the City. This report has presented a baseline update on the department and identified important areas to enhance and improve services. In addition information is provided on the costs per citizen for fire services from the City of Roseville and St. Paul. If the City Council wants to pursue discussions with these two cities, then it is important that more detail be obtained from each City on what specific costs to Falcon Heights will actually be. It is also a sensitive subject as the City of Lauderdale is also involved and their considerations need to be a factor in the discussion too.

Current services are efficient, and well delivered at a very low cost per citizen served. The enhancements presented in this report will improve effectiveness while keeping costs to a reasonable level. Based on what is known today, a discussion with the City Council is needed to determine if further consideration of outsourcing services is warranted. There is no "silver bullet" that says when and how to outsource municipal services however, once done there is little ability to go back. Falcon Heights is getting an excellent value for the dollars spent with the current delivery system. FHFD is meeting all the industry standards and required regulations. Finally under the present organization the City Council retains the ultimate control over the fire services within the city.



The City That Soars!

Council Workshop Staff Report

Meeting Date	March 6, 2013
Agenda Item	Workshop 2
Attachment	Ordinance amending the Falcon Heights Code to allow the keeping of chickens
Submitted By	Deborah Jones, Staff Liaison to the Environment Commission

Item	The Falcon Heights Environment Commission recommends adoption of an ordinance allowing and regulating the keeping of a limited number of hens in residential neighborhoods of Falcon Heights.
Description	<p>Following their study of beekeeping in 2012, the Environment Commission took up the topic of back yard chickens under the principle that growing food locally is a good sustainability practice. Commissioners met with Bill Stephenson of St. Paul's Animal Control department, which manages that city's chicken permits and inspections, and with Jane McHattie, a St. Paul resident who keeps chickens. Commissioners studied chicken ordinances from Stillwater, Maplewood, Minneapolis, Eagan and other cities. Commissioners used these codes as models to build a draft for Falcon Heights, which was sent to the City Attorney for writing of an ordinance.</p> <p>The Environment Commission presents the draft ordinance to the City Council with its recommendation for approval, allowing residents to keep chickens by permit under the conditions stated in the ordinance.</p> <p>At the request of Mayor Lindstrom a straw poll has been set up on the website to survey citizens on this matter.</p>
Budget Impact	N/A
Attachment(s)	Draft Ordinance allowing and regulating the keeping of chickens in the City of Falcon Heights
Action(s) Requested	Discussion

ORDINANCE NO. ____

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTERS 10 AND 113
OF THE FALCON HEIGHTS CITY CODE
CONCERNING CHICKENS

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 10 of the Falcon Heights City Code is amended by adding Article IV to read as follows:

ARTICLE IV. CHICKENS

10-34 *Keeping of chickens.*

A. Any person who keeps chickens in the City must obtain a permit prior to acquiring the chickens. Chickens may only be kept in zoning districts where chickens are an allowed accessory use. The initial permit is valid for up to two (2) years beginning on the date the chickens arrive on the site and ending on December 31 of the following year. Subsequent permits are valid from January 1 of one year to December 31 of the second year. Applications for permits must be made to the Zoning and Planning Director.

- (1) Fees charged for the issuance of a permit to keep chickens will be set by the City Council.
- (2) If the permit applicant is not the fee owner of the premises on which the chickens are sought to be kept and for which the permit would apply, the application shall be signed by all fee owners of the premises.
- (3) The City may refuse to grant or may revoke a permit if the chickens become a nuisance, as evidenced by a second substantiated violation (within 12 months of a first substantiated violation) of this Section of the City Code, or Chapter 22 of the City Code.
- (4) The City may refuse to grant a permit to, or may revoke a permit from, a person convicted of cruelty to animals.

- (5) Permits are non-transferable and do not run with the land.
- (6) A permit is a license granted to the chicken keeper by the City and does not create a vested zoning right.
- (7) Prior to issuance of a permit, the prospective permit holder must acknowledge they have read the chicken run educational material provided by the City.
- (8) Prior to issuance of a permit, the prospective permit holder must provide a detailed sketch plan of the premises on which chickens are sought to be kept, including the location, the dimensions and design of the coop and run, establishing compliance with the chicken coop and run specifications provided in this Article.
- (9) Prior to issuance of a permit, the prospective permit holder must provide a plan for maintaining an adequate temperature in the coop for the safety of the chicken hens. The plan must address both extreme winter and summer temperature conditions.
- (10) The permit application will be processed administratively. It will not be referred to the City Council for consideration.

10-35 Each person holding a permit to keep chickens within the City must comply with the following:

- (1) The principal use of the specific property must be either single-family residential or two-family residential. A permit will not be issued for any property which is used principally for something other than single-family or two-family. If the property's principal use is two-family residential, then the property owner must sign the permit in addition to the chicken keeper;
- (2) No person may keep more than four (4) chickens;
- (3) No person may keep a rooster;
- (4) No person may allow chickens to range freely without fencing or without a mobile pen;
- (5) No person may keep any chickens inside a house or garage;
- (6) No person may slaughter any chickens within the City;

- (7) Chickens must be provided a secure and well ventilated roofed structure ("chicken coop");
- (8) The roofed structure for the chickens may only be located in a rear yard and must meet setback and building separations as established in City zoning and building codes, except that the roofed structure and fencing must maintain a 20-foot separation from dwellings on adjacent properties;
- (9) The roofed structure shall be fully enclosed, wind proof, and have sufficient windows for natural light;
- (10) All premises on which hens are kept or maintained shall be kept clean from filth, garbage, and any substance which attracts rodents. The coop and its surrounding must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors to be detected on another property. Failure to comply with these conditions may result in removal of chickens from the premises or revocation of a chicken permit.
- (11) Chickens must be kept in the roofed structure, an attached pen, or a detached mobile pen whenever they are unattended by the keeper; but when attended by the keeper, the chickens are allowed in a completely fenced exercise yard;
- (12) The coop's attached pen must be securely constructed with at least a mesh type material and shall have protective overhead netting to keep the chickens separated from other animals;
- (13) The coop's attached pen must be well drained so there is no accumulation of moisture; and
- (14) The floor area of the roofed structure or a combination of the floor area and attached pen area must equal at least ten (10) square feet of area per chicken.
- (15) All grain and food stored for the use of the hens on a premises with a chicken permit shall be kept in a rodent proof container.
- (16) Leg bandings are required on all chickens. The bands must identify the owner and the owner's address and telephone number.

SECTION 2. Section 113-174(d) of the Falcon Heights City Code is amended by adding subsection (13) to read as follows:

(13) Keeping of chickens as regulated by the Code.

SECTION 3. Section 113-181(d)(1) of the Falcon Heights City Code is amended to read as follows:

(13) All accessory uses as permitted in the R-1 and R-2 Districts except that the keeping of chickens, as regulated by the Code, is only allowed as accessory to a single-family or two-family home.

SECTION 4. This ordinance is effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2013, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

ATTEST:

Bart Fischer, City Administrator/Clerk



The City That Soars!

Council Workshop Staff Report

Meeting Date	March 6, 2013
Agenda Item	Workshop 3
Attachment	N/A
Submitted By	Bart Fischer, City Administrator Councilmember Chuck Long

Item	Discussion on a Tree Master Plan
Description	At a recent Parks Commission Meeting, City Forester Andy Hovland was present to provide an update on recent forestry efforts on public property in the City. At that meeting, Andy suggested the City (Park Commission) begin work on a Tree Master Plan. Councilmember Chuck Long, as the liaison to the Park Board, asked that this item be brought to the Council for discussion at a Workshop. Councilmember Long will provide an update on Andy's recommendations.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Discussion on a Tree Master Plan.