

July 25, 1990

ADDENDUM TO CONSENT AGENDA FOR JULY 25, 1990

Item E (10) Add the following licenses:

Corporate License #0621  
Vector Abrasives (new)

General Contractor License #0625  
Custom Pools, Inc. (renewal)

Item E (12) Planning Commission Minutes of July 23, 1990.

MINUTES  
REGULAR PLANNING COMMISSION MEETING  
July 23, 1990  
7:30 p.m.

**DRAFT**

Meeting was called to order at 7:30 p.m. by Chairperson Boche.

PRESENT:

Barry, Boche, Duncan, Finegan, Westingen, Gibson Talbot,  
City Council Member Paul Cernia  
City Planner Susan Hoyt

ABSENT:

Daykin

APPROVAL OF MINUTES:

Minutes of the June 25, 1990 minutes were unanimously approved as written.

A REQUEST FROM MR. LOUIS PAYIN FOR A VARIANCE FROM SECTION 9-2.04(1)(c) OF THE ZONING CODE TO CONSTRUCT A GARAGE AT 1463 WEST CALIFORNIA.

City Planner Hoyt briefed the commission on Mr. Payin's request for a 5 foot variance from the corner sideyard setback of 15 feet to construct a new garage 10 feet from the corner sideyard property line. This will replace a deteriorating existing garage that is 6 feet from the corner sideyard property line. Planner Hoyt explained that unique hardships for granting this variance are 1) the garage access cannot be located 15 feet back from the corner side property line because of a large maple tree behind the garage; 2) the garage access cannot be located on the west side of the property because of the large maple tree behind the existing garage; and 3) the garage access cannot be located onto the alley because of an N.S.P. gasline release valve where the driveway would located. She also explained that the large tree and the gasline release valve met the following conditions for granting a variance, 15.03 (4)(c) for the enjoyment of the property and 15.03 (4)(g) unique characteristics of the site.

Mr. Payin, property owner of 1463 California, said the garage would be 22 feet x 22 feet, and that both the exterior paint and roof design would match the house. The commission voted unanimously to grant the variance because of the conditions stated above.

A REQUEST FOR A CHANGE FROM "ONE HOUR PARKING 8 A.M. TO 4 P.M. EXCEPT WEEKENDS AND HOLIDAYS" TO "TWO HOUR PARKING 8 A.M. TO 4 P.M. EXCEPT WEEKENDS AND HOLIDAYS" ALONG FOLWELL AVENUE EAST OF COFFMAN

UNTIL FOWELL AVENUE TURNS SOUTH TOWARD HOYT.

The Roseville police requested this parking change to maintain consistency in parking regulations within the University Grove neighborhood and, thus, make them easier to enforce. This is a timely request because the public works department plans to replace illegible signs in this neighborhood this year. Planner Hoyt stated residents were asked to contact her if they disapproved of this change; no one contacted her. The commission unanimously approved of the change in parking restrictions.

INTRODUCTION OF THE DRAFT OF THE CITY OF FALCON HEIGHTS PARKING POLICY.

Commissioner Barry thanked Finegan, Daykin, and Planner Hoyt for their time and hard work in drafting this policy. He stated the committee was trying to establish a parking policy that would be consistent throughout the City, but still be fairly flexible to meet individual parking situations.

The residential parking permit section of the draft was discussed. Chairperson Boche stated that this is the one area of the policy which should have very rigid rules because if there should be problems, it would most likely be in this section. Councilman Paul Ciernia suggested it be emphasized that all avenues of residential parking have been explored and the residential parking permit is the last resort. He also asked that the fact that Hollywood Court residents had permits during the state fair be added. Chairperson Boche suggested these two changes be put into the policy and it be brought back to the next meeting.

*do not have parking permits.  
one permit  
to use blockaded street process to house*

UPDATE ON THE COMPREHENSIVE PLANNING PROCESS

Planner Hoyt reported the comprehensive planning process is moving along rapidly. She stated Fred Hoisington, consultant, has asked to be given approximately 1 1/2 hour at the August 27 planning commission meeting to present his preliminary findings and discuss the strategy for neighborhood meetings. He would like one neighborhood meeting in September and one in October with invitations and postcards being sent out and a notice placed in FOCUS. After discussion by the Commission, it was decided the meeting would be held on Monday evening, September 24 following the planning commission meeting. The planning commission meeting time would be changed to start at 7 p.m. with the neighborhood meeting to commence at 8 p.m. Planner Hoyt will discuss an October date with Consultant Hoisington.

A REQUEST FOR A VARIANCE FROM SECTION 9-4.01 (4)(c) OF THE ZONING CODE, THE FRONTYARD SETBACK, AND SECTION 9-2.04 (1)(c) OF THE ZONING CODE, THE INTERIOR SIDEYARD SETBACK, BY MR. WES TENNYSON AT 1935 SUMMER STREET TO CONSTRUCT AN ADDITION TO A GARAGE.

Mr. Tennyson proposes to construct an addition to a single car garage to make it into a double garage. In order to do so, a variance of 6 feet in the frontyard setback requirement of 30 feet is necessary and a second variance of 5 inches in the sideyard setback requirement is also necessary.

Planner Hoyt briefed the commission on her discussions with Mr. Tennyson's son, Rob, and her memorandum regarding his request stating the trapezoidal shape of the lot makes it difficult to construct a garage without infringing on the interior sideyard setback. The planner felt the request for the sideyard variance makes sense due to the angle of the line. However, she felt the 6 foot variance from the 30 foot frontyard setback may set a precedent for reducing frontyard requirements throughout the neighborhood and city.

Mr. Rob Tennyson presented a second plan (attachment 1) before the commission. This plan required a 2 foot 8 inch variance in the frontyard and a 2 foot 2 inch variance in the interior sideyard setback. This plan significantly minimized the required variance in the frontyard.

After a lengthy discussion, where the commission reviewed the alternatives, as well as the alternative of increasing the sideyard variance even more, which Mr. Rob Tennyson and Planner Hoyt said would bring the structure almost to the property line and too close to the neighboring dwelling for fire safety. Commissioner Barry moved to approve the variances requested for Plan B due to the unique trapezoidal shape of the lot, which is criteria 15.03 (4)(g) of the conditions for granting a variance (attachment 2). The motion was unanimously accepted.

PUBLIC HEARING FOR AN AMENDMENT TO SECTION 9-2.04(2)(B) OF THE ZONING CODE IN REGARD TO LOT COVERAGE OF DETACHED ACCESSORY STRUCTURES

Planner Hoyt stated that the proposed revision to section 9-2.04 (2)(b) which reads,

"Area: Detached accessory buildings shall not occupy more than 35 percent of the area of the existing rear yard and shall be no more than 1,000 sq. ft."

would allow too much area for detached accessory structure on smaller lots, and that the "existing" rear yard might be reduced after the accessory buildings were constructed. Therefore, it was suggested to return to the recommendation made to the commission last month which reads:

"Area: Detached accessory buildings shall not occupy more than 40 percent of the area of a required rear yard; and shall not exceed a total of 1,000 sq. ft."

The public hearing was closed by Chairperson Boche. Discussion followed. A motion was made and unanimously passed to accept section 9-2.04(2)(c) which reads:

"Area: Detached accessory buildings shall not occupy more than 40 percent of the area of a required rear yard; and shall not exceed a total of 1,000 sq. ft."

ICE CREAM SOCIAL

Chairperson Boche thanked commissioners for volunteering to serve at the ice cream social Thursday, July 26, 1990.

BULLSEYE UPDATE

Planner Hoyt reported that Bullseye Shopping Center is going through foreclosure proceedings. The real estate property management agent anticipates leasing to a liquor store tenant, and that court action will soon lead to the formal moving of Bullseye Golf, Yogurt and the Silver Screen.

OTHER

The condition of the City boulevards was discussed.

The meeting adjourned at 9:10 p.m.

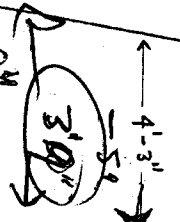
\_\_\_\_\_  
Dee Swenson, Recording Secretary

\_\_\_\_\_  
Susan Hoyt, City Planner

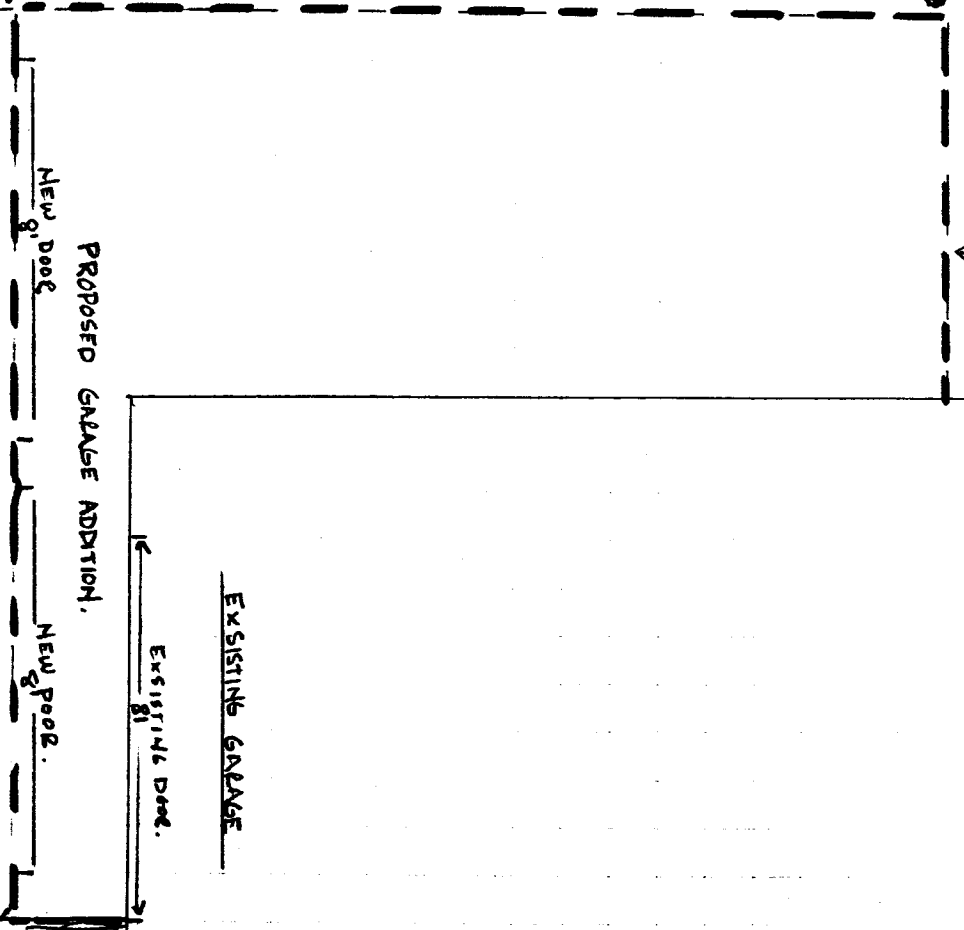
WEST SIDE

WEST LOT LINE

75'-6" TO BACK LOT LINE



7'-10"



LINES SHOULD BE FOUNDATION LINES  
 5" SOFFIT ON WEST SIDE.  
 18" SOFFIT ON SOUTH SIDE.

SOUTH SIDE

EXISTING GARAGE

PROPOSED GARAGE ADDITION

EXISTING DOOR

NEW DOOR

NEW POOR

218'11"

42'-2" FROM NEW GARAGE TO EXISTING CURB.  
 15' from porch  
 27'-2"

HOMEOWNER

W.W. TENNYSON  
 1985 SUMMER STREET  
 FALCON HEIGHTS,  
 MINNESOTA 55113.

HOUSE

EXISTING DECK

EXISTING FENCE

Subdivision 4. Standards for Granting of Variance. No variance shall be granted unless the City Council shall make without qualification on the basis of evidence presented at the meeting the following findings:

- a. That the granting of the variance will not be detrimental to the public welfare;
- b. That the granting of the variance will not substantially diminish or impair property values or improvements in the area;
- c. That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights;
- d. That the variance will not impair an adequate supply of light and air to adjacent property;
- e. That the variance will not impair the orderly use of the public streets;
- f. That the variance will not increase the danger of fire or endanger the public safety;
- g. Whether the shape, topographical condition or other similar characteristic of the tract is such as to distinguish it substantially from all of the other properties in the zoning district of which it is a part, or whether a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the Chapter were carried out;
- h. Whether the variance is sought principally to increase financial gain to the owner of the property, and to determine whether a substantial hardship to the owner would result from a denial of the variance;
- i. Whether the conditions which give rise to the application for the variance arose after the adoption of this Chapter of the Code of the City of Falcon Heights or any amendment thereto which placed the tract in a zoning district different from what it was under the Chapter. In the consideration of this item, the City shall make diligent inquiry as to all changes in the property and shall refuse to grant the variance if the problem is one that can be solved through a proper application of a conditional use permit or an amendment of the Zoning code. Financial hardship shall not be a basis for the granting of a variance when the owner purchased the property in reliance on a promise that a variance would be granted, and the City shall dismiss the appeal if it shall appear that the property was purchased on such reliance.

*Prop  
Factor*

Subdivision 5. Conditions. The City may attach such conditions to the grant of the variance as it shall determine will be necessary or desirable to bring it within the purpose and intent of the Chapter. A public record shall be maintained of such conditions.

July 20, 1990

ADDENDUM TO CONSENT AGENDA FOR JULY 25, 1990.

Item E (11) Request from Astech Corporation for a seven day  
Extension on the 1990 Sealcoating Project



Consent  X

Agenda Item:  E (11)

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:  7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

REQUEST FROM ASTECH CORPORATION FOR A 7 DAY EXTENSION  
ON THE 1990 SEALCOATING PROJECT

SUBMITTED BY:

Terry Maurer

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

ATTACHMENTS:

- (a) Request from Astech Construction dated July 16, 1990.
- (b) Letter dated July 20, 1990 from Terry Maurer recommending approval.

ACTION REQUESTED:

Approval

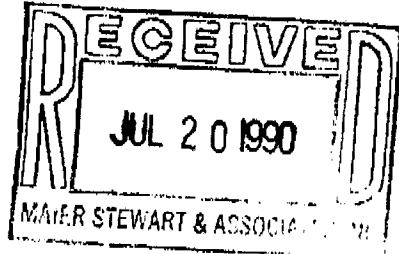
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**ASTECH**  
ASPHALT SURFACE  
TECHNOLOGIES CORP.

P.O. BOX 1025 • ST. CLOUD, MN 56302 • 612/253-9977

July 16, 1990

Mr. Terry Mauer, P.E.  
Maier Stewart & Associates, Inc.  
1959 Sloan Place  
St. Paul, MN 55119



RE: Falcon Heights, MN  
1990 Sealcoating

Dear Mr. Maurer,

In regard to the above referenced project, we are requesting the following: due to high amounts of moisture we received in the month of June, we have experienced some set backs in completion of certain contracts. Therefore, we respectfully request a seven day extension on our contract time for Falcon Heights, MN. With the extension, we would assure you that the actual sealcoating and final sweeping of streets would be completed one week prior to the starting date of the Minnesota State Fair.

Thank you for your consideration in this matter. We look forward to hearing from you on your decision.

Respectfully yours,

Mary L. Popp, Vice-President  
Asphalt Surface Technologies Corporation

MLP/cmh



CONSULTING ENGINEERS

## Maier Stewart &amp; Associates Inc.

July 20, 1990

File No: 330-017-20

Ms. Shirley Chenoweth  
City of Falcon Heights  
2077 Larpenteur Avenue West  
Falcon Heights, MN 55113

RE: 1990 SEAL COATING IMPROVEMENTS

Dear Ms. Chenoweth:

Enclosed is a letter we received from ASTECH Corp., regarding the City's 1990 seal coating improvements. ASTECH is requesting a seven day contract time extension from August 3 to August 10, 1990. They are behind schedule on their work due to the rains we have experienced the last six weeks.

We have discussed this with them and they are well aware of the issue of the State Fair. The contract extension ends approximately two weeks prior to the start of the State Fair. We have reviewed their request and would recommend approval.

If you have any questions, please call.

Sincerely,

MAIER STEWART AND ASSOCIATES, INC.

Terry J. Maurer, P.E.

TJM/km

enc.

REGULAR CITY COUNCIL MEETING

CITY OF FALCON HEIGHTS

AGENDA

JULY 25, 1990

A. CALL TO ORDER: 7:00 P.M.

B. ROLL CALL: BALDWIN \_\_\_\_\_ JACOBS \_\_\_\_\_ WALLIN \_\_\_\_\_ CIERNIA \_\_\_\_\_  
GEHRZ \_\_\_\_\_ WIESSNER \_\_\_\_\_ S. CHENOWETH \_\_\_\_\_  
ATTORNEY \_\_\_\_\_ ENGINEER \_\_\_\_\_

C. APPROVAL OF MINUTES:

1. Minutes of June 27, 1990

ACTION: \_\_\_\_\_

2. Minutes of July 11, 1990

ACTION: \_\_\_\_\_

D. PUBLIC HEARINGS: NONE

E. CONSENT AGENDA

1. Disbursements
  - a. Disbursements through July 25, 1990, \$182,539.67
  - b. Payroll, 7/1/90-7/15/90, \$13,397.31
2. Appointment of Election Judges for September 11, 1990 Primary Election.
3. Resolution R-90-29 Adopting an Emergency Preparedness Plan.
4. Park and Recreation Commission Minutes of July 9, 1990.
5. Change from "One Hour Parking 8 A.M. to 4 P.M. Except Weekends and Holidays" to "Two Hour Parking 8 A.M. to 4 P.M. Except Weekends and Holidays" along Folwell Avenue East of Coffman until Folwell Avenue turns South toward Hoyt.
6. Request for a Variance from Section 9-2.04 (1) (c) of the Zoning Code, the Corner Sideyard Setback, by Mr. Louis Payin of 1463 W. California in Order to Construct a Garage.
7. Request for a Variance for 1935 Summer St. from Section 9-4.01 (4) (c), the Frontyard Setback Requirement, and 9-2.04 (1) (c), the Interior Sideyard Setback Requirement in Order to Construct an Addition to a Garage.
8. Resolution R-90-30 Relating to Cooperative Efforts Between the Cities of Falcon Heights and Roseville.
9. Resolution R-90-31 Receiving the Feasibility Report and Calling for a Hearing on Proposed 1991 Street Improvements.
10. Licenses

ACTION: \_\_\_\_\_

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. Audit Firm Appointment

ACTION: \_\_\_\_\_

2. Schedule Budget Workshop Meeting

ACTION: \_\_\_\_\_

3. AMM Dues Increase

ACTION: \_\_\_\_\_

4. Purchase of Computer Hardware and Software

ACTION: \_\_\_\_\_

5. Designation of Streets to be Posted "No Parking, Tow Away Zone"  
During State Fair

ACTION: \_\_\_\_\_

6. Update on Community Park Building

ACTION: \_\_\_\_\_

7. Community Development Application - Minnesota Department of  
Trade and Economic Development

ACTION: \_\_\_\_\_

8. Ice Cream Social/Park Building Dedication

ACTION: \_\_\_\_\_

G. ANNOUNCEMENTS AND UPDATES

H. ADJOURNMENT

ACTION: \_\_\_\_\_

MINUTES  
REGULAR CITY COUNCIL MEETING  
JUNE 27, 1990

Baldwin convened the meeting at 7:00 P.M.

PRESENT

Baldwin, Gehrz and Wallin. Also present were Wiessner and Chenoweth.

ABSENT

Ciernia and Jacobs.

ADDENDUM TO POLICY AGENDA

Council added Item F(7), Scheduling a Workshop with Roseville City Council, which was inadvertently omitted when typing the Agenda.

MINUTES OF MAY 23, 1990 APPROVED

The Minutes of May 23, 1990 were approved by unanimous consent.

CONSENT AGENDA ITEMS APPROVED

Council approved the following Consent Agenda Items by unanimous consent:

1. Disbursements:
  - a. General Disbursements through 6/27/90, \$79,822.51
  - b. Payroll, 6/1/90 - 6/15/90, \$12,930.17
2. Resolution R-90-25 Granting a Conditional Use Permit to Operate a Pet Grooming and Pet Boarding Business at 1600 N. Snelling, Northome Shopping Center in a B-2 District
3. Approval of a Permitted Accessory Use Allowing Robert Stangl, 1777 Arona St., to Construct a Utility Building
4. Solid Waste Commission Minutes of June 7, 1990
5. Scheduling of a Public Hearing for August 22, 1990 at 7:30 P.M. Regarding Organized Refuse Collection
6. Authorization to Purchase a "Sno-Way" plow for the 1990 Public Works Truck at a Price of \$2,199.00
7. Appointment of Seasonal Employees to the Parks and Recreation Department
8. Licenses (See Attached List)

APPROVAL OF TRANSFER OF CABLE TV COMMUNITY PROGRAMMING FUNCTION FROM CABLE TV NORTH CENTRAL TO CITIES

Tom Creighton, Attorney for the North Suburban Cable Commission, explained that an acceptable agreement has been negotiated between the Commission and Cable TV North Central, and that six of the ten participating cities have already approved the transfer. Wallin who serves as the Falcon Heights representative on the Commission, stated he would endorse approval of the transfer. Following a brief discussion, Wallin moved, and Gehrz seconded adoption of the two resolutions required for approval of the transfer. Motion carried unanimously.

RESOLUTION R-90-26

A RESOLUTION TRANSFERRING COMMUNITY TELEVISION PROGRAMMING RESPONSIBILITIES FROM GROUP W CABLE OF THE NORTH SUBURBS, INC., d/b/a CABLE TV NORTH CENTRAL

RESOLUTION R-90-27

A RESOLUTION AMENDING BY SUBSTITUTION THE NORTH SUBURBAN CABLE COMMISSION JOINT AND COOPERATIVE AGREEMENT FOR THE ADMINISTRATION OF A CABLE COMMUNICATION SYSTEM

PARK BUILDING UPDATE

Wiessner explained that the construction of the new building is going smoothly, however, there is a problem with obtaining the windows desired and it could delay the completion unless another type is approved. Council discussed whether or not they should delay the project to obtain the special vandalism proof windows, and if it might be possible to postpone the dedication scheduled for July 26, 1990.

AMM REQUEST FOR INCREASED DUES TO HIRE ADDITIONAL STAFF DEFERRED TO 7/25/90 MEETING

Council discussed a letter from the Association of Metropolitan Municipalities requesting that the City consider supporting the hiring of an additional staff person which would increase dues 20 to 25%. The purpose of the additional staffing would be to provide more effective lobbying at the Legislature. Following the discussion Council agreed more information was needed in order to make a decision, and directed staff to arrange for the AMM Staff to make a presentation at the July 25th meeting.

INVITATION TO JOIN THE SUBURBAN RATE AUTHORITY DEFERRED TO 7/25/90

The invitation to join the SRA, an organization which monitors rate matters of suburban utilities, was deferred. A Councilmember will attend the SRA meeting on July 17th and report back at the July 25th Meeting.

CITY TO PARTICIPATE IN GUINNESS WORLD RECORD "GET WELL CARD" PROJECT

Wiessner presented a letter requesting the City consider participating in a project to help a seven year old boy who has a brain tumor, to achieve his goal to have an entry in the GUINNESS BOOK OF RECORDS for the largest number of "Get Well Cards" ever received by an individual. Council agreed it was a worthwhile project and approved a proposed list of organizations/businesses to be contacted asking that they also participate. Council then adopted Resolution R-90-28 which will be sent to Craig Shergold at his home in England. Cable TV viewers were also urged to send cards.

RESOLUTION R-90-28

A RESOLUTION WISHING CRAIG SHERGOLD SUCCESS IN HIS  
GUINNESS WORLD RECORD "GET WELL CARD" PROJECT

DISCUSSION REGARDING MTC BUS SHELTER LOCATIONS AND ADVERTISING  
SIGNS ON BUS SHELTERS AND BENCHES

Wiessner explained that the Metropolitan Transit Commission would like the City's input on possible locations for shelters. After the City provides possible locations MTC will check ridership to see if a shelter is warranted. Council discussed several possible locations which will be forwarded to the MTC.

A discussion was held regarding advertising signs on bus benches and shelters. At present City Code prohibits advertising signs but it has never been enforced, and several signs are in place at this time. Staff was directed to check into possible franchise agreements which would provide the City with some revenue for placement of such signs.

WORKSHOP MEETING WITH ROSEVILLE CITY COUNCIL SCHEDULED FOR  
7/12/90

Council scheduled a joint workshop with the Roseville City Council for July 12, 1990 at 7:00 P.M. at the Falcon Heights City Hall. The purpose of the workshop is to study mutually beneficial cooperative opportunities for the two cities.

ADJOURNMENT

The meeting was adjourned at 8:18 P.M.

\_\_\_\_\_  
Tom Baldwin, Mayor

ATTEST:

\_\_\_\_\_  
Shirley Chenoweth, City Clerk



MINUTES  
REGULAR CITY COUNCIL MEETING  
JULY 11, 1990

Baldwin convened the meeting at 7:00 P.M.

ALL MEMBERS PRESENT

Baldwin, Ciernia, Gehrz, Jacobs and Wallin. Also present were Wiessner and Chenoweth.

CONSENT AGENDA ITEMS APPROVED

Council approved the following Consenst Agenda Items by unanimous consent:

1. Disbursements:
  - a. General Disbursements through 7/11/90, \$20,796.01
  - b. Payroll, 6/16/90 - 6/30/90, \$10,839.04
2. Resignation of Leo Klisch from Solid Waste Commission and Appointment of John Brynildson to complete the Term which Expires 12/31/91
3. Request to Post Area Between 1687-1717 Fry St. "Permit Parking Only" During the State Fair
4. Licenses (See Attached List)

ADJOURNMENT

The meeting was adjourned at 7:37 P.M.

\_\_\_\_\_  
Tom Baldwin, Mayor

ATTEST:

\_\_\_\_\_  
Shirley Chenoweth, City Clerk

Consent  X

Agenda Item:  E-1

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:  7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

DISBURSEMENTS

SUBMITTED BY:

Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) General Disbursements through July 25, 1990, \$182,539.67
- (b) Payroll, 7/1/90 - 7/15/90, \$13,397.31

ACTION REQUESTED:

Approval

  
\_\_\_\_\_

GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
24183	United Surplus	Six bags to cover parking signs	\$29.94
24184	American Linen Supply	Linen cleaning	29.92
24185	AT&T Credit Corp.	Merlin lease	127.73
24186	AT&T	Maintenance agreement	49.00
24187	AT&T	Phone charges	22.23
24188	American National	Interest on Bonds, Capital Notes	13,515.00
24189	Bernard Broderick	Mileage	13.16
24190	Browning-Ferris Industries	Refuse service for July	245.00
24191	Brighton Veterinary Hospital	June Administration Fee	25.00
24192	Buetow & Assoc.	Architectural services, June, Park Bldg..	1,190.92
24193	Blomberg Pharmacy	Film and photo processing	25.68
24194	Dahlgren, Shardlow & Uban	June planning consultant fees	24.70
24195	Jim Fuller	State Fire conference expense, mileage	345.57
24196	Flexible Pipe Tool Company	Sewer Jetter machine	18,986.00
24197	First Trust	Tax Inc. Bond Interest	27,060.00
24198	Sue Gehrz	Luncheon meeting expense (Chamber of Commerce)	16.00
24199	Gopher Sign Co.	2 "No Parking Between Signs"	21.77
24200	Glenwood Inglewood	5 gallons Spring water	9.30
24201	Gopher State One-Call Inc.	Location calls	15.00
24202	Garment Graphics	T-shirt costs	10.13
24203	Harvest States	Gas for mowers	9.50
24204	Hoisington Group, Inc.	June planning service for comp. plan	1,678.25
24205	Terry Iverson	Fire prevention mileage	76.08
24206	Jefferson Construction	Park Bldg. construction - Payment #3	55,138.00
24207	Dick Larson	August retainer	350.00
24208	Doug LeMay	Mileage, State Fire convention	209.30
24209	MN Conway Fire & Safety	Fire supplies	35.50
24210	Mpls. Finance Dept.	Copy of document	1.00
24211	Metro Area Mgmt. Assoc.	June meeting	12.00
24212	Maintenance Engineering	Ballasts to repair lights	45.66
24213	Metro Waste Control Commission	August service	39,616.35
24214	Nat'l League of Cities	Balance of Nat'l League of Cities conf. reg.	75.00
24215	NSP	June gas, electric	1,123.07
24216	Gene Pakoy	Service of air conditioners	275.50
24217	MN Suburban Publications	Publication costs	97.12
24218	Post Publications	Publish financial reports	308.00
24219	PERA	Life Insurance-T. Iverson	9.00
24220	PERA	Retirement deductions/benefits	933.72

GENERAL DISBURSEMENTS (Page 2)

CHECK NO.	ISSUED TO	REASON	AMOUNT
24221	Walter Parker	Refund-SuperSoccer	\$14.00
24222	Royal Crown Beverage Co.	Pop	584.85
24223	Margaret Robinson	Non resident fees	4.00
24224	Ramsey County	Ins. for D. Swenson, postcard mailing	179.95
24225	City of Roseville	August police contract	19,326.83
24226	Suburban Hardware	Misc. supplies, truck parts	117.86
24227	Susan Hoyt	Mileage	6.72
24228	Target	Equipment for park programs	85.98
24229	U.S. West	Phone service	314.38
24230	Janet Wiessner	Mileage	150.00
		TOTAL:	\$182,539.67

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
018522			0			0.00	13-Jul-90	VOID
018523			0			0.00	13-Jul-90	VOID
018524	000000002	Wiessner, Janet R.	13	01	semi-monthly	1,158.73	13-Jul-90	Outstanding
018525	000000004	Kriegler, Carol J.	13	01	semi-monthly	314.30	13-Jul-90	Outstanding
018526	000000011	Chenoweth, Shirley G.	13	01	semi-monthly	757.63	13-Jul-90	Outstanding
018527	000000020	Iverson, Terry D.	13	01	semi-monthly	781.69	13-Jul-90	Outstanding
018528	000000027	Morgan, Jay M.	13	01	semi-monthly	693.51	13-Jul-90	Outstanding
018529	000000038	Wright, Vincent D.	13	01	semi-monthly	792.20	13-Jul-90	Outstanding
018530	000000048	Marshall, Timothy	13	01	semi-monthly	358.70	13-Jul-90	Outstanding
018531	000000063	Phillips, Patricia A.	13	01	semi-monthly	649.69	13-Jul-90	Outstanding
018532	000000065	Kelly, Thomas R.	13	01	semi-monthly	863.90	13-Jul-90	Outstanding
018533	000000066	Bogenholm, Garin W.	13	01	semi-monthly	451.52	13-Jul-90	Outstanding
018534	000000070	Sell, Matthew W.	13	01	semi-monthly	75.88	13-Jul-90	Outstanding
018535	000000079	Hoyt Taff, Susan L.	13	01	semi-monthly	368.42	13-Jul-90	Outstanding
018536	000000091	Swenson, DeLoris J.	13	01	semi-monthly	538.88	13-Jul-90	Outstanding
018537	000000092	Peterson, Gregory S.	13	01	semi-monthly	288.86	13-Jul-90	Outstanding
018538	000000094	Larkin, Gregory J.	13	01	semi-monthly	286.33	13-Jul-90	Outstanding
018539	000000003	Baumann, Nicholas B.	7	02	monthly 1	342.29	13-Jul-90	Outstanding
018540	000000005	Berndt, Ross	7	02	monthly 1	198.13	13-Jul-90	Outstanding
018541	000000006	Bianchi, David P.	7	02	monthly 1	12.50	13-Jul-90	Outstanding
018542	000000008	Brown, Raymond F.	7	02	monthly 1	257.00	13-Jul-90	Outstanding
018543	000000013	Clarkin, Michael D.	7	02	monthly 1	100.13	13-Jul-90	Outstanding
018544	000000014	Dow, Michael J.	7	02	monthly 1	343.96	13-Jul-90	Outstanding
018545	000000015	Dowdell, Ralph L.	7	02	monthly 1	45.00	13-Jul-90	Outstanding
018546	000000016	Fuller, James D.	7	02	monthly 1	184.13	13-Jul-90	Outstanding
018547	000000018	Holmgren, John M. Sr.	7	02	monthly 1	153.76	13-Jul-90	Outstanding
018548	000000021	Kurhajetz, Clement M.	7	02	monthly 1	202.50	13-Jul-90	Outstanding
018549	000000023	LeMay, Douglas	7	02	monthly 1	247.66	13-Jul-90	Outstanding
018550	000000024	Lindig, Leo	7	02	monthly 1	122.59	13-Jul-90	Outstanding
018551	000000025	McDermond, Cindy K.	7	02	monthly 1	21.25	13-Jul-90	Outstanding
018552	000000026	McNabb, Gerald	7	02	monthly 1	18.75	13-Jul-90	Outstanding
018553	000000029	Olson, Joseph E.	7	02	monthly 1	18.75	13-Jul-90	Outstanding
018554	000000032	Schaefer, Richard A.	7	02	monthly 1	58.13	13-Jul-90	Outstanding
018555	000000033	Schauffert, Craig F.	7	02	monthly 1	117.50	13-Jul-90	Outstanding
018556	000000034	Smida, Gail	7	02	monthly 1	232.63	13-Jul-90	Outstanding
018557	000000039	Morgan, Jay	7	02	monthly 1	152.63	13-Jul-90	Outstanding
018558	000000040	Kayser, Douglas	7	02	monthly 1	155.38	13-Jul-90	Outstanding
018559	000000042	Stolz, Steven P.	7	02	monthly 1	47.51	13-Jul-90	Outstanding
018560	000000045	Gilbert, Jerome J.	7	02	monthly 1	184.17	13-Jul-90	Outstanding
018561	000000046	Holmgren, John H. Jr.	7	02	monthly 1	341.76	13-Jul-90	Outstanding
018562	000000047	McNabb, Kevin	7	02	monthly 1	116.88	13-Jul-90	Outstanding
018563	000000049	Anderson, Kevin L.	7	02	monthly 1	252.01	13-Jul-90	Outstanding
018564	000000064	PETERSON, GREGORY S.	7	02	monthly 1	275.06	13-Jul-90	Outstanding
018565	000000069	Martinez, Joseph L.	7	02	monthly 1	120.00	13-Jul-90	Outstanding
018566	000000084	Hassel, Richard	7	02	monthly 1	221.88	13-Jul-90	Outstanding
018567	000000085	Herold, Nathaniel	7	02	monthly 1	287.50	13-Jul-90	Outstanding
018568	000000087	Iverson, Terry D.	7	02	monthly 1	82.50	13-Jul-90	Outstanding
018569	000000093	Niles, Dirk F.	7	02	monthly 1	103.13	13-Jul-90	Outstanding

Grand Total

13,397.31

Consent   X  

Agenda Item:   E-2  

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:   7/25/90  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

APPOINTMENT OF ELECTION JUDGES FOR SEPTEMBER 11, 1990  
PRIMARY ELECTION

**SUBMITTED BY:**

Shirley Chenoweth

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

The proposed list of judges is attached for your consideration.  
You will note the two main political parties are represented equally  
as required by statute.

**ACTION REQUESTED:**

Approval

  
\_\_\_\_\_

ELECTION JUDGES FOR SEPTEMBER 11, 1990 PRIMARY ELECTION

Precinct 1

Chairperson	R	Laura Rust	1922 Autumn	644-9514
	D	Dorothy Bianchi	1725 Fairview	645-3389
	R	Marion Skweres	1741 Lindig	644-3656
	D	Carol Kraemer	1707 Fairview	645-7963
	R	Janet Wallen	1859 N. Snelling	645-1773
	D	Kathleen Staffa	1870 Tatum	644-3897

Precinct 2

Chairperson	D	Gladys MacKnight	1728 Pascal	644-3345
	R	Gladys Brown	1592 Maple Knoll	645-1385
	D	Sally Jernberg	1540 W Iowa	645-5171
	R	Flossie Richards	1525 W Iowa	644-7486
	D	Alice Robertson	1741 Holton	644-4220
	R	Elizabeth Sundheim	1887 Albert	644-9593

Consent  X

Agenda Item:  E-3

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:  7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

RESOLUTION R-90-29 ADOPTING AN EMERGENCY PREPAREDNESS PLAN

SUBMITTED BY:

Terry Iverson  
Leo Lindig

REVIEWED BY:

Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

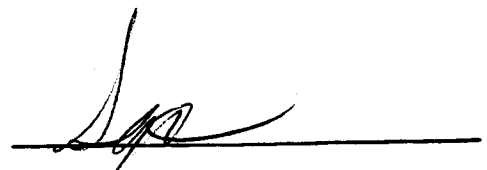
This Resolution adopts the Emergency Preparedness Plan presented at the July 11th workshop, with changes as recommended at that time. Please refer to your copy provided at the July 11th workshop.

ATTACHMENTS:

1. Amended sections of the Emergency Plan
2. Resolution R-90-29

ACTION REQUESTED:

Adoption of Resolution R-90-29





CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Basic Plan

Revision: 0

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I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Falcon Heights. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and enemy attack pose a potential threat to public health and safety in Falcon Heights. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE OF PLAN

The City of Falcon Heights has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, manpower, and skills of both government and non-government professions and groups in Falcon Heights. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property
- B. Ensure the continuity of government
- C. Sustain survivors
- D. Repair essential facilities and utilities

III. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended
- B. Public Law 99-499 (Superfund Amendments and Reauthorization Act [SARA] of 1986)
- C. Minnesota Statutes, Chap. 353, Pipe Line Safety Law
- D. Minnesota Statutes, Chapter 12, as amended
- E. City of Falcon Heights Resolution No. R-90-29.
- F. Ramsey County-wide Emergency Operations Plan
- G. Mutual aid agreements on file at Falcon Heights Fire Department

CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Basic Plan  
Revision: 0

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FOREWORD

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel with intimate knowledge of unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

TRANSFER OF OFFICE

This Document Shall Remain the Property of:

City of Falcon Heights

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his successor or to the Falcon Heights Emergency Management Director.

Copy No. \_\_\_\_\_ Assigned To: \_\_\_\_\_

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification  
Attachment 3  
Revision: 0

CITY OF FALCON HEIGHTS  
ALERT CALL LIST

City officials and employees may not always be present or immediately available for the management of governmental functions at the onset of an emergency situation.

Under such emergency conditions the succession of authority and governmental control for the City of Falcon Heights is as stated below. Warning officer is responsible for contact of personnel listed below:

1. City Mayor
2. Members of the City Council
3. City Administrator - Emergency Management Director
4. Emergency Management Coordinator
5. Fire Chief
6. Police Chief

Emergency Management - Administration

Mayor	Tom Baldwin	1716 Albert	644-8293
Councilmember	Paul Cernia	1868 Holton	644-1759
Councilmember	Susan Gehrz	2285 Folwell	641-1229
Councilmember	Sam Jacobs	1489 Hoyt	646-8717
Councilmember	Gerry Wallin	1859 Snelling	645-1773
City Administrator	Jan Wiessner	200 Windsor Ct	631-1369
Fire Marshal	Terry Iverson	1785 Rose Place	636-3931
Finance Officer	Tom Kelly	8915 Zinnia	420-8209
City Engineer	Terry Mauer	1959 Sloan Place	774-6021
Fire Chief	Leo Lindig	2501 Long Lake Rd	784-7828
Park & Rec Dir	Carol Kriegler	948 Sherren	488-2711
City Attorney	Tom Gedde	2150 3rd Av	421-4110
City Planner	Susan Hoyt-Taft	2217 Folwell	645-3849
City Inspector	Richard Larson	2097 Rosewood Ln	631-0874
Pub Wks Foreman	Vince Wright	2619 Charlotte	631-1030

STANDING OPERATING PROCEDURE  
TO ANNEX A OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Warning & Notification  
Attachment 4  
Revision: 0

Duty Officer \_\_\_\_\_  
Date \_\_\_\_\_  
Time \_\_\_\_\_ a.m./p.m.

SARA, TITLE III  
EMERGENCY NOTIFICATION REPORT

Facilities must, per Title III, Section 304, provide all of the following information:

Caller's Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Representing \_\_\_\_\_ Facility at \_\_\_\_\_

Contact Person for additional information

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Chemical name/identity of chemical(s) involved in the release:

\_\_\_\_\_

Is this a reportable chemical as listed in SARA, Section 302(A)?  
/ / Yes / / No

Incident Specs:

Quantity spilled/released into the environment: \_\_\_\_\_

Time of spill/release: \_\_\_\_\_ a.m./p.m.

Duration of spill/release \_\_\_\_\_ hours \_\_\_\_\_ minutes

Released into: / / Air / / Water / / Soil

Any known/anticipated acute or chronic health risks associated with this release? If yes, describe \_\_\_\_\_

\_\_\_\_\_

Any advice, regarding medical attention necessary for exposed individuals? If yes, list \_\_\_\_\_

\_\_\_\_\_

CITY OF FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Annex B  
Direction and Control/EOC  
Revision: 0

ANNEX B

I. PURPOSE

To describe how direction and control of the City of Falcon Heights response to a disaster will be accomplished.

II. RESPONSIBILITIES

A. Mayor - The Mayor of Falcon Heights will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

Mayor  
Acting Mayor

B. City Emergency Management Director - The Falcon Heights Emergency Management Director will serve in a staff capacity to the Mayor, and will coordinate all aspects of this plan. Line of succession to the Falcon Heights Emergency Management Director is as follows:

Director - City Administrator  
Coordinator - Fire Marshal  
Resource Manager - City Clerk  
Administration - City Accountant

III. CITY OF FALCON HEIGHTS EMERGENCY OPERATING CENTER (EOC)

Direction and control of Falcon Heights response to a disaster will be carried out at the City of Falcon Heights EOC. The EOC is located in City Hall, at 2077 West Larpenteur. If for some reason the EOC is not usable at the time of a disaster, the Falcon Heights Elementary school will serve as the alternate EOC.

A. Criteria for EOC Activation

The degree of Falcon Heights EOC activation will be determined by the severity of the emergency.

1. The EOC will be fully activated and staffed upon the occurrence of a disaster in the City of Falcon Heights. The EOC may be partially activated due to a threat or potential threat to safety of residents in the City of Falcon Heights.

B. Responsibility for EOC Activation

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the City of Falcon Heights Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria discussed above.

C. Staffing of the EOC

The staffing list for the Falcon Heights EOC is on file with the Falcon Heights Emergency Management Director. Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC.

D. EOC Equipment/Supplies

The Falcon Heights Emergency Management Coordinator is responsible for ensuring that the EOC is operational - that the necessary maps, displays, tables and chairs, communications equipment, message logs, etc. are on hand and available for use in the EOC.

E. Communications Capability

The Emergency Management Coordinator has been given the responsibility of ensuring all communication systems (primary and alternate) are operational and communication links between response personnel and EOC operations are identified.

Communication links are established between the City and the following organizations:

STANDING OPERATING PROCEDURE  
TO ANNEX G OF THE FALCON HEIGHTS  
EMERGENCY OPERATIONS PLAN

Fire Protection  
Attachment 2  
Revision: 0

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CITY OF FALCON HEIGHTS  
INCREASED READINESS (REACON) ACTIONS

Upon notification of a natural technological or nuclear emergency from Ramsey County Sheriff or Falcon Heights Police Department, the Fire Service Chief will alert his officers and other volunteer personnel to report to the fire station.

REACON actions are as follows for the fire service:

REACON\_3

1. Review emergency assignments.
2. Ensure continuous fire surveillance.
3. Arrange for concentrated and accelerated training to any new recruits, regulars, or volunteers to include radiological monitoring.

REACON\_2

1. Continue REACON 3 actions.
2. All personnel will be on standby basis at Falcon Heights fire stations.
3. Coordinate accelerated inspection of all assistance centers and fallout shelters within the City for possible fire hazards.
4. Assist local police department in controlling movement in vicinity of congregate care facilities and fallout shelters.

REACON\_1

1. Continue REACON actions to protect life and property until directed to shelter.
2. Coordinate with fire departments in the county to provide for fire safety within shelters.
3. Ensure the enforcement of fire safety regulations.

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CITY OF FALCON HEIGHTS  
FIRE PREVENTION MEASURES

1. Coordinate all fire and rescue personnel with other service chiefs to help control the orderly movement of relocates.
2. Set up surveillance teams for fire watch to cover the community during and after the community has been evacuated. Coordinate with the Law Enforcement Chief's security patrols.
3. Survey and coordinate the fire needs, and move personnel and equipment for standby assistance.
4. Provide inspection teams for fire preventative measures in all buildings and shelters.
5. Perform frequent fire safety inspections for fire hazards in congregate care facilities, other occupied areas due to relocation, and areas of flammable materials storage.
6. Establish, publish and enforce temporary fire safety regulations for congregate care facilities particularly in regard to smoking, cooking, and heating.
7. Assist in training residents and others in fire prevention and suppression techniques.
8. Assist in the return of evacuees to their homes.



CITY OF FALCON HEIGHTS  
C O U N C I L   R E S O L U T I O N

Date July 25, 1990

A RESOLUTION ADOPTING AN EMERGENCY

PREPAREDNESS PLAN FOR THE

CITY OF FALCON HEIGHTS

WHEREAS, the Federal Emergency Management Agency recommends that each municipality adopt a Superfund Amendment and Re-authorization Act (SARA) Title III Emergency Preparedness Plan; and

WHEREAS, the Falcon Heights City Council deems it would be prudent to have a plan in place;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights that the proposed SARA Title III Emergency Preparedness Plan be adopted; and

BE IT FURTHER RESOLVED, that such plan be incorporated into the City's Administrative Manual.

Approved by \_\_\_\_\_  
Mayor

YEAS	Nays	
BALDWIN		
CIERNIA		_____ in Favor
GEHRZ		
WALLIN		_____ Against
JACOBS		

Attested by \_\_\_\_\_  
City Clerk

Adopted by Council \_\_\_\_\_

Consent   X  

Agenda Item:   E-4  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   7/25/90  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

PARKS AND RECREATION COMMISSION MINUTES

**SUBMITTED BY:**


Park and Recreation Commission

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

The minutes of July 9, 1990 are attached.

**ACTION REQUESTED:**

  
\_\_\_\_\_

B

Minutes of the Parks and Recreation Commission Meeting  
7:00 P.M., Monday, July 9, 1990

Members present: Connie Lasser, Linda McLoon, Deborah Weiland, Carol Huso, Jeff Johnson, Lloyd Jacobson, Sam Jacobs, Council Liason, Carol Kriegler, Park Director

Members absent: Jyneen Thatcher, Jean Suppes, Steve Schugel

1. Central Announcements and Updates

Carol said that the Torch Run went well, although it ran 1 hour late. A good turn out was seen along the route. Word has it that Jeff Johnson did a great impersonation of Jim Scheibel. Carol passed photos of the run and of the demolition of the "torched" park building and great photos of the new building.

The June 14 Fire Safety program went very well with 35 people attending. Terry Iverson did a great job.

2. Park Building Update

The park building is on time or early and due to be done on July 20. The concrete skirtings are in, paths will go in next. The amenities have been ordered as follows: picnic tables, park benches, trash receptacles, grills and drinking fountain. All should be here in time for the ice cream social except the park benches. Tim Heil is still interested in volunteering his expertise to stain the exterior of the building. Carol will discretely check him out. JayCees are interested in a service donation, especially in helping put things together, etc. They have some money, maybe for a sign and will let us know.

Sam indicated that the Falcon Heights/Lauderdale Lions Club was also interested in a service donation (putting things together, etc) and would donate \$1,000 for a sign providing that the group got recognition for their donation. Everyone agreed in principle with the need for some sort of visual recognition, the details of which would be worked out.

We are still waiting to hear from the other groups.

3. Garment Sale

Carol indicated that a possible fundraiser could be the sale of t-shirts and sweatshirts that are mistakes and overstock from the company she got the shirts from this summer, Garment Graphics. The shirts this year were a great price and Carol had them in 1 1/2 weeks. We all agreed that it was worth pursuing. Carol H. indicated that if we were to do well it needs to be held in August for the before school market. Carol K. will follow up.

#### 4. Ice Cream Social

The date is set for Thursday, July 26. Due to the new building we expect a bigger crowd than usual. There will be soccer and t-ball and near ball games from 5-7. There will be a building dedication at 7 with the mayor (governor?, McGuire?, Marty?) and then the Splatter Sisters will perform from 7:15-8:15. There will be an ad in the city newsletter and flyers will be sent home with all the kids in summer programs.

Lloyd will tell the seniors they can bring cakes to City Hall any time that day, and from 3-5 directly to the Park Building.

We determined we need 8 people helping at all times, preferably with one or more Parks and Rec people at each time. Two each to: cut cake, sell tickets, serve beverages, serve ice cream and cake. We agreed to go with ice cream cups again and save a lot of mess and clean up. Carol K. will make lemonade instead of orange drink. It was a hit last year. Carol K asked if we could bring spatulas, knives etc. She would get everything else. Tentative sign up for Park Comm. members:

Deborah: 4:30-7  
Carol H: 6-8  
Lloyd: 5-7  
Jean: 7-9  
Jeff: 4:30-6  
Jyneen: 6-8  
Sam: 5-7  
Connie: 4:30-6

Linda will call Steve and the chairs of the other commissions to round up more volunteers. Sam said he would talk to the other members of the City Council. It should be a great time!

#### 5. Summer Programs

This was our best year ever, with 297 kids in the programs. All programs went well. Team pictures will be done by Sport Star photography, a first this year. We'll see how it goes. This doesn't cost us anything, nor does it produce any revenue for us.

Carol K. asked for suggestions for Dog Days of August classes in August, to be held at the park building.

#### 6. Idaho-Snelling Park Improvements

With the mess up at the community parks and our need to pursue money, this was put on hold until August. Carol K. kept the request for funds. Scott Midness suggested a different type of fencing that would be less of a wall, but still keep kids out. It is called prison mesh, is vinyl

6. Idaho-Snelling, cont'd

coated and has small mesh to keep kids from climbing the fence. Carol K. is getting a price quotation on it.

7. Cable

Carol K. is still looking for volunteers to videotape games and the ice cream social.

8. There was no further business and the meeting was adjourned at 8:45 p.m.

Respectively submitted,

*Jared Yule*

Consent  X

Agenda Item:  E-5

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:  7/25/90

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:** CHANGE FROM "ONE-HOUR PARKING 8 A.M. TO 4 P.M. EXCEPT WEEKENDS HOLIDAYS" TO "TWO HOUR PARKING 8 A.M. TO 4 P.M. EXCEPT WEEKENDS AND HOLIDAYS" ALONG FOLWELL AVENUE EAST OF COFFMAN UNTIL FOLWELL AVENUE TURNS SOUTH TOWARD HOYT.

**SUBMITTED BY:** Roseville Police Department  
Public Works Department

**REVIEWED BY:** Susan Hoyt, City Planner  
Planning Commission

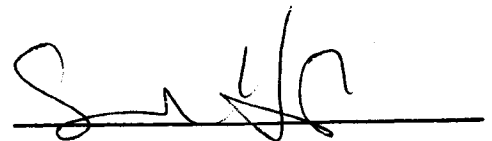
**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

In order to maintain consistency in parking regulations and make them easier to enforce, the Roseville Police requested that parking restrictions be changed from "one-hour parking 8 a.m. to 4 p.m. except week ends and holidays" to "two hour parking except week ends and holidays" along Folwell Avenue east of Coffman until Folwell turns south toward Hoyt. This is a timely request since the public works department plans to replace illegible signs in the University Grove neighborhood this year.

Surveying the parking situation in the area, there does not appear to be any difference in the effect of the two different parking restrictions. Furthermore, in May the president of the University Grove Homeowners Association, Norman Kerr, notified homeowners along Folwell, and suggested they call or write the city planner with comments or questions about the proposal. To date, no homeowners have contacted the city regarding this matter.

The desire to make parking restrictions more consistent throughout the city is one of the goals in the draft parking policy prepared by the parking committee.

**ACTION REQUESTED:** Approval



Consent  X

Agenda Item:  E-6

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:  7/25/90

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

REQUEST FOR A VARIANCE FROM SECTION 9-2.04 (1) (c) OF THE ZONING CODE, THE CORNER SIDEYARD SETBACK, BY MR. LOUIS PAYIN OF 1463 WEST CALIFORNIA IN ORDER TO CONSTRUCT A GARAGE.

**SUBMITTED BY:**

Mr. Louis Payin, property owner  
1463 W. California

**REVIEWED BY:**

Susan Hoyt, City Planner  
Planning Commission

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

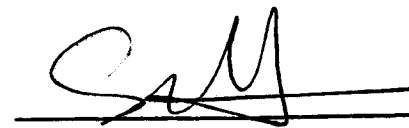
Mr. Louis Payin of 1463 West California is requesting a variance from section 9-2.04 (1) (c) of the zoning code in order to construct a new garage to replace a deteriorating existing garage on his lot. The zoning code requires the garage to be located 15 ft. from the corner sideyard property line, if the access door is onto the side street (attachment 1). Mr. Payin's existing garage accesses onto the side street, Pascal, and is 6 ft. from the corner side property line. He proposes to construct his new garage 10 feet from the corner sideyard property line.

The following unique hardships were given regarding the need for a variance:

1. The garage access cannot be located 15 ft. back from the corner side property line because of the large maple tree behind the garage which the property owner does not want to sacrifice (attachment 2).
2. The garage access cannot be located on the west side of the property because of a large maple tree behind the existing garage which the property owner does not want to sacrifice. (attachment 2).

(See Page 2)

**ACTION REQUESTED:** Approval



Page 2

(Continuation of Explanation/Summary)

3. The garage access cannot be located onto the alley because of a gasline release valve several feet high on the property line where the driveway would be located (attachment 2).

These conditions appear to meet the standards for granting a variance in section 9-15,03(4) (attachment 3). Due to the existence of a large tree and the large gasline release valve conditions 15.03 (4)(c) for the enjoyment of the property and 15.03 (4)(g) unique characteristics of the site may apply.



PLANNING AND DEVELOPMENT 9-2.04

c. Accessory buildings, other than garages, in a residential district may be located not less than five feet from an interior side or rear lot line unless the accessory structure is located in the rear twenty percent of the lot, in which case they can be located not less than one foot from the interior side or rear lot line (overhangs may not extend into the one foot side or rear yard setback).

Garages in a residential district may be located not less than five feet from an interior side or rear lot line unless they are (1) located in the rear twenty percent of the lot, (2) adjacent to an alley, and (3) oriented such that the vehicular access door does not face the alley in which case they can be located not less than one foot from an interior side or rear lot line (overhangs may not extend into the one foot side or rear yard setback).

The corner side yard setback for accessory buildings, including garages, shall adhere to the setback requirement for principal buildings as described in Section 9-4.01, Subd. 4(b) (20% of the lot width). The rear yard and interior side yard setbacks shall be those required for garages and accessory buildings on interior lots. Lots smaller than 75 feet wide shall have a minimum corner side yard setback requirement <sup>of</sup> less than 15 feet. Garages on these lots may be located closer than 15 feet from the corner side lot line if the vehicular access door does not face the side street. In no case shall a garage or other accessory building be located within the corner side yard. (Amended by Ordinance 0-39-12, 7/26/89) See Figure 1.

Corner  
Sideyard

d. No accessory building in a residential district shall exceed the height of the principal building.

e. Accessory buildings in the business and industry districts shall be located any place to the rear of the principal building, subject to the Building Code, and the fire zone regulations.

f. No detached garages or other accessory building shall be located nearer the front lot line than the principal building on that lot.

g. No accessory building in a business or industrial district shall exceed the height of the principal building except by conditional use permit.

h. An accessory building in the business or industrial districts may be located within the rear yard setback, provided that the lot is not a through lot and said accessory building does not occupy more than 25% of the required rear yard. An accessory building shall be a part of the principal building if it is located less than twelve (12) feet from the principal building. No accessory building shall be located less than ten feet from a rear lot line.

PLOT PLAN

**SUSSEL GARAGES**

NAME Louis  
Payin

ADDRESS  
1463  
CALIFORNIA AVE W

CITY  
FALCON HEIGHTS

LEGAL DESCRIPTION

LOT:

BLOCK:

ADDITION:

LOT SIZE:

50 x 120

HOUSE SIZE:

700 SQ. FT.

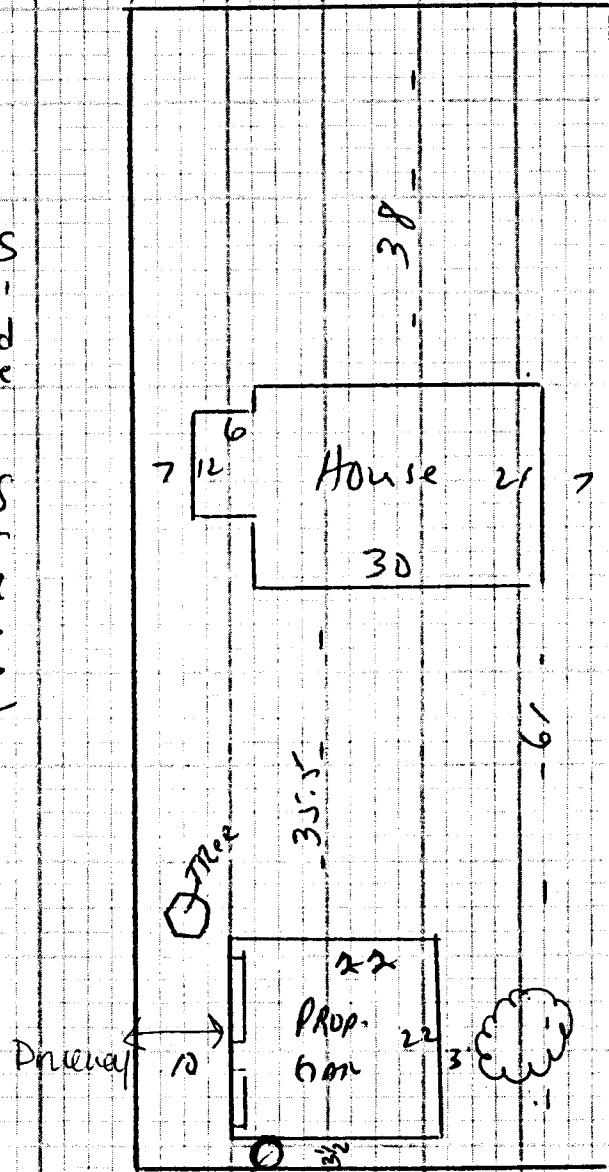
CROSS STREETS:

AND



CALIFORNIA

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gas p. relief  
valve  
Alley

Subdivision 4. Standards for Granting of Variance. No variance shall be granted unless the City Council shall make without qualification on the basis of evidence presented at the meeting the following findings:

- a. That the granting of the variance will not be detrimental to the public welfare;
- b. That the granting of the variance will not substantially diminish or impair property values or improvements in the area;
- c. That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights;
- d. That the variance will not impair an adequate supply of light and air to adjacent property;
- e. That the variance will not impair the orderly use of the public streets;
- f. That the variance will not increase the danger of fire or endanger the public safety;
- g. Whether the shape, topographical condition or other similar characteristic of the tract is such as to distinguish it substantially from all of the other properties in the zoning district of which it is a part, or whether a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the Chapter were carried out;
- h. Whether the variance is sought principally to increase financial gain to the owner of the property, and to determine whether a substantial hardship to the owner would result from a denial of the variance;
- i. Whether the conditions which give rise to the application for the variance arose after the adoption of this Chapter of the Code of the City of Falcon Heights or any amendment thereto which placed the tract in a zoning district different from what it was under the Chapter. In the consideration of this item, the City shall make diligent inquiry as to all changes in the property and shall refuse to grant the variance if the problem is one that can be solved through a proper application of a conditional use permit or an amendment of the Zoning code. Financial hardship shall not be a basis for the granting of a variance when the owner purchased the property in reliance on a promise that a variance would be granted, and the City shall dismiss the appeal if it shall appear that the property was purchased on such reliance.

Subdivision 5. Conditions. The City may attach such conditions to the grant of the variance as it shall determine will be necessary or desirable to bring it within the purpose and intent of the Chapter. A public record shall be maintained of such conditions.

Consent   X  

Agenda Item:   E-7  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   7/25/90  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:** REQUEST FOR A VARIANCE FOR 1935 SUMMER ST. FROM SECTION 9-4.01 (4) (c), THE FRONTYARD SETBACK REQUIREMENT, AND 9-2.04 (1) (c), THE INTERIOR SIDEYARD SETBACK REQUIREMENT, OF THE ZONING CODE IN ORDER TO CONSTRUCT AN ADDITION TO A GARAGE.

**SUBMITTED BY:** Mr. Wes Tennyson, property owner of 1935 Summer St.

**REVIEWED BY:** Susan Hoyt, City Planner  
Planning Commission

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Mr. Tennyson proposes to construct an addition to a single car garage to make it into a double garage. In order to do so according to the attached plans (Attachment 1), a variance of 6 feet in the frontyard setback requirement of 30 feet is necessary (Section 9-4.01 (4)(c)). A second variance of 5 inches in the sideyard setback requirement is also necessary (Section 9-2.04 (1)(c)).

Mr. Tennyson's son explained the garage addition is necessary because they have four cars associated with the house and parking is a problem. Also, the pie-shaped configuration of the lot makes it difficult to construct a garage without infringing on the interior sideyard setback.

Mr. Tennyson submitted a signed form from the neighbors indicating they had no objections to the proposed plans. Letters to neighbors were also sent from the City.

The planner reviewed the request applying the standards for granting a variance, Section 9-15.03 (4) of the zoning code. In brief, the request for the sideyard variance makes sense due to the angle of the pie-shape lot line (criteria g). However, the variance from the frontyard setback may set a precedent for reducing frontyard requirements throughout the neighborhood and city. In the long run, this may reduce property values (criteria b) since frontyard setbacks visually add to the open space and aesthetic consistency in the city. Furthermore, the addition to the garage in this configuration does not seem critical to the property owner's enjoyment of the property. (criteria c).

ATTACHMENT 1. - Plan

ACTION REQUESTED: Adopt Planning Commission recommendation.

  
\_\_\_\_\_

HOME-OWNER.

W.W. TENNYSON

1935 SUMMER STREET

FALCON HEIGHTS, MINNESOTA

55113.

79'-6"  
TO BACK OF LOT-LINE.

79'-6"

5'

4' 0"

WEST LOT LINE.

WEST SIDE

EXISTING GARAGE

EXISTING DOOR

PROPOSED GARAGE ADDITION

19' 6"

8' GARAGE DOOR

8' GARAGE DOOR

8'-6"

EXISTING DECK

ATTACHMENT 1

24

Consent   x  

Agenda Item:   E-8  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   7/25/90  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

RESOLUTION R-90-30 RELATING TO COOPERATIVE EFFORTS BETWEEN THE CITIES OF FALCON HEIGHTS AND ROSEVILLE

**SUBMITTED BY:**

ROSEVILLE STAFF

**REVIEWED BY:**

S. Chenoweth

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Attached is the proposed Resolution drafted as a result of the discussion held at the Joint Workshop on July 12, 1990.

**ACTION REQUESTED:**

\_\_\_\_\_

CITY OF FALCON HEIGHTS  
C O U N C I L   R E S O L U T I O N

Date July 25, 1990

RESOLUTION RELATING TO COOPERATIVE EFFORTS BETWEEN  
CITIES OF ROSEVILLE AND FALCON HEIGHTS

WHEREAS, the Falcon Heights City Council adopted a resolution inviting Roseville to join in a cooperative effort to explore areas of potential benefit to both communities; and

WHEREAS, the Roseville City Council adopted a resolution agreeing to investigate cooperative efforts with the City of Falcon Heights; and

WHEREAS, the City Councils met in a joint work session on July 12, 1990, to review a proposed process for the study of the benefits of joint efforts; and

WHEREAS, the Councils agreed to place on their next regular Council meeting agendas a resolution to initiate the study;

NOW THEREFORE, BE IT RESOLVED, that the proposed study design, dated July <sup>19</sup>11, 1990, consisting of four phases, be approved.

BE IT FURTHER RESOLVED, that a consultant be retained to assist with the project subject to Foundation grant support.

BE IT FURTHER RESOLVED, that the City staffs shall work jointly to apply for Foundation grants to support the study.

BE IT FURTHER RESOLVED, that the City staffs shall work jointly to prepare a Request for Proposal to be sent to prospective consultants.

Approved by \_\_\_\_\_  
Mayor

YEAS	Nays
BALDWIN	
CIERNIA	_____ in Favor
GEHRZ	
WALLIN	_____ Against
JACOBS	

Attested by \_\_\_\_\_  
City Clerk

Adopted by Council \_\_\_\_\_

Consent   X  

Agenda Item:   E-9  

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:   7/25/90  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

RESOLUTION R-90-31 RECEIVING THE FEASIBILITY REPORT  
AND CALLING FOR A HEARING ON PROPOSED 1991 STREET IMPROVEMENTS

**SUBMITTED BY:**

Terry Maurer, City Engineer

**REVIEWED BY:**

S. Chenoweth

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Maier Stewart & Associates has prepared the feasibility study as requested by Council on April 25, 1990. The next step in the proposed improvement project is to accept the study and schedule the Improvement Hearing.

**ATTACHMENTS:**

- (A) Feasibility Study
- (B). Proposed Resolution R-90-31

**ACTION REQUESTED:**

Accept the study and schedule the Improvement Hearing for September 26, 1990 at 7:30 P.M.



## RESOLUTION 90- 31

## A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION RECEIVING REPORT AND  
CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to Resolution 90-17 of the Council adopted April 25, 1990, a report has been prepared by Maier Stewart and Associates with reference to the improvement of Albert Street between Larpenteur Avenue and Garden Avenue, Arona Street between Crawford Avenue and Roselawn Avenue, Fry Street between Larpenteur Avenue and Garden Avenue, Garden Avenue between Fry Street and Snelling Avenue, St. Mary's Street between Larpenteur Avenue and Maple Knoll Drive and Maple Knoll Drive between Fry Street and Snelling Avenue, and this report was received by the Council on July 25, 1990.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FALCON HEIGHTS, MINNESOTA:

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$879,680.
2. A public hearing shall be held on such proposed improvement on the 26th day of Sept., 1990 in the Council chambers of the City Hall at 7:30 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the Council this 25th day of July, 1990.

\_\_\_\_\_  
Thomas Baldwin, Mayor

\_\_\_\_\_  
Shirley G. Chenoweth, City Clerk

Consent   X  

Agenda Item: E-10

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

LICENSES

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

See list attached.

ACTION REQUESTED:

CONSENT AGENDA  
July 25, 1990

GENERAL CONTRACTORS

\*Mrozik Construction, Inc. - #0570  
\*Western Construction Co. - #0575  
Covert Construction - #0574  
Stockness Construction, Inc. - #0576  
Blacktop Driveway Co., - #0577  
\*Gramstad Homes, Inc. - #0628

MECHANICAL CONTRACTORS

Ryan Plumbing and Heating - #0572  
\*Care Air Conditioning & Heating, Inc. - #0573

CORPORATE LICENSE

Attention Technology, Inc. - #0578

\* Indicates new licenses, others are renewals

Consent \_\_\_\_\_

Agenda Item: F-1

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

AUDIT FIRM APPOINTMENT

SUBMITTED BY:

Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

At the end of May the City sent out Request for Audit proposals (see attachment A) The city received twelve proposals from prospective firms. From those twelve, the following five firms were selected to interview with Jerry Wallin, Jan Wiessner and Tom Kelly.

<u>Firm</u>	<u>Estimated First Year Cost</u>
1. George M. Hansen Co.	\$7,340.00
2. Voto, Tautges, Redpath	13,975.00
3. KPMG Peat Marwick	11,400.00
4. Charles Bailly & Company	8,950.00
5. Kern, DeWenter, Viere	7,000.00

From these interviews, two firms were judged to be superior---Voto, Tautges, Redpath and Kern, DeWenter & Viere. Both firms are more than adequate to audit the City financial records. However, I am recommending the appointment of Kern, DeWenter, Viere for the following reasons:

1. Management letters gave recommendations and possible ways to implement any change. (see attachment B)
2. Pre-audit work is done with emphasis given to any concerns staff or Council may have. (Example--State balancing budgets with City excess reserves).
3. I feel more comfortable with them. They are a small firm from St. Cloud and seemed much more relaxed during the interviews and seemed more geared to a small town atmosphere.
4. Price - I don't feel the City would receive much more in service from Voto, Tautges, Redpath to warrant the additional \$6,000.00.

ACTION REQUESTED:

Select Kern, DeWenter, Viere as the City's audit firm for the years 1990, 1991 and 1992. (See attachment C, Audit Proposal).

  
\_\_\_\_\_

May 31, 1990

RE: Request for Audit Proposal

Dear Sir/Madam:

The City of Falcon Heights is seeking proposals for its external audit for the City's financial records for the years ended December 31, 1990, 1991, and 1992. The services described in the attached request are currently being provided by the firm of George M. Hansen Company, P.A. The City believes that it is appropriate from time-to-time to examine the marketplace to be assured that it is receiving highly competent broad based audit/accounting services at a competitive rate. The purpose of this letter and the attached request is to solicit proposals from firms desiring to provide such services to the City.

The following criteria will be used to evaluate the proposals:

- a. Municipal audit experience
- b. References
- c. Qualifications of assigned personnel
- d. Level of service provided/City staff involvement
- e. Cost

The City of Falcon Heights reserves the right to reject any and all proposals submitted and to request additional information from proposers. An award will be made to the firm that, in the opinion of the City of Falcon Heights, is the best qualified to conduct the annual audit for the City.

Page 2

Proposals must be received by Tuesday, July 3, 1990 and should be addressed to:

Tom Kelly, City Accountant  
City of Falcon Heights  
2077 W. Larpenteur Ave.  
Falcon Heights, MN 55113

If you have any questions, please contact Tom Kelly at 644-5050.  
Thank you for your consideration of this Request for Proposals.

Respectfully yours,

---

Janet Wiessner  
City Administrator

---

Tom Kelly  
City Accountant

TK:pp

A. Nature of service required:

1. The audit will be for the General Fund, Special Revenue Funds (4), Capital Project Funds (9), Debt Service Funds (9), Enterprise Funds (2-Sewer and Rescue Services. Water is handled by St. Paul Water Utility), and Investment Trust Fund.
2. The type of audit will consist of an examination of the financial statements of the City in accordance with generally accepted auditing standards to ensure that City financial records conform with generally accepted accounting principals (GAP). The audit will satisfy the requirements of the State Auditor's Office.
3. The audit is for fiscal year beginning January 1 and ending December 31 of each calendar year.
4. The auditing firm will provide the following accounting services:

The proposer will be responsible for typing and printing the Comprehensive Annual Financial Report (30 copies) and all corresponding letters. The City will supply covers and backs for the Report. The format of the financial report will be based on guidelines for the GFOA Certificate of Achievement program. The firm will present the report to the City Council.

The Auditing firm will retain all work papers for a minimum period of three years. The City will receive copies of the final trial balance work papers, adjusting entries, and other work papers needed for proper adjustment of the general and subsidiary ledgers. Work papers will be made available to the City and its authorized representatives for examination.

B. Description of the City of Falcon Heights and the record to be audited:

1. The City of Falcon Heights has a Mayor/Council form of government with administrative personnel being appointed by the council. The population is approximately 5,400 and we have a total City budget of \$1,741,466. Of that \$1,093,356 is budgeted for the General Fund, \$599,200 for the Enterprise Funds, and \$48,910 for Special Revenue Funds.
2. The modified accrual basis of accounting is used for governmental and fiduciary funds and the accrual basis is used for enterprise funds.
3. An annual budget is prepared and a monthly report of current revenue and expenditures is matched against the adopted budget.

4. City utility billings and payroll records are processed on an IBM personal computer. The City's accounting records are maintained manually. (The City is looking for new computer software which could be in place by year-end 1990.)

5. Document processing is approximately at the following levels:

Receipts	1,500 annually
Payroll Checks	900 annually (twice a month)
Payables Checks	1,300 annually
Utility Bills	1,212 accounts quarterly

C. Assistance available to the firm:

1. City staff will prepare audit work papers and schedules as directed by the firm and the pulling of documents required during the course of the audit.
2. City staff will type and mail representation letters and confirmation letters as directed.
3. City staff will make available all records necessary to complete the audit in a timely fashion.
4. The City will provide covers and backs for the financial report.

D. Report requirements:

1. The audit opinion should be attached to the financial statements and addressed to the City Council, City of Falcon Heights, Falcon Heights, Minnesota.
2. A management letter should be directed to the City Council and must include a summarization of audit findings and recommendations affecting financial statements, internal control, accounting systems, legality of actions, and any other matters which are considered to be material. Prior to submission of the completed report, the audit firm's staff will review a draft of the proposed report and management letter with the City Administrator and Accountant.

E. Proposal Requirements:

1. Proposals should include an explanation of the City staff's involvement in the audit.
2. Proposals should include the number of hours anticipated to complete the audit and accounting services.
3. Estimates should be included for field work, review time, report preparation, and printing time.
4. Please indicate billing rates for various individuals assigned to the audit.



5. Total cost to complete the audit and accounting services should be indicated. This cost may be expressed in a range, however, the range should indicate a figure which will not be exceeded. (Note: Progress billings are acceptable and will be processed through normal City procedures.)
6. Please indicate any circumstances which may require additional compensation.
7. Identify supervisors who will work on the audit. Resumes for each supervisory person to be assigned to the audit should be included. (Resumes may be included as an appendix.)
8. Identify persons you expect to assign to the audit. Resumes for each person assigned should be included.
9. List at least three municipalities where your firm has performed similar audits and a contact person at each municipality. Please indicate at least three municipalities where your firm has performed audits but is no longer performing them. List contact person at each municipality.

F. Time considerations and other requirements:

1. Proposal deadline is Tuesday July 3, 1990.
2. Interviews are expected to be held the week of July 9, with a recommendation made on July 25 to the City Council.
3. Pre-audit work may begin after award of contract and at a time which is agreeable to both parties.
4. It is anticipated that the balance of the audit may begin on January 15, with the final report to be submitted to the Council no later than the fourth Wednesday in May.
5. Selection criteria:
  - a. Municipal audit experience.
  - b. References.
  - c. Qualifications of personnel.
  - d. Level of service provided/City staff involvement.
  - e. Estimated cost.

The City of Falcon Heights reserves the right to reject any and all proposals submitted and to request additional information from proposers. An award made will be to the firm that, in the opinion of the City of Falcon Heights, is the best qualified to conduct the annual audit for the City.

AUDIT FIRMS - MAILING LIST

Charles Bailly & Company  
 attn: Larry Jacobson, CPA  
 3000 Piper Jaffray Tower  
 222 South 9th Street  
 Minneapolis, MN. 55402

John Nelson & Associates  
 attn: John Nelson  
 6205 Bury Drive  
 Eden Prairie, MN. 55344

Eide Helmeke & Co.  
 attn: M. A. Dahl, CPA  
 435 Interchange West, Suite 365  
 Minneapolis, MN. 55426

Pannell Kerr Forster  
 attn: Kenneth W. Malloy, CPA  
 400 Park National Bank Bldg.  
 5353 Wayzata Boulevard  
 Minneapolis, MN. 55416

Kern, DeWenter, Viere, Ltd.  
 attn: David Hinnenkamp, CPA  
 200 Park Ave. So.  
 P.O. Box 1304  
 St. Cloud, MN. 56302

Boeckermann Heinen & Mayer  
 7500 Flying Cloud Drive #740  
 Eden Prairie, MN 55344

George M. Hansen Co.  
 attn: Dick Ellsworth  
 1433 Utica Ave. So. Suite #175  
 Minneapolis, MN. 55416

McGladrey & Pullen  
 445 Minnesota Street  
 8000 Town Square Bldg.  
 St. Paul, MN. 55101

KPMG Peat Marwick  
 1600 Meritor Tower  
 St. Paul, MN. 55101

Boulay Heutmaker Zibell & Co.  
 attn Don Zibell  
 500 Centennial Bldg.  
 5151 Edina Industrial Blvd.  
 Minneapolis, MN. 55439

Arthur Anderson & Co.  
 45 South 7th Street  
 Minneapolis, MN. 55402

Arthur-Young & Co.  
 1400 Pillsbury Center  
 200 South 6th Street  
 Minneapolis, MN. 55402

Voto, Tautges, Redpath & Co.  
 1310 E. Hwy. 96  
 White Bear Lake, MN. 55110

Dlsen Thielen & Co.  
 223 Little Canada Road  
 St. Paul, MN. 55117

Coopers & Lybrand  
 121 South 8th Street  
 1000 TCF Tower  
 Minneapolis, MN. 55402

Ernst & Whinney  
 1700 Minnesota World Trade Center  
 30 East 7th Street  
 St. Paul, MN. 55101

Touche Ross  
 900 Pillsbury Center  
 Minneapolis, MN. 55402

Office of the State Auditor  
 525 Park Street  
 St. Paul, MN. 55103

CITY OF \_\_\_\_\_, MINNESOTA  
County

MEMORANDUM ON ACCOUNTING POLICIES  
AND PROCEDURES AND INTERNAL CONTROL

March 19, 1990

City Council  
City of  
                    , Minnesota

The accompanying memorandum includes suggestions for improvement of accounting procedures and internal accounting control measures that came to our attention as a result of our audit of the financial statements of the City of Minnesota, for the year ended December 31, 1989. The matters discussed herein were considered by us during our audit and they do not modify the opinion expressed in our auditors' report dated March 19, 1990, on such financial statements.

In accordance with generally accepted auditing standards, we performed a review and evaluation of existing internal accounting controls for the purpose of providing a basis for reliance thereon in determining the nature, timing and extent of the audit tests applied in connection with our audit of the City's 1989 financial statements. While certain matters which came to our attention during the review are presented in the accompanying memorandum for the consideration of management, such a review was not designed for the purpose of making detailed recommendations and would not necessarily disclose all weaknesses in the existing system.

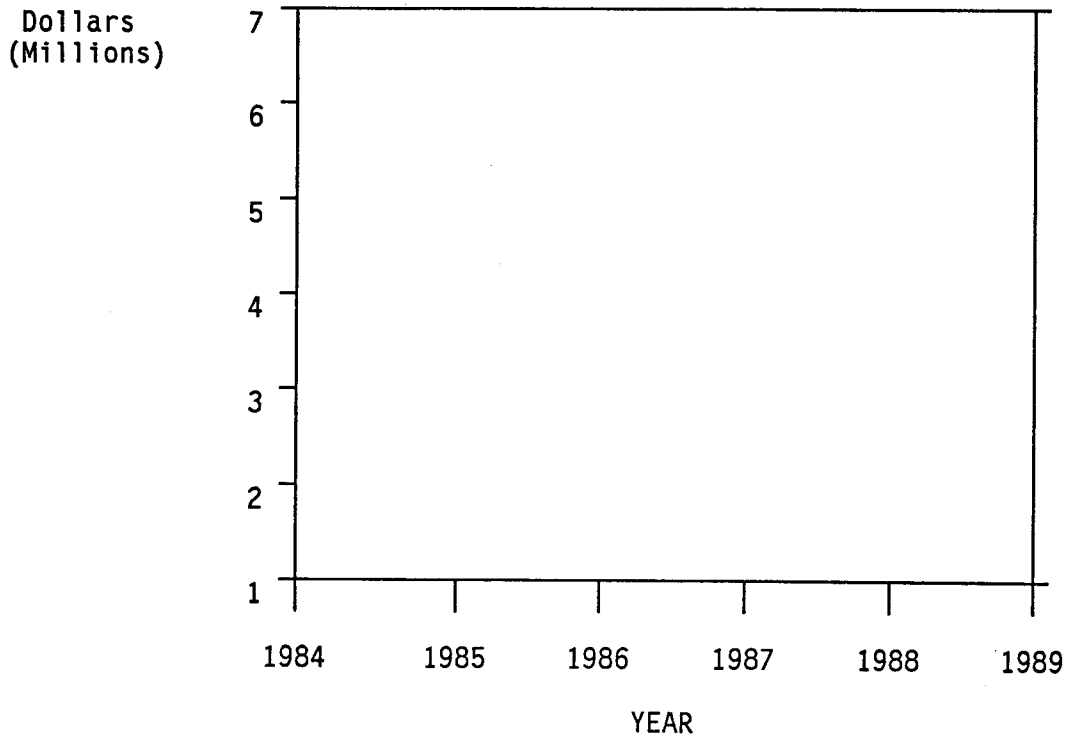
The accompanying memorandum also includes comments and suggestions with respect to other financial and administrative matters which came to our attention during the course of our audit of the financial statements. These matters are offered as constructive suggestions for the consideration of management as part of the ongoing process of modifying and improving accounting control and other financial and administrative practices and procedures.

Again, we would like to express our appreciation for the cooperation extended to us by the employees and officers of the City during our audit.

KERN, DEWENTER, VIERE, LTD.

INDEBTEDNESS

CITY OF  
Bond and Other Indebtedness



The above graph provides a pictorial view of the changes in total indebtedness of the City of from December, 1984 through December, 1989.

PLANNING

During the past two years, the City has embarked upon two large capital projects, namely, the and the , which have necessitated the issuance of large amounts of debt. This rapid expansion requires careful planning by the City to ensure adequate cash flows to meet future expenditures and adherence to budgets to control overall expenditures.

We recommend the City Coordinator and Financial Administrator prepare monthly cash flow projections for a one year period to assist in monitoring budgets and cash flow requirements. In addition, this will assist in investment planning as amounts available in excess of anticipated expenditures can be earmarked for short-term or long-term investments, as appropriate. These cash flow projections should include anticipated revenues from county settlements and other sources along with anticipated expenditures for capital projects, bond principal and interest, etc. As projections are based upon estimates of future results, they should be updated periodically to reflect the timing of actual results.

These projections could then be discussed at Council meetings so as to continually update the Council on the progress of various capital projects.

## INSURANCE COVERAGE

Due to increased capital expenditures by the City, there has been an overall increase in cash and investment balances needed to fund the projects in addition to an overall increase in city assets. Currently, the City has a Clerk-Treasurer Bond in the amount of \$ 1,000 and your property coverage has not been updated to reflect recent asset additions.

We recommend the City increase the insurance coverage limit to protect large cash and investments balances. This should include the Clerk-Treasurer as well as others who may have access to City funds. In addition, all insurance coverages should be updated annually to ensure sufficient coverage in the event of an unexpected loss.

## ESTABLISH "CHECK RUN" DATES

During the 1989 audit, we noted the City prepares checks daily, as time permits. We also noted that vendor invoices are filed alphabetically, but are not filed by due date. Therefore, the City Clerk must go through all of the invoices each day and pick out those that are due.

We recommend the City establish "check run" dates, possibly one at the middle of the month and one at the end of the month, at which time all invoices which are then due would be paid. We also recommend that invoices be filed by due date. We believe the benefits of implementing these two suggestions would include reducing clerical time and reducing the City Clerk's time for printing checks.

## ESTABLISH MONTHLY PROCEDURES

During our review of the accounting system, we noted there were no established guidelines or timetables for completing the month-end financial statements. This has resulted in inconsistent financial statements which are often not timely. Therefore, closing procedures need to be established, similar to year-end closing procedures.

In order to facilitate and streamline the accumulation of data for the required statements and closings, we recommend the following be established:

- Cutoff Procedures: Accruals should be established consistent with adjustments made at year end.
- Timetable: The timetable should delegate responsibility for developing the necessary information and schedules for the statements to specific individuals and establish deadlines for those schedules.
- Pro Forma: Pro formas of the required schedules and statements should be developed to reduce the time required each month.

These types of procedures and documentation should prevent unnecessary delays and errors when preparing your statements for the City Council.

## PREPARE A WRITTEN POLICIES AND PROCEDURES MANUAL

The City of \_\_\_\_\_ has experienced substantial growth during the past few years which has placed larger accounting time requirements on the City's accounting staff. To assist in managing this growth, we recommend the City develop plans to prepare a written manual of accounting policies and procedures. This manual should be approved in the minutes by the City Council, reviewed at least annually and distributed to all accounting personnel. Examples of items to include in the manual are as follows:

- Organizational charts and job responsibilities;
- Chart of accounts with account descriptions;
- Accounting instructions for the preparation of financial statements;
- Capitalization policy for fixed assets of your enterprise funds;
- The depreciation rates to be used for each type of property and equipment of your enterprise funds;
- Method of allocating interest earned on investments to individual funds;
- Physical safeguarding of critical accounting records;
- Method of charging other funds or departments with payroll costs of shared employees;
- Accounting instructions for the retention of accounting records;
- Records and/or specimen signatures of all persons authorized to approve significant transactions and limits of authorization.

We recommend the City document the policies and procedures described above. The major benefits of documentation would be:

- To supplement on-the-job training procedures;
- To eliminate the confusion and inefficiencies sometimes accompanying changes in personnel.

## INCLUDE SUPERVISORY REVIEW PROCEDURES AS AN IMPORTANT ELEMENT OF INTERNAL CONTROL PROCEDURES

Supervisory controls primarily include reviews of documents, reports, adjustments, entries and reconciliations. The City's procedures for supervisory review are an important part of its internal control. Supervisory review and controls provide the means of indentifying and correcting other weaknesses. When employees are under pressure, basic controls and disciplines may be cut short or bypassed. Without adequate supervision, the accounting system and control operations run the risk of becoming erratic and undependable.

We recommend the City review their internal control procedures and ensure that current or proposed procedures include adequate supervisory review of the basic internal controls operating within the system. These supervisory controls should include review and approval of all significant accounting transactions before they are processed and the review of all forms of reconciliations between subsidiary ledgers and control accounts before the books are closed each period.

A PROPOSAL TO PROVIDE AUDIT SERVICES  
TO THE CITY OF FALCON HEIGHTS, MINNESOTA

PREPARED BY  
KERN, DEWENTER, VIERE, LTD.  
CERTIFIED PUBLIC ACCOUNTANTS



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*Kern, DeWenter, Viere, Ltd.*  
*certified public accountants*

Alvin M. Kern  
Duane N. DeWenter  
Loren M. Viere  
Gerald A. Stover  
Keith W. Julson  
Dwayne B. Dockendorf

June 18, 1990

Mr. Tom Kelly, City Accountant  
City of Falcon Heights  
2077 W. Larpenteur Ave.  
Falcon Heights, MN 55113

We are pleased to submit this proposal for audit services to the City of Falcon Heights and appreciate your consideration. This proposal will serve to explain the qualifications of our firm, the scope of the services we will provide and our commitment to provide the best of auditing services on a timely basis.

We feel especially qualified to provide auditing services to the City of Falcon Heights because of our extensive experience in providing auditing services to Minnesota cities and other local governmental units. Our services would include, but not be limited to, the following:

1. Performing an audit of the City's funds in accordance with generally accepted auditing standards and procedures, and regulatory requirements of the State of Minnesota.
2. Reviewing the system of internal control of the City.
3. Assist in the preparation of and provide an opinion on the general purpose financial statements of the City. If requested, we will assist the City in formatting the statements so as to comply with the guidelines for the GFOA Certificate of Achievement Program.
4. Meeting with the City Accountant, City Administrator and City Council to discuss the audit report and our recommendations for improving the financial operations of the City.
5. Being available during the year to provide a wide range of consulting assistance.

We wish to thank you for the opportunity to submit this proposal. If you have any additional questions about our firm or the services we provide, please contact me at 220 Park Ave. S., P.O. Box 1304, St. Cloud, MN 56302 or call (612) 251-7010. We look forward to serving you.

Sincerely,

KERN, DEWENTER, VIERE, LTD.

*Loren M. Viere*

Loren M. Viere  
Certified Public Accountant

## PROFILE OF OUR FIRM

Kern, DeWenter, Viere, Ltd., was founded in 1945 and has grown steadily. The growth has been derived primarily by internal expansion. We are the oldest and one of the larger firms in St. Cloud. We presently employ a staff of approximately 40 professionals and paraprofessionals, including 17 certified public accountants. The makeup of our staff currently is as follows:

Partners	6
Managers/Supervisors	6
Seniors	9
Professional Staff	20

Today we serve over 800 commercial, industrial, financial, governmental and non-profit clients located for the most part within a 150 mile radius of St. Cloud.

Our firm provides a wide range of services to our clients as outlined below:

**Auditing** - Kern, DeWenter, Viere, Ltd., provides audit services to private businesses and to public sector organizations. To strengthen management procedures and improve operating results, we supplement our audit reports with suggestions for attaining these goals.

**Taxes** - A complete and diversified tax service is provided, including the normal services relating to the preparation of federal, state and local tax returns. Tax planning is emphasized - corporate, personal and estate - and includes such areas as deferred compensation, tax shelters, acquisitions, and mergers.

**Management Services** - Our work in management services continues to expand. Its growth develops from our usual involvement in accounting information systems. In the governmental area, this has included helping cities and school districts with preparing budgets, financial and cash flow forecasts with the use of a micro computer, and implementing new accounting systems.

**Accounting Services** - A variety of accounting services expected of a local firm is provided to clients. We assist in establishing basic accounting records, in the preparation of reviewed and compiled annual and interim financial statements and various tax returns including business income, sales and payroll.

**Computer Services** - We offer computer processing services to our clients that have a need for such services. Our computer processing services consist of general ledger, depreciation records and payroll services. In addition, we offer computer consulting services to those clients involved in initial installation procedures or conversion procedures. In the past year, we have assisted five municipalities with computer installations.

## QUALIFICATIONS OF OUR FIRM

In recent years, we have concentrated our efforts in providing accounting, auditing and consultation services to Minnesota cities. To provide this service, we have kept our professional staff who work in specialized areas, such as cities, current on accounting and legislative changes. This is achieved by sending our staff members to annual seminars and workshops on city accounting and reporting requirements. In addition, several members of our staff have participated in seminars sponsored by Kern, DeWenter, Viere, Ltd. These seminars have enabled us to develop good lines of communication with the State Auditor's office.

The firm is a member of the American Institute of Certified Public Accountants and the Minnesota Society of Certified Public Accountants. Individuals within the firm are actively involved with the Governmental Accounting and Auditing Committee of the Minnesota Society of Certified Public Accountants.

Our firm is a member of both the Private Companies and SEC Practice Sections of the AICPA Division for CPA Firms. This Division was founded in 1977 by the AICPA to promote CPA excellence and to provide a voluntary, objective means of monitoring adherence to professional standards. Each member firm is required to periodically subject its audit and accounting practice to a comprehensive quality review by specially trained outside CPA's. Our last such review was in November of 1987, at which time we received a clean report on our practices and methods.

Our firm has been providing auditing services to cities since the 1960's. We are presently providing auditing services to the following cities and housing and redevelopment authorities:

- City of Sauk Rapids
- City of Princeton
- City of Sauk Centre
- City of Waite Park
- City of Cold Spring
- City of Paynesville
- City of Osakis
- City of Milaca
- City of Eden Valley
- City of Zimmerman
- City of Howard Lake
- City of Becker
- City of Barnum
- City of Rice
- City of Clear Lake
- City of Elko
- City of Askov
- City of New Market
- City of Taylors Falls
- City of Greenfield
- City of Royalton
- St. Cloud Housing and Redevelopment Authority
- Washington County Housing and Redevelopment Authority
- South St. Paul Housing and Redevelopment Authority
- Faribault Housing and Redevelopment Authority
- Rice County Housing and Redevelopment Authority
- Princeton Housing and Redevelopment Authority

In addition to cities, we are also providing these same services for the following local governmental agencies or non-profit organizations:

Independent School District # 742 - St. Cloud  
Independent School District # 743 - Sauk Centre  
Independent School District # 482 - Little Falls  
Independent School District # 740 - Melrose  
Independent School District # 819 - Wadena  
Independent School District # 750 - Cold Spring  
Independent School District # 792 - Long Prairie  
Independent School District # 748 - Sartell  
Independent School District # 769 - Morris  
Independent School District # 787 - Browerville  
Independent School District # 791 - Grey Eagle  
Independent School District # 486 - Swanville  
Independent School District # 51 - Foley  
Independent School District # 912 - Milaca  
Independent School District # 484 - Pierz  
Independent School District # 473 - Isle  
Independent School District # 547 - Parkers Prairie  
Independent School District # 818 - Verndale  
Independent School District # 577 - Willow River  
Independent School District # 480 - Onamia  
Independent School District # 118 - Remer  
Independent School District # 576 - Sandstone  
Independent School District # 566 - Askov  
Independent School District # 611 - Cyrus  
Independent School District # 957 - Oakland Vocational Center  
Independent School District # 979 - Mid-State Educational Cooperative  
Independent School District # 661 - Central Stearns Cooperative Center  
Independent School District # 867 - Elementary/Secondary/Vocational Region  
III  
Independent School District # 383 - Benton-Stearns Special Education  
Cooperative  
Independent School District # 947 - Mille Lacs Cooperative Center  
Independent School District # 979 - Mid State Cooperative  
CMECSU 7 - Central Minnesota Educational Cooperative Service Unit  
St. Cloud United Way  
St. Cloud Area Planning Organization  
St. Cloud Metropolitan Transit Commission  
Tri-County Action Programs, Inc.  
Weatherization Research and Production, Inc.  
Great River Regional Library  
Central Minnesota Educational Research and Development Council  
Retired Senior Volunteer Program  
St. Cloud Police Relief Association  
St. Cloud Township Fire Relief Association

The services we provide for these organizations include:

- Audits
- Assisting with budgeting and monthly financial reporting
- Assisting in setting up accounting systems, including EDP systems
- Assisting with negotiations with employee bargaining units
- Assisting cities conform to financial reporting that is in compliance with generally accepted accounting principles
- Assisting cities with improving their bond ratings
- Providing consultation on a wide variety of issues, including tax increment districts and economic development authorities

To provide these services, we have kept our staff current on accounting and reporting issues by sending them to annual seminars, and by having them belong to organizations such as:

- The governmental accounting and auditing committee of the Minnesota Society of CPA's
- Minnesota Government Finance Officers Association
- Minnesota Association of School Business Officials

In addition, we have subscriptions to all organizations publishing information affecting cities in regard to financial reporting or compliance issues.

The cities that we have obtained and continue to service have been strong supporters of our firm because of the quality work that we have performed. In this regard, I submit the following list of references:

<u>City</u>	<u>City Official</u>	<u>Telephone Number</u>
City of Waite Park	Jeff Baird	(612) 252-6955
City of Sauk Rapids	Bob Haarman	(612) 251-1103
City of Cold Spring	Rena Weber	(612) 685-3653
City of Sauk Centre	Joe Heinen	(612) 352-3467 <i>2203</i>

As a part of our auditing services, we provide a management letter covering areas where we feel improvements could be made in the system of internal control or where efficiencies could be obtained in financial operations. The management letter also covers compliance with State Statutes.

As requested in your RFP, the following is a city for which we have performed audits, but are no longer performing them due to a new firm moving into the city.

<u>City</u>	<u>City Official</u>	<u>Telephone Number</u>
City of Foley	Rich Zimmer	(612) 968-7260

OUR SERVICE TEAM

The following is a background of the individuals who would be involved in the proposed engagement.

Engagement Partner - Loren M. Viere

Loren is an audit partner with Kern, DeWenter, Viere, Ltd., and is the partner in charge of work performed for governmental entities by our firm. He is a certified public accountant licensed to practice in the State of Minnesota and a graduate of St. Cloud State University.

Loren is a member of American Institute of Certified Public Accountants, Minnesota Society of Certified Public Accountants and National Association of Accountants. He has been a speaker at a number of governmental and non-profit organization functions, covering topics such as the importance of good record keeping and financial stress on local governmental entities.

Engagement Partner - Loren M. Viere (Continued)

Loren has thirteen years experience in public accounting. For all of those years, he has been actively engaged in providing auditing and consulting services to a wide variety of governmental entities. In addition, he is also an active member of the Governmental Accounting and Auditing Committee of the Minnesota Society of Certified Public Accountants. As a member of that committee, he has been involved in reviewing audited financial statements of cities and school districts in conjunction with the State Auditor's Office.

Audit Manager - David Hinnenkamp

Dave has been with Kern, DeWenter, Viere, Ltd., since November 1983. He is a Certified Public Accountant licensed to practice in the State of Minnesota and is a graduate of St. Cloud State University.

Dave is a member of American Institute of Certified Public Accountants, Minnesota Society of Certified Public Accountants, Government Finance Officers' Association and Minnesota Association of School Business Officials. In addition, he is an instructor for a national CPA Review Course and has been a speaker at several seminars covering a variety of topics, including legal compliance and internal controls. During his six years with Kern, DeWenter, Viere, Ltd., Dave has conducted financial and compliance audits of numerous governmental entities such as cities and school districts, as well as other governmental and non-profit organizations.

Audit Staff - Jennifer Thienes

Jennifer joined Kern, DeWenter, Viere, Ltd. in July, 1988 after graduating from St. Cloud State University. She is a Certified Public Accountant licensed to practice in the State of Minnesota and is also a member of Minnesota Society of Certified Public Accountants and past president of National Federation of Business and Professional Women.

Since starting with Kern, DeWenter, Viere, Ltd., Jennifer has conducted financial and compliance audits including cities, school districts and non-profit organizations.

OUR AUDIT APPROACH

Our audit approach provides continuous involvement throughout the year with you, which we have summarized in four phases. Briefly, the phases are:

Phase One - Initial Planning - During this phase, we will work with your personnel to become familiar with all facets of the operations. We will interview your key people and assess the external and internal environmental conditions that may influence our audit scope. We will obtain your financial reports and perform overall analytical review procedures. Based on this work, Dave will prepare an initial audit plan and review it with the City Accountant.

Phase Two - Program Development - We will begin our identification of specific control objectives by documenting major financial reporting systems. We will also perform certain detailed analytical review procedures as well as other analyses. Based on these procedures, we will determine the extent of audit testing required and prepare our detailed audit program. Copies of all flowcharts and other system documentation that we develop will be provided to the administration for their use. This work will be performed by Dave and Jennifer.

Phase Three - Program Execution - During this phase, we will carry out our compliance testing to determine if your systems and controls are functioning as planned. This phase will also include our auditing of year-end account balances. This work will be performed by Loren, Dave and Jennifer.

Phase Four - Post Audit Critique - After the completion of the audit, we will prepare a preliminary draft of the audit report, management letter and other reports and will meet with the City Administrator and City Accountant to review them. We will then prepare the final drafts and present them to the City Council. We will also make preliminary plans for the next year. The preliminary plans will include periodic visits during the year with you to ensure that we are kept current on developments and changes that may affect financial operations.

Phases One through Three contemplate use of analytical review and other advanced audit techniques. To maximize our efficiency and to minimize professional fees, we plan to coordinate our work with that of your personnel. Our comprehensive audit planning and coordination with your staff would begin immediately after our appointment as your auditors. Our experience has shown that careful planning and coordination result in optimum efficiency.

Scheduling Interim and Year-End Work - Our approximate timetable to plan and implement the audit would be to complete Phase One within 60 days after our appointment as your auditors. Phases Two and Three would be performed between mid-March and mid-April. Phase Four would be completed by mid-May. This timetable will be adjusted to accommodate the City.

Management Letter - Our services to you include a discussion and written summary of our findings and suggestions for improvements on significant matters concerning operations and controls. As we identify opportunities for improvement and provide recommendations, as appropriate, we will review them with the City Administrator and City Accountant. This allows the administration to immediately begin implementation of our recommendations.

Our letter will also discuss current developments in the government area and the potential impact of these developments on your operations. The quality of our letters is one of the factors that differentiates us from other firms; we emphasize "good business" ideas in addition to traditional control comments.

Special First Year Services for the City of Falcon Heights - Kern, DeWenter, Viere, Ltd.'s approach in providing auditing services to the City of Falcon Heights features significant first year benefits which we believe are unique among accounting firms. Some of the more important benefits are:

- ° A comprehensive analysis of your internal accounting systems through flowcharting of accounting procedures and practices. We will report to management our observations, findings and recommendations of specific actions which management might consider for improving and strengthening internal accounting systems and controls.
- ° A thorough evaluation of your computer controls to identify strengths and weaknesses and provide management with our constructive suggestions for enhancing the effectiveness of these controls.
- ° An independent appraisal of your significant accounting policies and our assessment of their current appropriateness for managerial and financial reporting.
- ° A full-scope assessment of your internal accounting operations, financial information systems and interim financial reporting to document their effectiveness and timeliness.



These special first year services are an important by-product of the Kern, DeWenter, Viere, Ltd. approach to auditing cities. Not all accounting firms approach the audit process as we do. Accordingly, others may not make the same first year investment of time in order to provide the City of Falcon Heights with these special first year services.

During the first year, we will spend a significant amount of time meeting with your personnel, becoming familiar with your organization and operations, developing permanent files and preparing the audit plans and procedures. We will absorb the cost of this nonrecurring time. We view these initial costs as an excellent investment in further establishing a relationship with the City of Falcon Heights and in becoming more knowledgeable about its total operations - which will enhance our ability to provide you with responsive service.

### FEES

Our estimate of the fee to provide the audit and accounting services includes the following assumptions:

1. City staff will prepare audit workpapers and schedules, as would be set forth in pre-audit correspondence, and will pull documents as required during the course of the audit
2. City staff will type confirmation and representation letters
3. City staff will be available to answer questions arising during the audit
4. City staff will accumulate historical data necessary to be included in the audit report in order to attain the requested GFOA Certificate of Achievement

The following is an estimate of the number of hours anticipated to complete the audit for the year ending December 31, 1990, along with the billing rates of the individuals performing the various audit procedures.

<u>Audit Phase</u>	<u>Staff Assigned</u>	<u>Hours Required</u>	<u>Billing Rate/Hr.</u>	<u>Extension</u>	
1. Initial Planning	Dave	4	45	180	
2. Program Development	Dave	4	45	180	
	Jennifer	2	30	60	
3. Program Execution - Field Work	Loren	6	80	480	
	Dave	40	45	1,800	
	Jennifer	40	30	1,200	
	Workpaper Review	Dave	5	45	225
	Report Preparation	Jennifer	14	30	420
	Report Review	Dave	6	45	270
	Report and Workpaper Review	Loren	8	80	640
	Word Processing and Printing	Secretarial	6	15	90
	4. Post Audit Critique - Preliminary Meeting	Loren	3	80	240
		Dave	3	45	135
City Council Meeting		Dave	3	45	135
Discount		—		(555)	
Totals		<u>144</u>		<u>\$ 5,500</u>	

The above fee estimate represents the maximum fee for the December 31, 1990 audit. We have not included nonrecurring time required to become familiar with the operations of the City and to develop permanent files as we will absorb these initial costs.

Should the City of Falcon Heights decide to pursue the GFOA Certificate of Achievement program at this time, an estimate of an additional charge of \$ 1,500 should be added to the above fee.

Our fee estimate for the subsequent two years is as follows:

	<u>Without GFOA Certificate of Achievement</u>	<u>With GFOA Certificate of Achievement</u>
December 31, 1991	\$ 5,700	\$ 7,200
December 31, 1992	5,900	7,400

Circumstances which may require additional fees include the following:

1. City staff does not prepare audit workpapers, schedules or confirmations
2. City staff is not available during field work to answer questions
3. City staff does not accumulate historical data necessary to be included in the audit report in order to attain the requested GFOA Certificate of Achievement

We do not anticipate any of the above items to evolve as careful planning and communication will prevent these situations from occurring.

We encourage our clients to contact us whenever they have questions during the year. We will not bill the City of Falcon Heights additional amounts unless substantial research or work is required, in which case we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.

We look forward to the opportunity to serve as your independent auditors. City of Falcon Heights can be assured of timely, quality service and creative planning for the future. We feel this, along with other attributes of our firm as mentioned in this proposal, sets us apart from our competitors.

We thank you for the opportunity to present this proposal. If you have any questions or need further information, please do not hesitate to call Loren Viere at (612) 251-7010.

*Kern, Dewenter, Viere, Ltd.*  
KERN, DEWENTER, VIERE, LTD.

Consent \_\_\_\_\_

Agenda Item: F-2

Policy X

**CITY OF FALCON HEIGHTS**

Meeting Date: 7/25/90

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

SCHEDULE BUDGET WORKSHOP MEETING

**SUBMITTED BY:**

Tom Kelly

**REVIEWED BY:**

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

The Council should schedule a workshop session to spend some time discussing the proposed 1991 City Budget. This meeting should take place prior to the August 22nd meeting at which time Council will adopt a proposed Levy and Budget. Thus a workshop scheduled during the third week in August would be best.  
(See attached Budget schedule)

**ACTION REQUESTED:**

Schedule Council Workshop

*TK*

CITY OF FALCON HEIGHTS  
1991 BUDGET PROCESS

Week	July	August	September	October	November	December
1	Budget Worksheets to Staff	1. State Rev. Dept. certifies levy limits & LGA to cities Staff finalizes proposed budget	1. Certify proposed budget & levy to county by resolution			
2	Council Discusses Budget Process	17. Staff distributes proposed budget to Council ----- Council Budget Workshops (?)	Council Budget Workshops (?)		Nov. 15 - Dec. 20 Public Hearing (?)	12. Public Hearing on Budget continued (if necessary)
3		22. Council resolution adopting proposed levy and budget			22. Thanksgiving Holiday	
4	Council Sets Budget Workshops and Hearings				28. Public Hearing on Budget (?)	28. Final levy certification deadline

Week

1

2

3

4

1991 BUDGET TIMELINE

July 6 - Budget Worksheets to Staff

August 1 - Dept. of Revenue certifies Levy limits and LGA  
to cities

August 20 - County auditors will notify cities of school  
district public hearing dates

Sept. 1 - Cities must certify proposed levies to county auditors  
by resolution. Cities must adopt proposed budgets by  
resolution.

Nov. 10 - Counties send tax notices to property owners.

Nov. 15-Dec. 20 -- Cities must hold public hearings (Truth in  
Taxation)

Adopt final budget and tax levy  
2-6 days prior to hearing, cities must publish  
newspaper ad

Dec. 28 - Final levy certification deadline (to County Auditor).

Workshop  
Item #5

Consent \_\_\_\_\_

Agenda Item: F-3

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

AMM DUES INCREASE

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

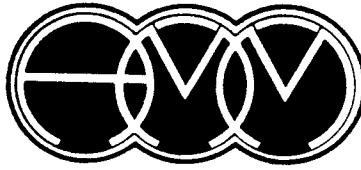
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Larry Bakken, President, and Vern Peterson, Executive Director of AMM will be present to discuss the proposed increase in services and resulting dues increase. Please refer to the AMM report previously distributed as part of the June 27th Council Agenda.

ACTION REQUESTED:

AMM is looking for feedback from member cities.

  
\_\_\_\_\_



association of  
metropolitan  
municipalities

July 2, 1990

TO: Janet Weissner - Adm.-Clerk-Treas.

RE: 1991 DUES FOR THE ASSOCIATION OF METROPOLITAN MUNICIPALITIES  
(AMM)

The AMM Board, in accordance with the By-Laws, is responsible for establishing the Annual Budget and Work Program and setting the corresponding membership dues rate. The process for 1991 is more complicated due to the impact of the recommendations contained in the final report of the Mission and Membership Services Task Force which you recently received under separate cover. The Board voted at the June 28th Board Meeting to recommend implementation of the major Mission Task Force recommendations. Implementing the major Task Force recommendations, including the additional staff person has a total cost of about \$38,000 which would result in a 19% dues increase for member cities over the 1990 dues paid. Consequently, the 1991 AMM dues for Falcon Heights based on this decision would be \$1,614 and I would ask you to use that amount when preparing your 1991 budget.

The Board recognizes that this is a large increase but believes it is essential for several reasons detailed in said report including the following:

1. The need for the AMM to become more proactive and visible in helping set the metropolitan agenda. We need to be 'there' to represent the AMM member cities adequately at the Council. We need to have a staff person there 12-15 hours per week. Increased responsibilities at the legislature have made it impossible for our small staff to maintain that kind of commitment.
2. The AMM also needs to increase its presence at the State Legislature. The AMM has been 'spread to thin' with the number of policy issues involved and with outstate groups promoting tax policies detrimental to the collective interests of metropolitan area cities, the AMM staff needs to increase the amount of time it can spend 'one-on-one' promoting AMM policy positions. We also need to hold metropolitan legislators more accountable to the AMM agenda.

3. If the AMM is to achieve the status of being recognized as the organization that speaks and represents the collective interests of metropolitan area cities, it is important that the association increase its visibility in the eyes of the Legislature, City Officials, the general public and the Metropolitan Council. An enhanced public relations system must be implemented and this cannot be done effectively without an additional staff person.

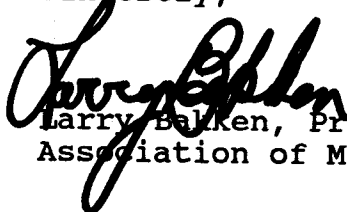
A dues increase of such magnitude however, requires membership approval and there will be a special AMM Membership Meeting on Thursday evening September 6, 1990 to vote on this matter. (a two-thirds majority of those present and voting is required for approval). It is intended that the new staff person would handle a lot of the enhanced communications and public relations effort thereby 'freeing-up' the Director of Legislative Affairs and the Executive Director for more 'one-on-one' contact at both the metro and state levels.

A back-up budget based on a work program and staffing level similar to our 1990 level of activity and effort has also been prepared in case the 19% dues increase is not approved at the membership meeting. The dues for Falcon Heights to support the back-up budget would not exceed \$1,417 which represents a 4.5% increase over the 1990 dues. The Board appreciates your continued support of the AMM efforts and strongly endorses the enhanced work program and resultant increase in dues. Do not hesitate to call me or our Executive Director, Vern Peterson should you have questions.

We would also encourage you to make plans now to assure that your city has representation at the September 6th. meeting to vote the will of your city.

Thank you.

Sincerely,



Larry Bakken, President  
Association of Metropolitan Municipalities



Consent \_\_\_\_\_

Agenda Item: F-4

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

PURCHASE OF COMPUTER HARDWARE AND SOFTWARE

SUBMITTED BY:

Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

As previously discussed at the July 11th Council workshop, I recommended the purchase of a system proposed by Precision Computer Systems. I feel their software is the best for our accounting system. The purchase price of the software is as follows:

Budgetary Accounting	\$3,000
Utility Billing	3,000
Payroll	2,500
Fixed Assets	1,000
TOTAL:	<u>\$9,500</u>

Computerland quoted Wordperfect in unix version 4.2 for \$572.00. This brings the software cost to \$10,072.00.

The hardware recommendation is a Unisys Unix U6000/10 system. The cost of this would be \$10,968.00. The discussion at the workshop led to the feeling that 4MB of memory would not be adequate. PCS felt 4MB would handle 2 workstations with no problem. To add an additional 4MB of memory, it would cost \$1,995.00. With 8MB of memory, PCS felt the system could handle up to 6 workstations. This would bring the cost up to \$12,963.00.

Next, I received a quote from Computerland on an HP Lazer Jet 3. This would cost \$1,634.00. We could add 1 mega of memory for \$179.00. Therefore, we could purchase an excellent laser for \$1,813.00. Thus the total cost of hardware would be \$14,776.00.

ACTION REQUESTED: Approve purchase of software at a cost of \$10,072.00 and approve purchase of hardware at a cost of \$14,776.00.



Consent \_\_\_\_\_

Agenda Item: F-5

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

DESIGNATION OF STREETS TO BE POSTED "NO PARKING, TOW AWAY ZONE" DURING STATE FAIR

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

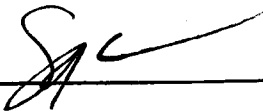
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Attached is the list of streets designated "No Parking" during the State Fair last year. This list has remained much the same since 1974 when the practice of posting was implemented following problems such as emergency vehicles being unable to pass through streets, blocked access to water lines, blocked intersections, etc. The posted area was extended further north in the past few years.

Following the Fair last year, Council discussed the possibility of experimenting with reducing the number of signs by eliminating posting in areas where it may no longer be necessary. You may wish to discuss this matter and amend the existing list of areas to be posted.

ACTION REQUESTED:

Determine and designate the areas to be posted during the 1990 State Fair.

  
\_\_\_\_\_

THE FOLLOWING STREETS WERE DESIGNATED "NO PARKING - TOWAWAY ZONE" DURING STATE FAIR IN 1989:

1. All of Northome Addition, water side
2. All of Hollywood Court including alley
3. St. Mary's, Fry, Maple Knoll Dr. and Garden Ave. west of Snelling on both sides
4. All streets north of Larpenteur, between Snelling and Hamline running to Roselawn, except Holton, Albert and Sheldon north of Ruggles, water side
5. Tatum, 1,300 feet north of Larpenteur
6. Lindig on Waterside including the cul-de-sacs
7. Larpenteur Ave. from Snelling to Cleveland
8. Snelling Drive north and southbound and Snelling Ave. both sides.

Consent \_\_\_\_\_

Agenda Item: F-6

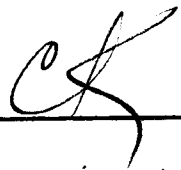
Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

<u>ITEM DESCRIPTION:</u>	UPDATE ON COMMUNITY PARK BUILDING
<u>SUBMITTED BY:</u>	Dick Friemuth, Buetow & Associates
<u>REVIEWED BY:</u>	Carol Kriegler
<u>EXPLANATION/SUMMARY (attach additional sheets as necessary):</u>  Staff will give a brief update on the building project.	
<u>ACTION REQUESTED:</u>	Information Only.

  
\_\_\_\_\_



BUETOW AND ASSOCIATES, INC.  
ARCHITECTS AND ENGINEERS  
2345 RICE STREET SUITE 210  
ST. PAUL, MINNESOTA 55113  
TEL. 612/483-6701

June 27, 1990

FIELD OBSERVATION REPORT #10

Falcon Heights  
Community Park Building  
BA #8927

TO: Carol Kriegler, Jan Weissner  
Barton Aschman, Gow Assoc, Amberker Assoc.  
Engineering Design Group  
Jefferson Construction Inc.

BY: Dick Freimuth

Environmental Conditions: Rainy, 70°

Construction Personnel on Site: 3 Sprinkler Installers

The Following was Observed on June 27, 1990:

1. The center column was installed, TJI's, trusses and sheathing were complete.
2. Carpentry walls and roofs by vestibules and above masonry to high roof was nearly complete.
3. Site utility work was nearly complete.
4. Ductwork above trusses was nearly complete.
5. Sprinkler piping was underway.
6. Damaged heating vent was repaired.

Items to Verify:

1. The price of adding a shock sensor to the security system for opening 107B, drinking fountain revisions, and tennis court switches inside the building are still needed. Also, reroofing the remote picnic shelter.
2. Generally the project appears to be one week behind schedule. Buetow & Associates is concerned that the building be completed by 26 July 1990. Jefferson Construction re-evaluated the schedule and we have not received the new schedule for review.

Information or Action Required:

1. Open up weep holes so they are clear for proper drainage of the cavity on the northeast side of the building.
2. A change order for converting the 4" water main to the building to a 6" pipe will be initiated.

Falcon Heights Report

6/14/90

Page 2

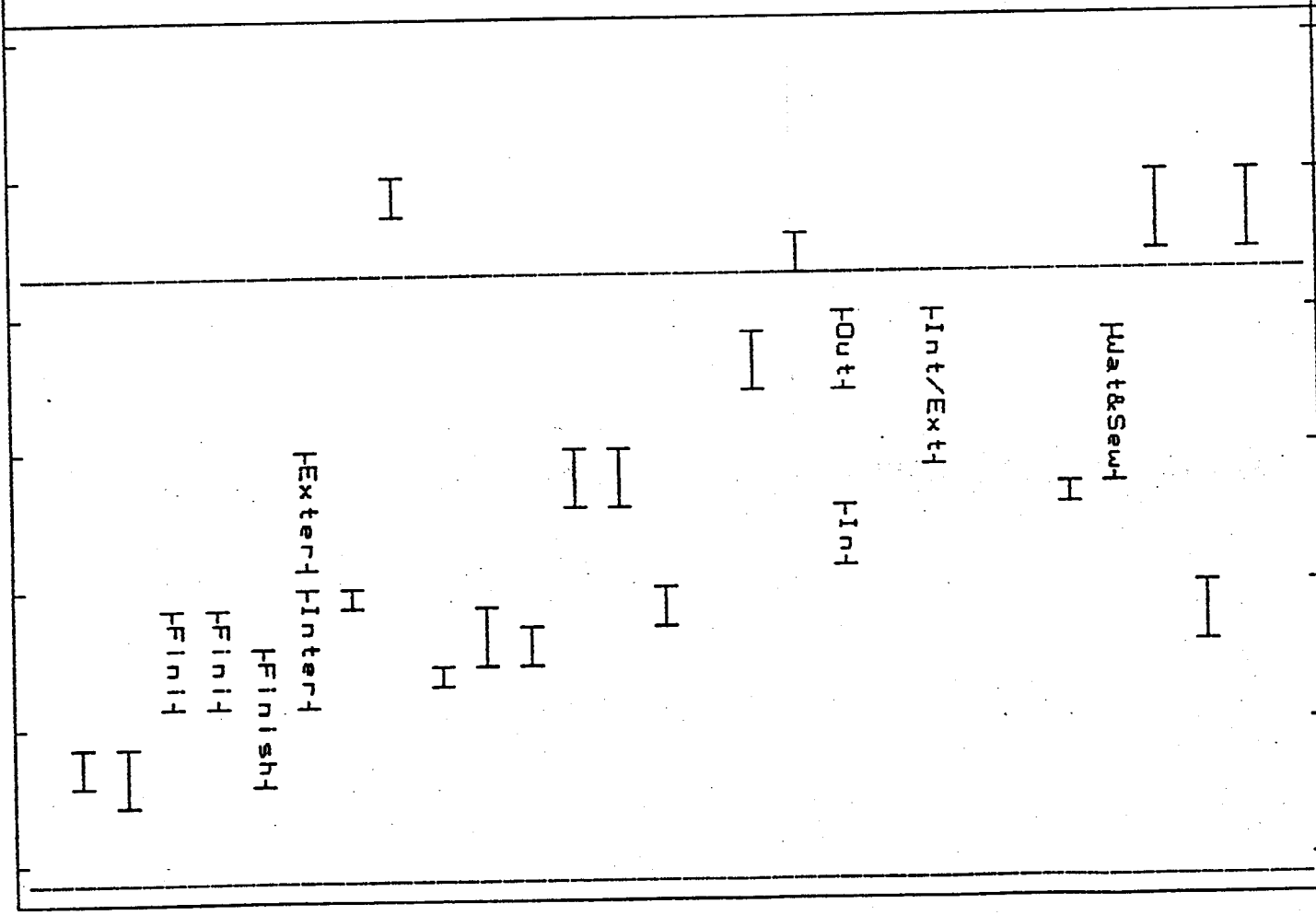
3. Site shall be maintained in a clean and orderly manner to ensure a safe working condition.
4. A portion of the fence was open by the parking lot (at least since Tuesday morning)- the fence shall be closed up daily.
5. Sprinkler shop drawings and calculations have not been submitted for review.

End of Report

FALCON HEIGHTS  
COMMUNITY PARK BUILDING

Excavation					
Site Work					
Sod & Seed					
Removals					
Site Utilities					
Site Paving					
Footings					
Block above Grade					
Concrete					
Structural Wood					
Carpentry					
Sheet Metal Trim					
Shingles					
Hollow Metal					
Aluminum & Glazing					
Insulation					
Wood Windows					
Finish Hardware					
Resilient Flooring					
Toilet Partitions					
Specialties					
Roll Up Counter Door					
Painting					
Plumbing					
HVAC					
Electrical					
Detail					
Final Cleaning					
Final Inspection					

90  
18  
25  
2  
9  
23  
JULY 1990



RECEIVED

JUN 27 1990

6/26/90

JEFFERSON CONSTRUCTION, INC.  
530 HIGHWAY 61  
BEAR LAKE, UTAH 84308



BUETOW AND ASSOCIATES, INC.  
ARCHITECTS AND ENGINEERS  
2345 RICE STREET SUITE 210  
ST. PAUL, MINNESOTA 55113  
TEL. 612/483-6701

July 11, 1990

FIELD OBSERVATION REPORT #11

Falcon Heights  
Community Park Building  
BA #8927

TO: Carol Kriegler, Jan Weissner  
Barton Aschman, Gow Assoc, Amberker Assoc.  
Engineering Design Group  
Jefferson Construction Inc.

BY: Dick Freimuth

Environmental Conditions: Rainy, 70°

Construction Personnel on Site: 1 HVAC  
4 Masons  
2 Sprinkler  
1 Over Head Door  
10 Carpenters

The Following was Observed on July 11, 1990:

1. Site utility work was complete, but not paved.
2. Ductwork above trusses was complete except grilles.
3. Sprinkler piping was nearly complete.
4. Site berming and base for paths were underway.
5. Siding and trim was underway.
6. Hanging of doors was underway.
7. Over head door was in.
8. Wood windows were being installed.
9. Wood siding and windows were stored in building.
10. Some of the exterior sidewalks were poured.

Items to Verify:

1. Generally the project appears to be a half to one week behind schedule, according to the newly revised schedule. If the present manpower is maintained the project could be brought up to schedule by the end of next week.

Information or Action Required:

1. Open up weep holes so they are clear for proper drainage of the cavity on the northeast side of the building. These have been drilled in but do not penetrate into the cavity.
2. Site shall be maintained in a clean and orderly manner to ensure a safe working condition.
3. A portion of the fence was open by the parking lot - the fence shall be closed up daily.

End of Report





BUETOW AND ASSOCIATES, INC.  
ARCHITECTS AND ENGINEERS  
2345 RICE STREET SUITE 210  
ST. PAUL, MINNESOTA 55113  
TEL. 612/483-6701

July 19, 1990

FIELD OBSERVATION REPORT #12

Falcon Heights  
Community Park Building  
BA #8927

TO: Carol Kriegler, Jan Weissner  
Barton Aschman, Gow Assoc, Amberker Assoc.  
Engineering Design Group  
Jefferson Construction Inc.

BY: Dick Freimuth

Environmental Conditions: Sunny, 80°

Construction Personnel on Site: 2 HVAC  
3 Masons 2 Floor Installers  
6 Carpenters

The Following was Observed on July 18, 1990:

1. Site utility work was complete, but not paved.
2. Ductwork above trusses was complete except grilles.
3. Sprinkler piping was complete except for heads and trim.
4. Site berming and base for paths were underway.
5. Siding and trim was nearly complete except above vestibule at the exterior, and some trim work.
6. Hanging of doors was complete except for some hardware.
7. Over head door was in.
8. Wood windows are installed with no glass.
9. Most of the exterior sidewalks were poured and base for most paths was in.
10. Light fixtures had been installed in the storage, toilet, kitchen and exterior soffits - other fixtures were stored in the building.
11. The two urinals had been set.
12. Toilet accessories were in the trailer.
13. The kitchen rolling shutter was installed.

Items to Verify:

1. Generally the project appears to be about 2 days behind schedule, according to the newly revised schedule.

Information or Action Required:

1. Open up weep holes so they are clear for proper drainage of the cavity on the northeast side of the building. These have been drilled in but do not penetrate into the cavity.
2. Site shall be maintained in a clean and orderly manner to ensure a safe working condition.

End of Report

Consent \_\_\_\_\_

Agenda Item: F-7

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

COMMUNITY DEVELOPMENT APPLICATION - MINNESOTA DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT.

SUBMITTED BY:

Carol Kriegler

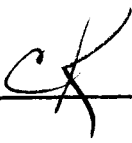
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The outdoor recreation grant program, administered by the Minnesota Dept. of Trade and Economic Development, is accepting applications for financial assistance of various outdoor and recreation facility projects. The City's comprehensive park and recreation plan includes a number of park improvements that could possibly be eligible for financial assistance through this program. A copy of the completed application will be available for council review at the July 25th Council meeting.

ACTION REQUESTED:

Authorization to submit a community development application to the Minnesota Dept. of Trade and Economic Development.

  
\_\_\_\_\_

Consent \_\_\_\_\_

Agenda Item: F-8

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 7/25/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

ICE CREAM SOCIAL/PARK BUILDING DEDICATION

SUBMITTED BY:


Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

This item has been placed on the Agenda to provide an opportunity to discuss (if necessary) and promote the event.

ACTION REQUESTED:

  
\_\_\_\_\_