



CITY OF  
**FALCON HEIGHTS**

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2077 W. LARPELLEUR AVENUE    FALCON HEIGHTS, MN 55113-5594    PHONE 612-644-5050

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March 16, 1989

TO: Falcon Heights City Councilmembers  
FROM: Mayor Tom Baldwin and Jan Wiessner  
RE: Cancellation of March 22nd City Council Meeting

Due to the absence of pressing Policy Agenda items for the March 22nd Council Meeting, we suggest that the meeting be cancelled. Attached are the current Consent Agenda items which we can approve by telephone roll call. (Any item you think should be discussed can be held until the next meeting).

If you have an objection to cancelling the meeting or if you have agenda/discussion items which you feel we should meet to discuss next week, please let us know ASAP.

CC: T. Maurer  
T. Gedde  
S. Chenoweth

JW:pp  
enclosures

CONSENT AGENDA

March 22, 1989

1. Fire/Ambulance Runs
2. Disbursements
  - (a) Disbursements through 3/22/89, \$8,607.62
  - (b) Payroll from 3/1/89-3/15/89, \$9,949.17
  - (c) Statement from Jensen, Hicken, et al for Feb., '89, \$3,349.95
  - (d) Maier Stewart statement through Feb. 25, '89, \$959.01
  - (e) Statement from Dahlgren, et al for February, 1989, \$406.25
3. Ramsey County Sheriff's Report
4. Appointment of Carol Carlson, Student Intern
5. Licenses

Consent   X  

Agenda Item:   E-1  

Policy           

CITY OF FALCON HEIGHTS

Meeting Date:   3/22/89  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

FIRE/AMBULANCE RUNS

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

Leo Lindig

EXPLANATION/SUMMARY (attach additional sheets as necessary):

FALCON HEIGHTS FIRE DEPARTMENT CALLS

	<u>Feb. '89</u>	<u>Jan. '89</u>	<u>Dec. '88</u>
Fire Calls	<u>  1  </u>	<u>  7  </u>	<u>  3  </u>
Rescue Calls	<u>  9  </u>	<u>  4  </u>	<u>  7  </u>
False Alarms	<u>  1  </u>	<u>  2  </u>	<u>  0  </u>
TOTAL	<u> 11 </u>	<u> 13 </u>	<u> 10 </u>

LAUDERDALE

	<u>Feb. '89</u>	<u>Jan. '89</u>	<u>Dec. '88</u>
Fire Calls	<u>  1  </u>	<u>  3  </u>	<u>  2  </u>
Rescue Calls	<u>  4  </u>	<u> 10 </u>	<u>  7  </u>
False Alarms	<u>  1  </u>	<u>  0  </u>	<u>  2  </u>
TOTAL	<u>  6  </u>	<u> 13 </u>	<u> 11 </u>

ACTION REQUESTED:

*[Handwritten signature]*

Consent X

Agenda Item: E-2

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 3/22/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Disbursements

SUBMITTED BY:

Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) Disbursements through 3/22/89, \$8,607.62
- (b) Payroll from 3/1/89-3/15/89, \$9,040.17
- (c) Statement from Jensen, Hicken, et al for February, 1989, \$3,349.95
- (d) Maier Stewart statement through February 25, 1989, \$959.01
- (e) Statement from Dahlgren, et al for February, 1989, \$406.25

ACTION REQUESTED:

Approval

\_\_\_\_\_  
*TK*

GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
22045	Omni Georgetown	Hotel, D.C., Conference Tom Baldwin(deposit)	\$105.00
22046	Tom Baldwin	Advance for conference (T. Baldwin)	300.00
22047	WITC	Emergency Service Conference (3 firefighters)	75.00
22048	Anoka Co. Conc. Court	Court fees	15.00
22049	Millie Ascerno	Non-resident reimbursement	24.00
22050	AT&T	Phones	48.28
22051	AT&T Credit Corp.	Base Lease	127.73
22052	Browning-Ferris	March service	67.13
22053	Brighton Veterinary	Feb. service	25.00
22054	Cragun's Conf. Center	MCMA Conference-J.Wiessner	75.00
22055	Custom Property Service	March janitorial service	250.00
22056	S. Chenoweth	Paper cups	18.00
22057	Champion Auto	Truck repair parts	17.72
22058	Dahlgren, Shardlow, etc.	Professional services-Bullseye Parking	406.25
22059	First Trust	Bond fees	654.50
22060	Harvest States	Motor Fuel	31.00
22061	Hoover Company	Vacuum parts for City Hall	13.52
22062	Herman Miller	Wall Dividers	862.40
22063	Konica	Toner for copy machine	60.64
22064	Jeanne Leier	Non-resident reimbursement	8.00
22065	LMC	Insurance Audit Adjustment	781.00
22066	Metro Senior Federation	Club Dues '89	25.00
22067	Diane Mosier	Non-resident reimbursement	12.00
22068	MN Mutual Life Ins.	Insurance	2,320.81
22069	North County Flags	Flags for City Hall	51.25
22070	Royal Crown Beverage	Pop	50.40
22071	Rothschild, Bell, etc.	Bond renewal	50.00
22072	Ramsey County	Polling place notification cards, labels, EVP mainten- ance cost	125.09
22073	Bd. of Water Comm.	Water bill	24.96
22074	Jean Suppes	Supplies	10.90
22075	Patricia Schleichert	Non-resident reimbursement	12.00
22076	Super Cycle Inc.	Feb. '89 service	634.00
22077	Super America	Fuel	88.35
22078	Suburban Hdwe.	Misc. supplies & maintenance	89.36

GENERAL DISBURSEMENTS

CHECK NO	ISSUED TO	REASON	AMOUNT
22079	Target	VCR tapes, film & batteries	37.29
22080	Toll Company	Caseous Cylinder	17.49
22081	U.S. West	March service	208.13
22082	Witt Financial	Commission	495.00
22083	American Linen Supply	Cleaning of linen	61.50
22084	NSP	Electric bill	271.56
22085	Wholesale Club	Recreation supplies	72.36
		*TOTAL:	<u>\$8,607.62</u>

\*(Out of that Total, \$1,060.75 is from Sinking Fund)

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Description	Check Amount	Check Date	Status
017298			0			0.00	15-Mar-89	VOID
017299			0			0.00	15-Mar-89	VOID
017300			0			0.00	15-Mar-89	VOID
017301	000000002	Wiessner, Janet R.	5	01	semi-monthly	1,155.95	15-Mar-89	Outstanding
017302	000000004	Kriegler, Carol G.	5	01	semi-monthly	71.68	15-Mar-89	Outstanding
017303	000000011	Chenoweth, Shirley B.	5	01	semi-monthly	752.77	15-Mar-89	Outstanding
017304	000000020	Iverson, Terry D.	5	01	semi-monthly	894.42	15-Mar-89	Outstanding
017305	000000027	Morgan, Jay M.	5	01	semi-monthly	722.46	15-Mar-89	Outstanding
017306	000000025	Zimmerman, Katherine	5	01	semi-monthly	412.75	15-Mar-89	Outstanding
017307	000000038	Wright, Vincent D.	5	01	semi-monthly	855.75	15-Mar-89	Outstanding
017308	000000050	Kubes, Jon E.	5	01	semi-monthly	120.63	15-Mar-89	Outstanding
017309	000000053	Kubes, Bill R.	5	01	semi-monthly	35.48	15-Mar-89	Outstanding
017310	000000055	Fitzgerald, Scott T.	5	01	semi-monthly	177.66	15-Mar-89	Outstanding
017311	000000053	Phillips, Patricia A.	5	01	semi-monthly	610.47	15-Mar-89	Outstanding
017312	000000065	Kelly, Thomas R.	5	01	semi-monthly	774.47	15-Mar-89	Outstanding
017313	000000068	Suppes, Jean	5	01	semi-monthly	91.05	15-Mar-89	Outstanding
017314	000000070	Sell, Matthew W.	5	01	semi-monthly	81.06	15-Mar-89	Outstanding
017315	000000071	Bosshardt, Brian	5	01	semi-monthly	55.91	15-Mar-89	Outstanding
017316	000000003	Baumann, Nicholas B.	3	02	monthly 1	223.66	15-Mar-89	Outstanding
017317	000000005	Berndt, Ross	3	02	monthly 1	90.63	15-Mar-89	Outstanding
017318	000000006	Bianchi, David P.	3	02	monthly 1	73.13	15-Mar-89	Outstanding
017319	000000007	Bianchi, Joseph D.	3	02	monthly 1	42.50	15-Mar-89	Outstanding
017320	000000008	Brown, Raymond F.	3	02	monthly 1	196.25	15-Mar-89	Outstanding
017321	000000013	Clarkin, Michael D.	3	02	monthly 1	54.76	15-Mar-89	Outstanding
017322	000000014	Dow, Michael J.	3	02	monthly 1	97.51	15-Mar-89	Outstanding
017323	000000015	Dowdell, Ralph L.	3	02	monthly 1	23.13	15-Mar-89	Outstanding
017324	000000016	Fuller, James D.	3	02	monthly 1	46.88	15-Mar-89	Outstanding
017325	000000018	Holmgren, John M. Sr.	3	02	monthly 1	77.50	15-Mar-89	Outstanding
017326	000000021	Kurhajetz, Clement M.	3	02	monthly 1	46.88	15-Mar-89	Outstanding
017327	000000022	LeMay, Dennis G.	3	02	monthly 1	110.75	15-Mar-89	Outstanding
017328	000000023	LeMay, Douglas	3	02	monthly 1	35.25	15-Mar-89	Outstanding
017329	000000024	Lindig, Leo	3	02	monthly 1	74.26	15-Mar-89	Outstanding
017330	000000025	McDermond, Cindy K.	3	02	monthly 1	25.00	15-Mar-89	Outstanding
017331	000000026	McNabb, Gerald	3	02	monthly 1	25.00	15-Mar-89	Outstanding
017332	000000029	Dilson, Joseph E.	3	02	monthly 1	43.13	15-Mar-89	Outstanding
017333	000000032	Schaefer, Richard A.	3	02	monthly 1	34.38	15-Mar-89	Outstanding
017334	000000033	Schauffert, Craig F.	3	02	monthly 1	12.50	15-Mar-89	Outstanding
017335	000000034	Smida, Gail	3	02	monthly 1	100.38	15-Mar-89	Outstanding
017336	000000039	Morgan, Jay	3	02	monthly 1	38.13	15-Mar-89	Outstanding
017337	000000040	Kayser, Douglas	3	02	monthly 1	60.63	15-Mar-89	Outstanding
017338	000000042	Stolz, Steven P.	3	02	monthly 1	41.25	15-Mar-89	Outstanding
017339	000000045	Gilbert, Jerome J.	3	02	monthly 1	55.63	15-Mar-89	Outstanding
017340	000000046	Holmgren, John H. Jr.	3	02	monthly 1	289.76	15-Mar-89	Outstanding
017341	000000047	McNabb, Kevin	3	02	monthly 1	42.50	15-Mar-89	Outstanding
017342	000000049	Anderson, Kevin L.	3	02	monthly 1	310.76	15-Mar-89	Outstanding
017343	000000064	PETERSON, GREGORY S.	3	02	monthly 1	42.51	15-Mar-89	Outstanding

Grand Total

9,040.17

JENSEN, HICKEN, GEDDE & SOUCIE, P. A.

ATTORNEYS AND COUNSELORS AT LAW

MAR 15 1989

BOCK, EDWARD A., JR.  
BUCHMAN, JOHN T.  
GEDDE, THOMAS A.  
GROVER, BETH H.  
HICKEN, JEFFREY P.  
HOWARD, ROBERT A.  
JENSEN, DAVID L.  
MATTHE, PAUL E.  
SCOTT, MICHAEL J.  
SOUCIE, FRED M.

300 ANOKA OFFICE CENTER  
2150 THIRD AVENUE  
ANOKA, MINNESOTA 55303-2296

TELEPHONE (612) 421-4110  
TELECOPIER (612) 421-1040

OF COUNSEL  
HADLEY, CHARLES S.  
LUTHER, RICHARD L.

March 13, 1989

Ms. Jan Wiessner  
Clerk Administrator  
City of Falcon Heights  
2077 West Larpenteur Ave  
Falcon Heights, MN 55113

Dear Ms. Wiessner:

Enclosed are our itemized statements for the City of Falcon Heights for the month of February, 1989. The total charges on all files are as follows:

Professional Services	\$ 3,271.50
Expenses	<u>\$ 78.45</u>
Current Balance	\$ 3,349.95

Sincerely,

*De Etta Vigstol*

De Etta Vigstol  
Finance Director

enc.



**JENSEN, HICKEN, GEDDE & SOUCIE, P.A.**  
ATTORNEYS AND COUNSELORS AT LAW

300 ANOKA OFFICE CENTER  
2150 THIRD AVENUE  
ANOKA, MINNESOTA 55303-2296  
TELEPHONE (612) 421-4110

STATEMENT DATE: 02/28/89

800201 CITY OF FALCON HEIGHTS-CIVIL

CITY OF FALCON HEIGHTS  
2077 W. LARPELLEUR AVE.  
FALCON HEIGHTS, MN 55113

INVOICE NO. 10075

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

AMOUNT PAID \$ \_\_\_\_\_

DATE	ITEM	ITEM DESCRIPTION	AMOUNT	BALANCE
		BEGINNING BALANCE		\$1590.40
02/01/89	000000	FACSIMILE TRANSMISSION	\$ .50	
02/02/89	000000	PHOTOCOPIES	\$4.20	
02/02/89	000000	PHOTOCOPIES	\$2.45	
02/02/89	000000	FACSIMILE TRANSMISSION	\$5.00	
02/03/89	000000	FACSIMILE TRANSMISSION	\$2.50	
02/03/89	000000	FACSIMILE TRANSMISSION	\$2.00	
02/03/89	000000	FACSIMILE TRANSMISSION	\$2.50	
02/09/89	000000	FACSIMILE TRANSMISSION	\$ .50	

PROFESSIONAL SERVICES  
(SEE ATTACHED SUMMARY OF TIME RECORDS) \$1434.00  
EXPENSES \$19.65  
TOTAL CHARGES THIS STATEMENT \$1453.65

PAYMENT	CHARGES	CURRENT BALANCE
\$ .00	\$1453.65	\$3044.05
Less payment received 3/10/89		( 1590.40)
Please Pay		<u>\$1453.65</u>

03/13/89

JENSEN, HICKEN, GEDDE & SOUCIE P.A.  
300 ANOKA OFFICE CENTER - 2150 THIRD AVE  
ANOKA, MINNESOTA 55303

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BILLED & UNBILLED TIME RECORDS FOR FILE: 800201

FILE NAME: CITY OF FALCON HEIGHTS-CIVIL

CLIENT NAME: CITY OF FALCON HEIGHTS

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
020289	TAG	03	PHONE CONF W/ADMINISTRATOR RE CONDITIONAL USE PERMITS & FOSTER HOME ISSUES; REVIEW LEGAL ISSUES	2.20	\$187.00BILLED
020289	PEM	10	ANALYZE ZONING AUTHORITY TO EXCLUDE USES	.30	\$25.50BILLED
020389	PEM	02	RESEARCH COUNCIL QUESTION RE CHARITABLE GAMBLING; PHONE CONF W/CHARITABLE GAMBLING BOARD; PHONE CONF W/ASSISTANT ATTORNEY GENERAL MAGNUSON; DRAFT MEMORANDUM TO COUNCIL	2.20	\$187.00BILLED
020389	PEM	03	REVIEW MATERIALS RE ADULT FOSTER HOME; PHONE CONF W/JAN WEISSNER; PHONE CONF W/TOM SHELLAR; PHONE CONF W/SUSAN SMITH; REVIEW & ANALYZE STATUTES & MINNESOTA RULES RE SUBJECT; REVIEW BROOKLYN CENTER	3.00	\$255.00BILLED
020389	PEM	04	CASE; MEMORANDUM TO WEISSNER	.00	\$.00BILLED
020789	TAG	01	PHONE CONF W/MANAGER RE CHARITABLE GAMBLING & OTHER ISSUES	.30	\$25.50BILLED
020789	PEM	08	PHONE CONF W/CHARITABLE GAMBLING CONTROL BOARD TO CONFIRM LICENSING PROCEDURE	.30	\$25.50BILLED
020889	TAG	01	ATTEND COUNCIL MEETING	3.50	\$125.00BILLED
020889	PEM	06	REVIEW AGENDA PACKET; PREPARE FOR MEETING	1.00	\$85.00BILLED
020889	PEM	07	RESEARCH RE PUBLIC PURCHASING REQUIREMENTS FOR STATUTORY CITIES	1.00	\$85.00BILLED
020989	TAG	04	REVIEW COUNCIL ACTION; PREPARE MEMORANDUM RE FOLLOW UP ISSUES	.80	\$68.00BILLED
021089	TAG	03	PHONE CONF W/MANAGER RE VARIOUS ISSUES; REVIEW STATUS OF EXISTING LEASES	1.40	\$119.00BILLED
021689	PEM	09	REVIEW STRATFORD RELATED BANKRUPTCY NOTICE; REDRAFT CHARITABLE GAMBLING ORDINANCE; MEMORANDUM TO WEISSNER	1.50	\$127.50BILLED
021789	PEM	09	PHONE CONF W/JAN WIESSNER RE GAMBLING ORDINANCE	.20	\$17.00BILLED
022089	EAB	01	MEMORANDUM RE LOVERING ASSOCIATES COMPLAINT	.40	\$34.00BILLED
022089	PEM	09	REVIEW UNIVERSITY OF MINNESOTA REAL ESTATE LEASES	.60	\$51.00BILLED
022289	PEM	05	REVIEW LETTER RE SCHOENECKER CLAIM	.20	\$17.00BILLED

TOTAL FOR FILE: 800201	BILLED	UNBILLED	TOTAL
TIME	18.90hrs.	.00hrs	18.90hrs.
CHARGES	\$1434.00	\$ .00	\$1434.00

TAG	8.2 hrs	\$ 524.50
JPH	10.3 hrs.	875.50
EAB	.4 hrs.	34.00

**JENSEN, HICKEN, GEDDE & SOUCIE, P.A.**  
ATTORNEYS AND COUNSELORS AT LAW

300 ANOKA OFFICE CENTER  
2150 THIRD AVENUE  
ANOKA, MINNESOTA 55303-2298  
TELEPHONE (812) 421-4110

STATEMENT DATE: 02/28/89

800202 CITY OF FALCON HEIGHTS--CRIMINAL

CITY OF FALCON HEIGHTS  
2077 W. LARPEN TEUR AVE.  
FALCON HEIGHTS, MN 55113

INVOICE NO. 10076

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

AMOUNT PAID \$ \_\_\_\_\_

--DATE--	--ITEM--	-----ITEM DESCRIPTION-----	AMOUNT	BALANCE
		BEGINNING BALANCE		\$1610.35
02/10/89	000000	PHOTOCOPIES	\$4.20	
02/17/89	000000	PHOTOCOPIES	\$54.60	
		PROFESSIONAL SERVICES (SEE ATTACHED SUMMARY OF TIME RECORDS)		\$1837.50
		EXPENSES		\$58.80
		TOTAL CHARGES THIS STATEMENT		\$1896.30
		PAYMENT		
		\$ .00		
		CHARGES		
		\$1896.30		
		CURRENT BALANCE		
				\$3506.65
		Less payment received 3/10/89		(1610.35)
		Please Pay		\$1896.30

03/13/89

JENSEN, HICKEN, GEDDE & SOUCIE P.A.  
300 ANOKA OFFICE CENTER - 2150 THIRD AVE  
ANOKA, MINNESOTA 55303

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BILLED & UNBILLED TIME RECORDS FOR FILE: 800202

FILE NAME: CITY OF FALCON HEIGHTS-CRIMINAL  
CLIENT NAME: CITY OF FALCON HEIGHTS

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
020189	MJS	02	PREPARE FILES FOR 2/10/89 COURT TRIALS & PRETRIALS; PHONE CONF W/ATTY WARG	.60	\$36.00BILLED
020289	PEM	06	REVIEW COURT TRIAL & PRETRIAL FILES FOR 2/10; PREPARE FOR TRIALS	1.50	\$90.00BILLED
020289	MJS	03	PHONE CONF W/ATTY WARG	.20	\$12.00BILLED
020289	KST	05	PREPARE GROSS COMPLAINT ST V FOLEY; LETTER TO DEPT MOTOR VEHICLES; PREPARE CITATIONS & COMPLAINT ST V STIBAL	1.20	\$30.00BILLED
020389	KST	03	LETTER TO DEPUTY SCHROEPPER	.40	\$10.00BILLED
020689	MJS	03	REVIEW & REVISE GROSS MISDEMEANOR COMPLAINTS	.60	\$36.00BILLED
020889	MJS	03	COURT APPEARANCE AT ARRAIGNMENTS IN MAPLEWOOD; PREPARE FILES FOR JURY TRIAL	4.80	\$288.00BILLED
020889	KST	04	PHONE CONF W/CLERK OF COURT; PHONE CONF W/UNIVERSITY OF MINNESOTA POLICE DEPARTMENT; PREPARE SPEEDY FILES FOR TRIAL	.90	\$22.50BILLED
020989	PEM	05	PHONE CONF W/DEFENDANT RE CONTINUANCE; REVIEW ADD-ON FILES; PHONE CONF W/POLICE OFFICERS RE SAME	1.00	\$60.00BILLED
020989	PEM	06	PREPARE FOR 2/10/89 COURT TRIALS & PRETRIALS	1.00	\$60.00BILLED
020989	MJS	02	PHONE CONF W/DEFENDANT BERKMAN; REVIEW COMPLAINT FORMS	.30	\$18.00BILLED
020989	KST	05	PHONE CONF W/DEPUTY SCHROEPPER; PHONE	4.20	\$105.00BILLED
020989	KST	06	PHONE CONF W/DEPUTY SCHROEPPER; PHONE CONF W/CLERK OF COURT; PHONE CONF W/RCSO PHONE CONF W/DEFENDANT ATTY BAUER'S OFFICE RE ST V BETHKE; LETTER TO DEFENDANT ATTY BAUER; 5 LETTERS TO WITNESSES	4.20	\$105.00BILLED
020989	KST	07	ST V DAVIDSON; 2 LETTERS TO PUBLIC DEFENDER; DOCKET COURT CALENDAR	.00	\$.00BILLED
020989	MJS	08	PHONE CONF W/ATTY BERGSON RE ST V HUOT	.30	\$18.00BILLED
021089	PEM	03	CONDUCT PRETRIALS & COURT TRIALS	3.00	\$180.00BILLED
021089	KST	03	PREPARE 2/27 FILES FOR TRIAL; 4 LETTERS TO RAMSEY COUNTY SHERIFF'S OFFICERS; LETTER TO VICTIM; PREPARE SUBPOENAS	1.80	\$45.00BILLED
021389	KST	03	PHONE CONF W/CLERK OF COURT	.10	\$2.50BILLED
021489	KST	02	PREPARE ST V RANDALL FOR TRIAL	.80	\$20.00BILLED
021689	KST	02	LETTER TO DEPARTMENT OF MOTOR VEHICLES; PREPARE FILES FOR TRIAL	.70	\$17.50BILLED
021689	PEM	04	REVIEW & SIGN GROSS MISDEMEANOR COMPLAINTS & REPORTS	.60	\$36.00BILLED
022089	MJS	02	ORDER & CALENDAR FROM ASSIGNMENTS CLERK OF COURT; REVIEW & REVISE FORMAL COMPLAINTS; PHONE CONF W/ATTY BERGESON	.80	\$48.00BILLED

03/13/89

JENSEN, HICKEN, GEDDE & SOUCIE P.A.  
300 ANOKA OFFICE CENTER - 2150 THIRD AVE  
ANOKA, MINNESOTA 55303

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BILLED & UNBILLED TIME RECORDS FOR FILE: 800202

FILE NAME: CITY OF FALCON HEIGHTS-CRIMINAL  
CLIENT NAME: CITY OF FALCON HEIGHTS

-DATE-	ATTY	SEQ	TRANSACTIONS	TIME	CHARGES
022089	KST	03	2 PHONE CONF'S W/METRO LEGAL	.20	\$5.00BILLED
022189	MJS	01	LETTER FROM ASSIGNMENTS RE CHAMBERS DUTY FOR JUDGES	.20	\$12.00BILLED
022289	MJS	09	PHONE CONF W/LARRY ANDERSON, UNIVERSITY OF MINNESOTA POLICE DEPARTMENT; PHONE CONF W/ATTY BERGESON	.40	\$24.00BILLED
022389	MJS	07	REVIEW ST V KROSS REPORTS & MATERIALS FROM UNIVERSITY OF MINNESOTA POLICE DEPARTMENT	.80	\$48.00BILLED
022489	PEM	01	PHONE CONF W/MAPLEWOOD CLERK OF COURT RE JURY TRIALS FOR 2/27	.20	\$12.00BILLED
022489	MJS	03	PHONE CONF W/ATTY BERGMAN; PHONE CONF W/ATTY JOHNSON; PHONE CONF W/ATTY CLEARY; PHONE CONF W/CLERK OF COURT RE JURY TRIALS	1.20	\$72.00BILLED
022489	KST	07	PHONE CONF'S W/WITNESSES ST V HUOT, WILKE, RANDALL; TRIAL PREPARATION	.80	\$20.00BILLED
022689	MJS	01	REVIEW FILES; PREPARE FOR JURY TRIALS	2.80	\$168.00BILLED
022789	MJS	02	COURT APPEARANCE AT JURY TRIALS IN MAPLEWOOD; PHONE CONF'S W/WITNESSES; REVIEW MARCH TRIAL SCHEDULE	3.30	\$198.00BILLED
022889	MJS	03	PHONE CONF W/PEGGY ESPERSEN RE ST V ESPERSEN; PHONE CONF W/ASSIGNMENTS COURT RE MARCH COURT TRIALS	.40	\$24.00BILLED
022889	KST	06	PREPARE FILES FOR TRIAL; PHONE CONF W/CLERK OF COURT	.60	\$15.00BILLED

TOTAL FOR FILE: 800202	BILLED	UNBILLED	TOTAL
TIME	39.90hrs.	.00hrs	39.90hrs.
CHARGES	\$1837.50	\$ .00	\$1837.50

MJS	16.7 hrs.	\$1002.00
PEM	7.3 hrs.	438.00
KST	15.9 hrs.	397.50
	<u>39.9</u>	<u>\$1837.50</u>

APR 10 1989

CONSULTING ENGINEERS



# Maier Stewart & Associates Inc.

City of Falcon Heights  
2077 Larpenteur Avenue West  
Falcon Heights, Minnesota 55113

### Summary of Engineering Services Rendered January 29 through February 25, 1989

<u>Project #</u>	<u>Project Description</u>	<u>Invoice #</u>	<u>Amount Due</u>
330-000-00	Falcon Heights General	1549	\$ 545.68
330-012-70	Assessment Manual	1550	\$ 413.33

TOTAL ENGINEERING SERVICES RENDERED THIS PERIOD \$ 959.01

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I hereby certify this represents a true and complete picture of the charges for Engineering Services during the period in question, and as such, constitutes a claim against the City of Falcon Heights.

Terry J. Maurer  
Terry J. Maurer, Vice President

Maier Stewart & Associates  
 1959 Sloan Place  
 St. Paul, Minnesota 55117

Project: 330-000-00 FALCON HEIGHTS GENERAL SERVICE Invoice No. 1549  
 March 11, 1989  
 Page number 1

City of Falcon Heights  
 2077 Larpenteur Avenue West  
 Falcon Heights MN 55113

For Engineering Services Rendered From January 29 through February 25, 1989

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Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount	
<b>Principal Engineer</b>							
<b>Terry J. Maurer</b>							
<b>Other Billable</b>							
2-18-89	8.50	23.00	1.00	23.00	2.45	478.98	
2-25-89	.50	23.00	1.00	23.00	2.45	28.18	
<b>Word Processor</b>							
<b>Jeanne M. Trudeau</b>							
<b>Clerical</b>							
2-18-89	.50	9.82	1.00	9.82	2.45	12.03	
2-25-89	.50	9.82	1.00	9.82	2.45	12.03	
<b>Marie O. Soliz</b>							
<b>Clerical</b>							
2-18-89	.50	11.80	1.00	11.80	2.45	14.46	
<b>Staff Labor Expense:</b>	<b>10.50</b>					<b>545.68</b>	<b>545.68</b>
						<b>TOTAL THIS INVOICE</b>	<b>545.68</b>

Hamline Avenue MSA Reporting \$ 183.51  
 Review Hamline/Larpenteur Signal \$ 152.91  
 Ramsey County CIP Meeting & Issues \$ 209.26

Maier Stewart & Associates  
1959 Sloan Place  
St. Paul, Minnesota 55117

Project: 330-012-70 ASSESSMENT MANUAL

Invoice No. 1550  
March 11, 1989  
Page number 1

City of Falcon Heights  
2077 Larpenteur Avenue West  
Falcon Heights MN 55113

For Engineering Services Rendered From January 29 through February 25, 1989

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Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount	
<b>Principal Engineer</b>							
Terry J. Maurer							
Report Preparation							
2-18-89	1.50	23.00	1.00	23.00	2.45	84.53	
Other Billable							
2-11-89	2.50	23.00	1.00	23.00	2.45	140.88	
<b>Word Processor</b>							
Marie O. Soliz							
Clerical							
2-11-89	5.50	11.80	1.00	11.80	2.45	159.01	
2-18-89	1.00	11.80	1.00	11.80	2.45	28.91	
Staff Labor Expense:	10.50					413.33	413.33
						<b>TOTAL THIS INVOICE</b>	<b>413.33</b>

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**DAHLGREN  
SHARDLOW  
AND · UBAN**

INCORPORATED

CONSULTING PLANNERS  
LANDSCAPE ARCHITECTS  
300 FIRST AVENUE NORTH  
SUITE 210  
MINNEAPOLIS, MN 55401  
612-339-3300

**STATEMENT**  
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2/28/89

Page 1

01501.2 : Bullseye Shopping Center

City of Falcon Heights  
2077 Larpenteur Avenue, W.  
Falcon Heights, MN 55113  
Jan Weisner

PROJECT MANAGER : C. John Uban

Professional Services for the period: February 1, 1989 to February 28, 1989

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**Consultation**  
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Phone Calls	J. Wiesner
Review/Discuss	Parking Study, Parking Variance
Research/Analysis	Parking Variance
Writing	Summary Memo to City Council on Special Studies

Total Professional Services	\$	406.25
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** Invoice Total **	\$	406.25
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Total Accounts Receivable	1220.75
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Balance Due	1627.00
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Consent X

Agenda Item: E-3

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 3/22/89

REQUEST FOR COUNCIL CONSIDERATION

<p><b><u>ITEM DESCRIPTION:</u></b></p> <p>Ramsey County Sheriff's Report</p>
<p><b><u>SUBMITTED BY:</u></b> Sheriff's Department</p>
<p><b><u>REVIEWED BY:</u></b></p>
<p><b><u>EXPLANATION/SUMMARY (attach additional sheets as necessary):</u></b></p> <p>See attached report.</p>
<p><b><u>ACTION REQUESTED:</u></b></p>

DECEMBER, 1988

DATE OF ISSUE 02/03/89  
 TIME 0921

JANUARY, 1989

33 FALCON HEIGHTS

01	CRIMIAL HOMICIDE	0
02	FORCIBLE RAPE	0
03	ROBBERY	0
04	ASSAULT	2
05	BURGLARY-RESIDENCE	2
06	BURGLARY-NON RES	1
07	BURGLARY-ATTEMPTED	0
08	BURGLARY-POSSIBLE	0
09	THEFT-OVER \$50	7
10	THEFT-UNDER \$50	0
11	THEFT-ATTEMPTED	0
12	THEFT-POSSIBLE	0
13	AUTO THEFT-RECOVERED	0
14	AUTO THEFT-ATTEMPTED	2
15	AUTO THEFT-POSSIBLE	0
16	ARSON	0
17	FORGERY & C-FEITING	0
18	FRAUD	0
19	EMBEZZLEMENT	0
20	STOLEN PROPERTY-BUY	0
21	STOLEN PROPERTY-REC	0
22	ABDUCTION	0
23	VANDALISM	4
24	WEAPONS	0
25	PROSTITUTION & VICE	0
26	SEX OFFENCE	0
27	NARCOTIC DRUG LAWS	0
28	GAMBLING	0
29	OFFENSE-FAN & CLDRN	0
30	DRIVING UNDER INFLU	0
31	LIQUOR LAWS	0
32	DISORDERLY CONDUCT	0
33	VAGRANCY	0
34	ALL OTHER OFFENSES	1
50	ACC-PROPERTY DAMAGE	0
51	ACC-PERSONAL INJURY	0
52	ACC-FATAL	0
53	STREET LIGHTS	0
54	ALARMS	0
55	ANIMALS (OTHERS)	0
56	ASSIST A CITIZEN	1

33 FALCON HEIGHTS

01	CRIMIAL HOMICIDE	0
02	FORCIBLE RAPE	0
03	ROBBERY	0
04	ASSAULT	1
05	BURGLARY-RESIDENCE	0
06	BURGLARY-NON RES	0
07	BURGLARY-ATTEMPTED	0
08	BURGLARY-POSSIBLE	0
09	THEFT-OVER \$50	13
10	THEFT-UNDER \$50	7
11	THEFT-ATTEMPTED	0
12	THEFT-POSSIBLE	0
13	AUTO THEFT-RECOVERED	0
14	AUTO THEFT-ATTEMPTED	1
15	AUTO THEFT-POSSIBLE	0
16	ARSON	0
17	FORGERY & C-FEITING	0
18	FRAUD	0
19	EMBEZZLEMENT	0
20	STOLEN PROPERTY-BUY	0
21	STOLEN PROPERTY-REC	0
22	ABDUCTION	0
23	VANDALISM	5
24	WEAPONS	0
25	PROSTITUTION & VICE	0
26	SEX OFFENCE	0
27	NARCOTIC DRUG LAWS	0
28	GAMBLING	0
29	OFFENSE-FAN & CLDRN	0
30	DRIVING UNDER INFLU	1
31	LIQUOR LAWS	0
32	DISORDERLY CONDUCT	4
33	VAGRANCY	0
34	ALL OTHER OFFENSES	0
50	ACC-PROPERTY DAMAGE	12
51	ACC-PERSONAL INJURY	1
52	ACC-FATAL	0
53	STREET LIGHTS	0
54	ALARMS	7
55	ANIMALS (OTHERS)	0
56	ASSIST A CITIZEN	12

DATE OF ISSUE 02/03/89  
 TIME 0921

JANUARY, 1989

DATE OF ISSUE 03/02/89  
 TIME 0939

FEBRUARY, 1989

33 FALCON HEIGHTS

01	CRIMIAL HOMICIDE	0
02	FORCIBLE RAPE	0
03	ROBBERY	0
04	ASSAULT	1
05	BURGLARY-RESIDENCE	0
06	BURGLARY-NON RES	0
07	BURGLARY-ATTEMPTED	0
08	BURGLARY-POSSIBLE	0
09	THEFT-OVER \$50	13
10	THEFT-UNDER \$50	7
11	THEFT-ATTEMPTED	0
12	THEFT-POSSIBLE	0
13	AUTO THEFT-RECOVERED	0
14	AUTO THEFT-ATTEMPTED	1
15	AUTO THEFT-POSSIBLE	0
16	ARSON	0
17	FORGERY & C-FEITING	0
18	FRAUD	0
19	EMBEZZLEMENT	0
20	STOLEN PROPERTY-BUY	0
21	STOLEN PROPERTY-REC	0
22	ABDUCTION	0
23	VANDALISM	5
24	WEAPONS	0
25	PROSTITUTION & VICE	0
26	SEX OFFENCE	0
27	NARCOTIC DRUG LAWS	0
28	GAMBLING	0
29	OFFENSE-FAN & CLDRN	0
30	DRIVING UNDER INFLU	1
31	LIQUOR LAWS	0
32	DISORDERLY CONDUCT	4
33	VAGRANCY	0
34	ALL OTHER OFFENSES	0
50	ACC-PROPERTY DAMAGE	12
51	ACC-PERSONAL INJURY	1
52	ACC-FATAL	0
53	STREET LIGHTS	0
54	ALARMS	7
55	ANIMALS (OTHERS)	0
56	ASSIST A CITIZEN	12

DECEMBER, 1988

DATE OF ISSUE 01/03/89  
TIME 0759

33 FALCON HEIGHTS

57 BOATING & SWIMMING	0
58 BREATHALYZER	0
59 DDA'S	0
60 DOB'S	3
61 DOG COMPLAINTS	2
62 DOMESTIC	3
63 EMERGENCY	7
64 FIRE	3
65 LOUD	4
66 MISSING PERSONS	0
67 PROMLER	1
68 RECOVERED PROPERTY	1
69 SEARCH WARRANTS	0
70 SNOWMOBILES	0
71 SUSPICIOUS COMPLAINT	15
72 TRAFFIC	15
73 MISCELLANEOUS	10
TOTAL	118

DATE OF ISSUE 02/03/89  
TIME 0921

JANUARY, 1989

33 FALCON HEIGHTS

57 BOATING & SWIMMING	0
58 BREATHALYZER	0
59 DDA'S	0
60 DOB'S	0
61 DOG COMPLAINTS	2
62 DOMESTIC	2
63 EMERGENCY	6
64 FIRE	6
65 LOUD	1
66 MISSING PERSONS	2
67 PROMLER	0
68 RECOVERED PROPERTY	0
69 SEARCH WARRANTS	0
70 SNOWMOBILES	0
71 SUSPICIOUS COMPLAINT	2
72 TRAFFIC	1
73 MISCELLANEOUS	1
TOTAL	163

DATE OF ISSUE 03/02/89  
TIME 0939

FEBRUARY 1989

33 FALCON HEIGHTS

57 BOATING & SWIMMING	0
58 BREATHALYZER	0
59 DDA'S	0
60 DOB'S	1
61 DOG COMPLAINTS	0
62 DOMESTIC	2
63 EMERGENCY	6
64 FIRE	0
65 LOUD	2
66 MISSING PERSONS	0
67 PROMLER	1
68 RECOVERED PROPERTY	2
69 SEARCH WARRANTS	0
70 SNOWMOBILES	0
71 SUSPICIOUS COMPLAINT	7
72 TRAFFIC	18
73 MISCELLANEOUS	16
TOTAL	121

TOTAL

118

TOTAL

163

TOTAL

121

Consent   X  

Agenda Item:   E-4  

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:   3/22/89  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Appointment of Carol Carlson to Administrative Assistant,  
Student Internship

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

I recommend that Carol Carlson be hired as a part-time Administrative Assistant at the hourly rate of \$6.00/hr., 20 hours/week starting April 3, 1989. Carol is unusually well qualified for a student internship (see attached resume). She is finishing her Bachelors Degree at Metropolitan State College and plans to attend Hamline University in the MPA program this fall. Her plans are to stay with us as an intern through the summer.

ACTION REQUESTED:

Approve appointment of Carol Carlson.

February 27, 1989

Ms. Jan Weissner  
City Administrator  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113

Dear Ms. Weissner:

I am writing to express my interest in the position of Administrative Intern for the City of Falcon Heights. Enclosed is a copy of my resume and a list of references for your review and consideration.

I believe the position in Falcon Heights offers an excellent opportunity to work in a beautiful, developing community. I feel I have excellent skills and abilities to offer the City of Falcon Heights. My experiences in city management include planning and zoning; development and administration of policies and procedures; personnel recruitment, development and management including comparable worth/affirmative action; and staff liaison to appointed and elected councils and commissions.

I am returning to school to complete my education and this position would allow time to pursue my studies and yet assist you as a management intern.

I would appreciate the opportunity to meet with you to further discuss my qualifications. Thank you for taking time to review my application. Also, I would be more than happy to answer questions or submit additional information.

Again, thank you for your consideration.

Sincerely,

*Carol E. Carlson*

Carol E. Carlson

Enclosure

Champlin, Minnesota 55316

Home: 427-1031

Office: 533-1521

OBJECTIVE

A challenging and innovative city administrator position that can utilize my background and skills in a positive city environment.

QUALIFICATIONS

- .Excellent oral and written communications skills
- .Background in planning, risk management, personnel, and the day-to-day operations of a city.
- .Short term and long range planning skills.
- .Budget and finance skills.

EXPERIENCE

DIRECTOR OF ADMINISTRATIVE SERVICES 1985-present

- .Responsibilities include day-to-day operations of the city administration including personnel, records management of information (official records of city, computer and administrative procedures), housing, elections, risk management, special assessments, and licensing.
- .Responsible for Council agendas and activities.
- .Staff to Civil Service Commission and Chemical Health Advisory Commission.
- .Acting City Manager in absence of City Manager.

EXPERIENCE

ASSISTANT CITY ADMINISTRATOR 1983-1985  
ADMINISTRATIVE ASSISTANT 1979-1983

City of Champlin, Minnesota.

.Assisted in the administration and management of City.  
.Responsibilities included housing, risk management,  
budget, planning and zoning, park planning, personnel,  
management of information (records and computer),  
economic development and energy.

.Staff to Planning Commission, Economic Development  
Commission, Energy Commission and Park and Recreation  
Commission. City's representative to Elm Creek and  
Shingle Creek Watershed Districts.

Acting City Administrator in absence of City  
Administrator.

Civil Defense Coordinator - Attended classes in  
Maryland and Washington.

#### EDUCATION

North Hennepin Community College  
Brooklyn Park, Minnesota

College of St. Thomas  
St. Paul, Minnesota

#### PROFESSIONAL DEVELOPMENT

\* Executive Board  
League of Minnesota Cities 1987-present

President, Vice-President, Secretary-Treasurer 1980-1982  
Minnesota Association of Urban Management Assistants

President, Vice-President, Secretary 1979-1980  
Minnesota Women in City Government

Guest Instructor in Records Management/Computers/Energy  
North Hennepin Community College  
South Hennepin Technical Institute  
Community Colleges throughout the state  
League of Minnesota Cities Conferences

Governor's Award for Energy Accounting Program  
National Award for Records Management Program

Attended numerous seminars and conferences related to  
Management of cities as well as skills

#### REFERENCES

Daniel J. Donahue  
City Manager  
City of New Hope  
4401 Xylon Avenue North  
New Hope, Minnesota 55428  
(office 533-1521)



Mayor Edward J. Erickson  
City of New Hope  
4401 Xylon Avenue North

Josephine D. Nunn  
Metropolitan Council  
401 Elm Creek Road  
Champlin, Minnesota 55316  
(home 421-1547)

Edward J. Babcock  
Attorney at Law  
Babcock and Locher  
118 East Main Street  
Anoka, Minnesota  
55303  
(office 421-5151)

Helen Schendel  
Associate Director  
League of Minnesota Cities  
183 University Avenue East  
St. Paul, Minnesota 55101  
(office 227-5600)

Dean Rick  
Councilmember  
City of Champlin  
11108 Gettysburg  
Champlin, Minnesota  
(home 427-1680)

Robert Thistle  
Springsted, Inc.  
85 East 7th Place  
St. Paul, Minnesota  
(office 223-3000)

Larry Bakken  
Political Science  
and Law Departments  
Hewitt And Snelling Avenues  
St. Paul, Minnesota  
(office 641-2189)

Consent   x  

Meeting Date:   3/22/89  

Policy           

CITY OF FALCON HEIGHTS

Agenda Item:   5  

## REQUEST FOR COUNCIL CONSIDERATION

**ITEM DESCRIPTION:**

Licenses

**SUBMITTED BY:** Katherine J. Zimmerman

**REVIEWED BY:** Shirley Chenoweth

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

New Licenses - Bryant Construction, Inc.  
Donovan Mechanical, Inc.

**ACTION REQUESTED:**

Approval



6/29/87

CONSENT AGENDA

March 22, 1989

Corporate

Clarks Submarine Sandwiches #306  
Swlange Dancer's Studio, Inc. #307  
Cut Hut #309

General Contractor

\* Bryant Construction, Inc. #308

Mechanical Contractor

\* Donovan Mechanical, Inc. #305

\*NEW