

CITY OF FALCON HEIGHTS  
CITY COUNCIL MEETING AGENDA  
OCTOBER 11, 1989

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

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

C. APPROVAL OF MINUTES OF SEPTEMBER 27, 1989

D. PUBLIC HEARINGS: NONE

E. CONSENT AGENDA

1. Planning Commission Minutes
2. Disbursements
  - a. Disbursements through 10/11/89, \$25,252.44
  - b. Payroll 9/16/89 - 9/29/89, \$8,937.06
3. Appointment of Election Judges for November 7, 1989 City Election
4. Licenses
5. Request for a Permitted Accessory Use Permit for Utility Shed at 1633 Maple Knoll Drive in an R-1 District
6. Request for a Permitted Accessory Use Permit for a Utility Shed at 1375 West Idaho Avenue in an R-1 District
7. Request a Variance from 9-2.05, Subdivision 2(a) of the Zoning Code to Construct a Temporary Wheelchair Ramp in the Front Yard at 1468 West California in an R-1 Zone

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

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. A request for a Conditional Use to Operate a Bed and Breakfast at 2129 West Larpenteur Avenue in an R-1 Zone

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

2. Community Park Lease/Acquisition Update

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

3. Community Park Plans and Specifications

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

4. Amendment to Personnel Policy RE: Medical Leave of Absence Without Pay

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

5. Personnel: Leave Request

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

MINUTES  
REGULAR CITY COUNCIL MEETING  
SEPTEMBER 27, 1989

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

ALL MEMBERS PRESENT

Baldwin, Bush, P. Chenoweth, Ciernia and Wallin. Also present were Wiessner and S. Chenoweth.

MINUTES OF 9/13/89 APPROVED

The Minutes of September 13, 1989 were approved by unanimous consent.

ADDENDUM TO CONSENT AGENDA

Council approved the addition of two licenses to Item E(4) of the Consent Agenda.

CONSENT AGENDA APPROVED

Council unanimously approved the following Consent Agenda.

1. Disbursements
  - a. Disbursements through 9/27/89, \$52,382.35
  - b. Payroll 9/1/89 - 9/15/89, \$11,098.57
2. Cancellation of Check #22713 issued to Dale Kielsmeier on 9/11/89 in Amount of \$4.00, Incorrect Amount
3. Commission Minutes
  - a. Park & Recreation Minutes of 8/29/89
  - b. Solid Waste Minutes of 9/7/89
4. Licenses: Anderson-Johnston Construction, #371, Blacktop Maintenance, #370 and Vasko Rubbish Removal, #368

FIRE DEPARTMENT FUND RAISING DISCUSSION

Jay McNabb, representing the Fire Department and Fire Relief Association, explained that the proposed fundraiser planned for November 18th at the Knights of Columbus Hall must be in the name of the Relief Association due to the fact that the Fire Department, as a part of the City, does not qualify under the charitable gambling statutes. Council discussed fund raising in general and concurred they would prefer to have fundraisers in the name of the Fire Department unless there is some legal reason why it should go through the Relief Association (as in the November 18th activity), as this would make the Council accountable. It was also suggested that when using Relief Association funds for fire equipment, the funds be put in the capital improvement fund and payment made by the City. McNabb asked if they are free to buy or if they must go through a bidding process and Council agreed the bidding process would be preferred.

7:30 P.M. PUBLIC HEARING ON DELINQUENT UTILITY CHARGES

Baldwin opened the public hearing at 7:30 P.M. and asked for comments from any concerned parties. There being no one wishing

MINUTES

SEPTEMBER 27, 1989

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to be heard, the hearing was closed at 7:31 P.M. Ciernia, moved, seconded by P. Chenoweth, adoption of Resolution R-89-21. Motion carried unanimously.

RESOLUTION R-89-21

A RESOLUTION RELATING TO LEVYING SPECIAL ASSESSMENTS  
FOR DELINQUENT SEWER CHARGES

SMOKING POLICY DISCUSSION

Carol Carlson and Gail Smida, members of the Smoking Committee presented the proposed policy for Council consideration. Council expressed concern that the policy might not be in compliance with State Statutes and felt a policy should not be adopted if it did not comply. Smida explained that the Fire Department policy was drafted based on the fact that the Department is volunteer and the area is not in use much of the time. She explained that the "sleeper" spends eight to ten hours alone which would not affect others, and drill night is about the only time when a large group is together. Following the discussion Council requested that the policy be reviewed by the City Attorney to determine whether or not it would be acceptable according to State Law, and if it is permissible to phase in a totally smoke free environment which is the intent.

1990 LAUDERDALE FIRE PROTECTION/PREVENTION CONTRACT

Wiessner explained that she had discussed the proposed contract with Mayor Anderson of Lauderdale and that he understands the need for the increase. Anderson had expressed concern regarding the number of false alarms and wanted to design a method by which those who create the false alarms could be discouraged. Wiessner suggested it might be possible to eliminate the base charge and increase the per call/per/truck hourly rate, which Lauderdale collects from the person or firm creating the false alarm, with the income for Falcon Heights remaining the same as projected. Following a brief discussion, P. Chenoweth moved that Wiessner be authorized to amend the contract using a method which is agreeable to Lauderdale which would also maintain the same projected income for Falcon Heights. Motion carried unanimously.

STATE FAIR PARKING SIGNS -DISCUSSION

Carol Carlson and Vince Wright presented several alternatives to the installation and removal of signs during the State Fair due to concern expressed by the City's Workers Compensation Insurance Company about the extent of lifting and pounding required in the operation. The Public Works staff recommended the use of permanent, year round sign similar to those used by the City of St. Paul. Council concurred that experimenting with reducing the number of signs by eliminating posting in areas where it may no longer be necessary might help remedy the problem. Also to be considered is the use of cardboard signs

MINUTES  
SEPTEMBER 27, 1989  
PAGE 3

and some permanent signs in certain areas on an experimental basis.

APPROVAL OF RECYCLING CONTRACT WITH SUPERCYCLE, INC.

Baldwin explained that both the City Attorney and the Solid Waste Commission have reviewed the document and recommended approval. P. Chenoweth then moved approval of the contract and authorization to submit to Supercycle. Motion carried unanimously.

STRATFORD PROFESSIONAL OFFICE PARK ASSESSMENT AGREEMENT

Council discussed Attorney Ed Bock's letter dated September 14, 1989 recommending steps to be taken in connection with the assessment agreement. P. Chenoweth suggested it be clarified that the assessment agreement relates to assessment of value not special assessments. Ciernia moved approval of Bock's recommendations with the suggested amendment. Motion carried unanimously.

APPROVAL OF AGREEMENT WITH ROSEVILLE AREA SCHOOLS REGARDING PLAYGROUND AT FALCON HEIGHTS SCHOOL

Wiessner presented for discussion the proposed agreement relating to the City's contribution to the School playground and the City's long term interest in the playground for public use. Ciernia suggested that the phrase "or sells the grounds to a third party," be added to the second sentence in Item 2, after which Bush moved approval of the agreement as amended. Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 9:33 P.M.

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

ATTEST:

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

Consent X

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 10/11/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

PLANNING COMMISSION MINUTES

SUBMITTED BY:

Katherine J. Zimmerman, Recording Secretary

REVIEWED BY:

Susan Hoyt Taff, City Planner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Planning Commission Minutes of October 11, 1989.

ACTION REQUESTED:

*[Handwritten signature]*

MINUTES  
REGULAR PLANNING COMMISSION MEETING  
OCTOBER 2, 1989

Vice-Chair Finegan called the meeting to order at 7:30 P.M.

PRESENT

Duncan, Daykin, Boche, Grittner, Nestingen, Finegan and Barry. Also present were Council Liaison Wallin and Planner Susan Hoyt Taff.

ABSENT

Black and Carroll.

SEPTEMBER 11, 1989 MINUTES APPROVED

Nestingén moved, seconded by Barry, approval of the September 11, 1989 Planning Commission Minutes as presented. Motion carried unanimously.

VARIANCE REQUEST FROM HERBERT HORTON, 1468 WEST CALIFORNIA

Herbert Horton, 1468 West California Avenue, requested a variance to construct a temporary wheelchair ramp in his front yard. Mr. Horton was not present. Mrs. Horton broke her leg and will be confined to a wheelchair for a period of from three to twelve months. Due to the placement of his garage, the narrow gate in rear yard and angle of steps, he is unable to place such a ramp in the rear exit. A temporary variance was granted to Mr. Horton on September 15th due to the emergency hardship as Mrs. Horton would be trapped in her home in the case of a fire. Barry moved, seconded by Grittner, to reapprove the variance request for a period not to exceed twelve (12) months contingent upon the wheelchair ramp passing the inspection of the Building Inspector. The variance is granted due to the **hardship of the location, and the safety and welfare of the resident.** Motion carried unanimously.

VARIANCE REQUEST FROM CARNELIS DUIJNDAM, 1179 FAIRVIEW AVENUE NORTH

Mr. Duijndam, 1749 Fairview Avenue North, requested a variance to construct a new garage which extends beyond the front of the principal structure. Staff Planner Susan Hoyt Taff advised that a variance would not be required for the construction of the attached garage because Mr. Duijndam will be extending his principal structure along with his garage. The extension of the principle structure with the attached garage does not require a variance because it meets the height and setback requirements in the Code. Furthermore, the Code also defines any structure within twelve (12) feet of the principle structure as part of the principle structure. Using this interpretation in the Code, the attached garage would be considered part of the principle structure. And, therefore, no variance would be required. The variance request was withdrawn and the fee will be refunded.

Staff Planner Susan Hoyt Taff will review the City Code to determine where language defining an accessory structure is contradictory

and recommend necessary changes.

PUBLIC HEARING ON CONDITIONAL USE REQUEST, CAROL KINDSCHI AND LAWRENCE GREENBERG, 2129 WEST LARPEN TEUR AVENUE TO OPERATE A BED & BREAKFAST ESTABLISHMENT

At 7:45 P.M., Vice-Chair Finegan opened the Public Hearing on a conditional use permit to operate A Bed and Breakfast (B&B) at 2129 West Larpenteur. Ms. Carol Kindschi and Mr. Lawrence Greenberg reviewed their B&B proposal. The B & B will be two suites--one on the second floor and one on the third floor (each having a bedroom, sitting room and private bath) renting for around \$65 a night. They have received encouragement from the University of Minnesota for such a facility. The B&B including the swimming pool will need a special license from the County Environmental Health Department. Ms. Kindschi will also be operating a separate health care computer software business out of her home. This business meets the home occupation requirements. She will apply for a separate business license.

Commissioner Black arrived at 7:50 P.M.

Kris Korbol, Manager of the University of Minnesota Golf Course, asked what connection Mr. Greenberg had to the University of Minnesota to which Mr. Greenberg replied that he was a Professor.

Commissioner Carroll arrived at 8:06 P.M.

After a discussion Barry moved, seconded by Black, that the Conditional Use request be approved with the following conditions:

- 1) The B&B must meet all the requirements of a Home Occupation 9-14.01, Subdivision 25(d) with the exception of 9-14.01, Subdivision 25 (d-5) and (d-6) as regulated herein.
- 2) The B&B will be owner managed and occupied during its operation. (The owner/manager occupation is what is distinctive of a B&B.)
- 3) The B&B shall be limited to two guest suites.
- 4) The B&B shall have a maximum of six guests occupying and/or renting the two guest suites at one time.
- 5) No guest shall occupy and/or rent any room for more than fourteen (14) consecutive days.
- 6) Meal service shall be limited to breakfast for overnight guests.
- 7) Guests of the B&B may use the swimming pool as regulated by the Minnesota Department of Health.
- 8) The B&B may operate on a 24 hour-a-day basis.

- 9) The B&B shall meet all State, County and City regulations, licensing and Code requirements including, but not limited to the Fire Code, the Zoning Code and the Building Code.
- 10) The B&B operation shall be reviewed six months after it opens and annually upon renewal of its municipal business license.
- 11) The Conditional Use Permit shall expire upon change of ownership.

Upon a vote being taken, the following voted in favor thereof: Duncan, Daykin, Boche, Black, Grittner, Nestingen, Finegan, Carroll and Barry. Motion carried unanimously.

PERMITTED ACCESSORY USE, JOSEPH VAVROSKY, 1633 MAPLE KNOLL DRIVE  
Mr. Joseph Vavrosky, 1633 Maple Knoll Drive, requested a Permitted Accessory Use to construct a utility storage shed on his property. Mr. Vavrosky described his lot, reviewed the type of storage shed to be placed on the property and the location of such shed.

Mr. Ian Bain, 1626 Garden Avenue, indicated that the storage shed was very visible from his home as it was located just 48 feet from his picture window. The lot sizes in this area are narrow and not deep. Mr. Bain suggested that property owners in this location should exhibit sensitivity to neighbors and such storage sheds should be placed in discreet locations. He was not consulted in connection with the location of the Vavrosky storage shed. He requested Planning Commission to take into consideration the size of the lots and the size of such storage sheds so they be harmonious and in keeping with the neighborhood.

After a discussion on placement, screening, and the fact that City Code encourages storage shed placement in the rear 20 percent of the lot, Boche moved, seconded by Nestingen, approval of the request for a Permitted Accessory Use. Planning Commissioners encouraged the neighbors to work together to provide screening.

PERMITTED ACCESSORY USE, MICHAEL WOLFSON, 1375 WEST IDAHO  
Dr. Michael Wolfson, 1375 West Idaho, requested a Permitted Accessory Use to construct a utility storage shed on his property. Dr. Wolfson was not present. After a discussion on the type of construction, placement, how it would be secured and the fact that Dr. Wolfson was not present to answer questions, Finegan moved, seconded by Boche, approval of the Permitted Accessory Use request, with the stipulation that the Building Inspector be requested to review the plans and inspect the shed after construction. Upon a vote being taken, the following voted in favor thereof: Duncan, Daykin, Boche, Black, Nestingen, Finegan, and Carroll, and the



MINUTES  
REGULAR PLANNING COMMISSION MEETING  
OCTOBER 2, 1989  
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following voted against the same: Barry and Grittner (due to the fact that Mr. Wolfson was not present). Motion carried.

City Planner Susan Hoyt Taff was requested to review and, if necessary, clarify the language in the City Code dealing with Permitted Accessory Uses.

PUBLIC HEARING SCHEDULED FOR COMPOSTING ORDINANCE

Carroll moved, seconded by Daykin, approval of the revisions to the Ordinance dealing with composting and requested the scheduling of a public hearing for the November 6, 1989 Planning Commission meeting. Motion approved unanimously.

COMPREHENSIVE LIGHT RAIL TRANSIT PLAN

The draft Comprehensive Light Rail Transit Plan was discussed and Planning Commission members requested Council consider the following statements: (1) that the plan not take any taxpaying property; (2) that the plan take the least disruptive and/or least evasive corridor thru the City; and (3) that the City be kept informed and be furnished more data as it be made available. Staff was requested to keep informed on the progress of LRT.

ADJOURNMENT

Chairman Black declared the meeting adjourned at 10:00 P.M.

Submitted by:

\_\_\_\_\_  
Katherine J. Zimmerman

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

\_\_\_\_\_  
Edgar Finegan, Secretary

Consent   X  


Agenda Item:   E-2  

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:   10/11/89  

**REQUEST FOR COUNCIL CONSIDERATION**

<b><u>ITEM DESCRIPTION:</u></b>	DISBURSEMENTS
<b><u>SUBMITTED BY:</u></b>	Tom Kelly
<b><u>REVIEWED BY:</u></b>	Jan Wiessner
<b><u>EXPLANATION/SUMMARY (attach additional sheets as necessary):</u></b> Disbursements through 10/11/89, \$25,252.44 Payroll 9/16/89 - 9/29/89, \$8,937.06	
<b><u>ACTION REQUESTED:</u></b>	
 _____	

GENERAL DISBURSEMENTS

<u>CHECK NO.</u>	<u>ISSUED TO</u>	<u>REASON</u>	<u>AMOUNT</u>
22772	ICMA Retirement Fund	Deferred Compensation	856.00
22773	United Way	Contribution	14.00
22774	PERA	Retirement Fund	808.70
22775	Commissioner of Revenue	State Withholding	718.22
22776	Internal Revenue Service	Penalty	384.96
22777	North Star State Bank	Federal Withholding, FICA	4,152.66
22778	American Linen Supply Co.	Linen	101.71
22779	Ameri-Star Lighting	Light Bulbs	192.64
22780	Earl F. Anderson & Assoc.	Signs for City Hall Parking	85.79
22781	AT&T	Phone Maintenance	29.22
22782	American National Bank & Trust	Bond Fees	374.00
22783	Lester Blase	Non-Resident Fees	20.00
22784	Barton Aschman Associates	Engineer Services, Park Building	1,075.22
22785	Beutow & Associates	Architectural Service, Park Building	2,210.38
22786	Colonial Life & Accident Insurance	Insurance	48.00
22787	Cy's Uniforms	Shirt - Greg Peterson	23.35
22788	Mary Kay Elm	Non-Resident Reimbursement	60.00
22789	Ellen J. Codner	Non-Resident Reimbursement	20.00
22790	James Burke	Non-Resident Reimbursement	20.00
22791	Pat Butala	Non-Resident Reimbursement	24.00
22792	Fuller's Radio Sales	Radio Repair	62.85
22793	Jan Gauger	Non-Resident Reimbursement	40.00
22794	Sandra Greensten	Non-Resident Reimbursement	7.00
22795	Arlene Gengler	Non-Resident Reimbursement	4.00
22796	Geotechnical Engineer	Subsurface Exploration, Park Building	900.00
22797	Hamline University	Conference	75.00
22798	Mary Hess	Non-Resident Reimbursement	24.00
22799	Kay Hagen	Non-Resident Reimbursement	40.00
22800	Terry Iverson	Mileage	54.80
22801	Boyer Trucks	Truck Repair	12.64
22802	Glenwood	Spring Water	18.60
22803	Jensen, Hicken, Gedde & Soucie	August Legal	4,100.94
22804	Kathleen Janke	September Cleaning	80.00
22805	Liz Kortz	Non-Resident Reimbursement	20.00

<u>CHECK NO.</u>	<u>ISSUED TO</u>	<u>REASON</u>	<u>AMOUNT</u>
22806	Insty Prints	Park Brochures, Ambulance Bills	261.77
22807	J.O. Thompson, Inc.	Paint, Computer Room	47.10
22808	Tom Kelly	Mileage, Meeting	11.40
22809	Patricia Lyddy	Non-Resident Reimbursement	40.00
22810	League of MN Cities	Membership Fees	2,885.00
22811	Maintenance Engineering	Lights	226.02
22812	John Martin	Non-Resident Reimbursement	40.00
228k3	Darl Martin	Non-Resident Reimbursement	12.00
22814	Metropolitan Area Managers Assoc.	Sept. Meeting	10.00
22815	Minnesota Benefit Assn.	Insurance, Cancer	5.85
22816	Midwest Business Products	Supplies	430.97
22817	Al Nelson	Tatum Sod	127.20
22818	Northern States Power	Street Lights, Electricity	1,944.84
22819	National Fire Protection Assn.	Ed. Supplies	373.10
22820	Oxygen Service Company, Inc.	O2 Refills	34.09
22821	Post Publications	Notices in Paper	57.60
22822	Road Rescue	Glucose	24.25
22823	Roxanne Stordahl	Non-Resident Reimbursement	4.00
22824	Jean Suppes	Non-Resident Reimbursement	20.00
22825	Gail Smida	Non-Resident Reimbursement	27.52
22826	Board of Water Commissioners	Water Meter Repair	402.06
22827	Super America	Fuel and Oil	257.64
22828	John Turi	Non-Resident Reimbursement	20.00
22829	Lynette Towle	Non-Resident Reimbursement	20.00
22830	Susan Hoyt Taff	Film for Slides	4.55
22831	U.S. West Communications	Phone at Park	48.82
22832	M.K. VonDeLinde	Non-Resident Reimbursement	20.00
22833	Warner Industrial Supply	Street Striping Paint	19.74
22834	Witt Financial	Investment Fees	232.26
22835	Jan Wiesner	Twins Ticket Refund	8.00
22836	Emergency Apparatus Maintenance	Repair, Electric	317.50
22837	Fire Chief	Subscription	42.08
22838	United Laboratories	Car Wax and Stripper	292.50
22839	Minnesota Conway Fire & Safety	Fire Gloves	235.90
22840	Government Training Service	Computer Symposium	90.00

TOTAL 25,252.44

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Description	Check Amount	Check Date	Status
017814			0			0.00	29-Sep-89	VOID
017815			0			0.00	29-Sep-89	VOID
017816	000000002	Wiessner, Janet R.	18	01	semi-monthly	1,165.24	29-Sep-89	Outstanding
017817	000000004	Kriegler, Carol J.	18	01	semi-monthly	293.13	29-Sep-89	Outstanding
017818	000000011	Chenoweth, Shirley G.	18	01	semi-monthly	739.21	29-Sep-89	Outstanding
017819	000000020	Iverson, Terry D.	18	01	semi-monthly	812.71	29-Sep-89	Outstanding
017820	000000027	Morgan, Jay M.	18	01	semi-monthly	703.33	29-Sep-89	Outstanding
017821	000000035	Zimmerman, Katherine	18	01	semi-monthly	636.58	29-Sep-89	Outstanding
017822	000000038	Wright, Vincent D.	18	01	semi-monthly	799.48	29-Sep-89	Outstanding
017823	000000063	Phillips, Patricia A.	18	01	semi-monthly	90.58	29-Sep-89	Outstanding
017824	000000065	Kelly, Thomas R.	18	01	semi-monthly	802.69	29-Sep-89	Outstanding
017825	000000072	Carlson, Carol	18	01	semi-monthly	224.87	29-Sep-89	Outstanding
017826	000000079	Hoyt Taff, Susan L.	18	01	semi-monthly	376.70	29-Sep-89	Outstanding
017827	000000001	Baldwin, Thomas W.	9	03	monthly 2	346.84	29-Sep-89	Outstanding
017828	000000003	Baumann, Nicholas B.	9	03	monthly 2	50.71	29-Sep-89	Outstanding
017829	000000005	Berndt, Ross	9	03	monthly 2	41.50	29-Sep-89	Outstanding
017830	000000007	Bianchi, Joseph D.	9	03	monthly 2	68.00	29-Sep-89	Outstanding
017831	000000008	Brown, Raymond F.	9	03	monthly 2	63.00	29-Sep-89	Outstanding
017832	000000009	Bush, Patti J.	9	03	monthly 2	245.65	29-Sep-89	Outstanding
017833	000000010	Chenoweth, Philip E.	9	03	monthly 2	293.00	29-Sep-89	Outstanding
017834	000000012	Ciernia, Paul C.	9	03	monthly 2	250.00	29-Sep-89	Outstanding
017835	000000018	Holmgren, John M. Sr.	9	03	monthly 2	135.00	29-Sep-89	Outstanding
017836	000000022	LeMay, Dennis G.	9	03	monthly 2	56.00	29-Sep-89	Outstanding
017837	000000024	Lindig, Leo	9	03	monthly 2	303.34	29-Sep-89	Outstanding
017838	000000033	Schauffert, Craig F.	9	03	monthly 2	135.00	29-Sep-89	Outstanding
017839	000000034	Smida, Gail	9	03	monthly 2	63.00	29-Sep-89	Outstanding
017840	000000037	Wallin, Gerald E.	9	03	monthly 2	200.00	29-Sep-89	Outstanding
017841	000000039	Morgan, Jay	9	03	monthly 2	41.50	29-Sep-89	Outstanding

Grand Total

8,937.06

Consent   x  

Agenda Item: E-3

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date: 10/11/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

APPOINTMENT OF ELECTION JUDGES FOR NOVEMBER 7, 1989  
CITY ELECTION

**SUBMITTED BY:**

Shirley Chenoweth

**REVIEWED BY:**

Jan Wiessner

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

The proposed list of Judges is attached for your consideration. State Statute requires that Judges be appointed no later than Friday, October 13, 1989. All 10 judges are experienced.

**ACTION REQUESTED:**

Approval.

  
\_\_\_\_\_

Election Judges for the November 7, 1989 CITY ELECTION

Precinct 1  
Chairperson

Laura Rust	1922 Autumn	644-9514
Marion Skweres	1741 Lindig	644-3656
Barbara Shively	1573 Northrop	644-0615
Dorothy Bianchi	1725 Fairview	645-3389
Ruth Sparrow	2105 Hoyt	647-0787

Precinct 2  
Chairperson

Gladys MacKnight	1728 Pascal	644-3345
Mary McGuire	1529 West Iowa	644-1066
Jeanette Kelsey	1470 West California	646-2438
Gladys Brown	1592 Maple Knoll	645-1385
Dorothy Grittner	1718 Arona	646-7098

Consent   X  

Agenda Item:   E-4  

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date: 10/11/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

LICENSES

**SUBMITTED BY:**

Katherine Zimmerman

**REVIEWED BY:**

Shirley Chenoweth

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

JBE, Inc.           #372           NEW  
2513 Central Avenue NE  
Minneapolis, MN 55418

Handyman, Inc.    #373           NEW  
1433 Utica Avenue South  
St. Louis Park, MN 55416

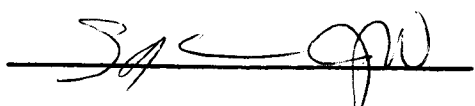
Technology, Inc.   #374           NEW  
2129 West Larpenteur  
Falcon Heights, MN 55113

SUBJECT TO FIRE MARSHAL APPROVAL

The Rose B&B       #375           NEW  
2129 West Larpenteur  
Falcon Heights, MN 55113

SUBJECT TO CONDITIONAL USE APPROVAL  
AND FIRE MARSHAL APPROVAL

**ACTION REQUESTED:**





Consent   x  

Agenda Item:   E-5  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   10/11/89  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

REQUEST FOR A PERMITTED ACCESSORY USE PERMIT FOR A UTILITY SHED AT 1633 MAPLE KNOLL DRIVE IN AN R-1 DISTRICT

**SUBMITTED BY:**

Mr. Joseph Vavrosky, Property Owner

**REVIEWED BY:**

Susan Hoyt Taff, City Planner  
Planning Commission

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

Mr. Vavrosky requests a Permitted Accessory Use Permit for a 10' x 8' x 9' high wood utility shed (figure 1) to be placed in the rear yard approximately eight (8) feet from the rear lot line and one (1) foot from the side lot line (Attachment A). The shed will be painted brown. The shed and its location conform to 9-2.04, Subd. 1(c) and 1(i) of the Zoning Code. The Permit is required under 9-4.01, Subdivision 3(i) of the Zoning Code.

Mr. Ian Bain, 1626 Garden expressed his dissatisfaction with the location of the utility shed, which is already built, because it is forty eight ft. from his picture window. He explained that in the past homeowners in his residential circle located utility sheds further away from the rear lot line to keep the center of the "circle" uncluttered.

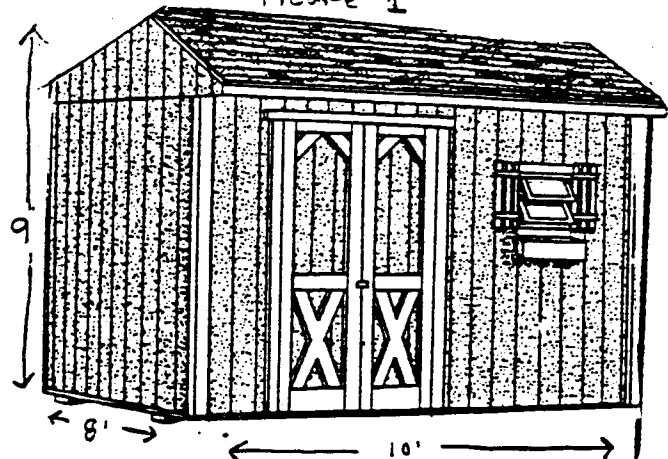
The Planning Commission unanimously recommends approval of the Permitted Accessory Use Permit because the shed design and location meet the Zoning Code.

Attachment A - Site Plan

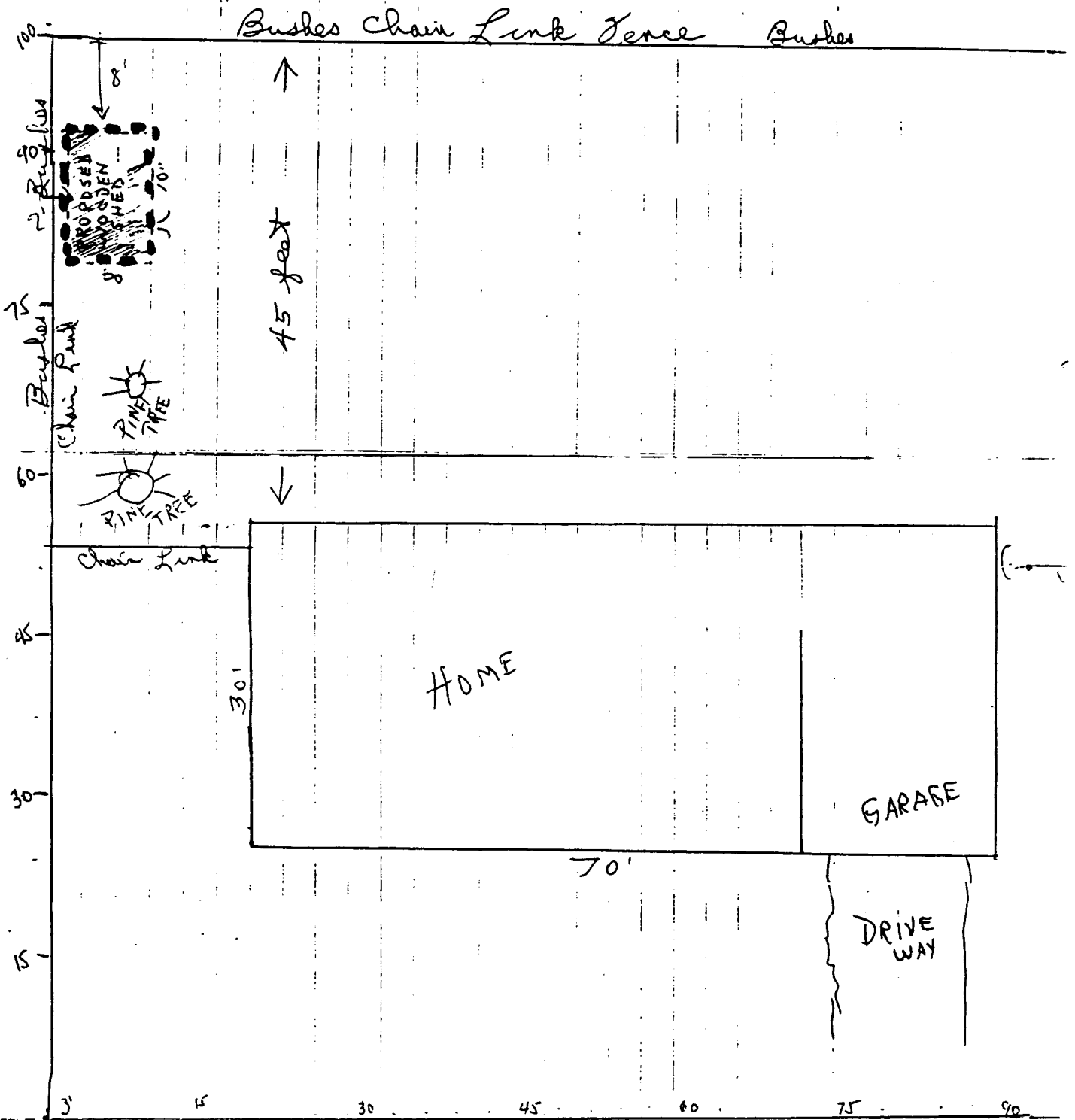
**ACTION REQUESTED:**

- 1. Approval

FIGURE 1



*JW* *SHT*



Lot size 105' wide and 100' deep

1633 MAPLE KNOLL DRIVE

JOE VI  
644-

Consent   x  

Agenda Item:   E-6  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date: 10/11/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

REQUEST FOR A PERMITTED ACCESSORY USE PERMIT FOR A UTILITY SHED AT 1375 WEST IDAHO AVENUE IN AN R-1 DISTRICT

**SUBMITTED BY:**

Dr. Michael Wolfson, Property Owner

**REVIEWED BY:**

Susan Hoyt Taff, City Planner  
Planning Commission

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

Dr. Wolfson requests a Permitted Accessory Use Permit for a 6' by 8' by 7' high utility shed to place in the rear yard (Attachment A). The proposed shed will be wood and stained brown to blend in with the adjacent fence. The proposed shed and its location conform to 9-2.04, Subd. 1(c) and 1(i) of the Zoning Code. The permit is required under 9-4.01, Subdivision 3(i) of the Zoning code.

The Planning Commission recommended **APPROVAL** OF THE Permitted Accessory Use Permit because the shed design and location meet the requirements of the Zoning Code.

Attachment A - Site Plan with Proposed Utility Shed

**ACTION REQUESTED:**

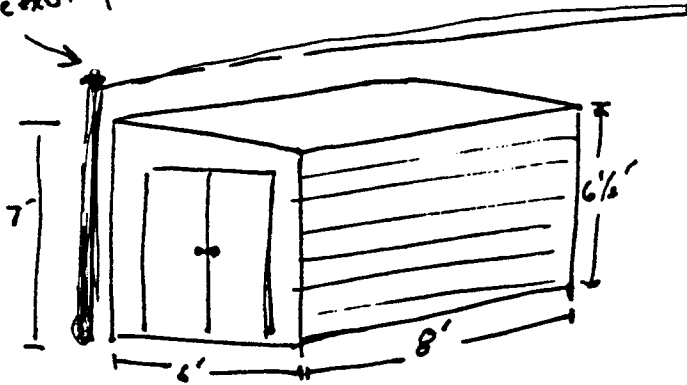
1. Approval.

  
\_\_\_\_\_

Storage shed

1375 Idaho Ave W.

Pre-existing fence



Dimensions of shed

Roof: shingles

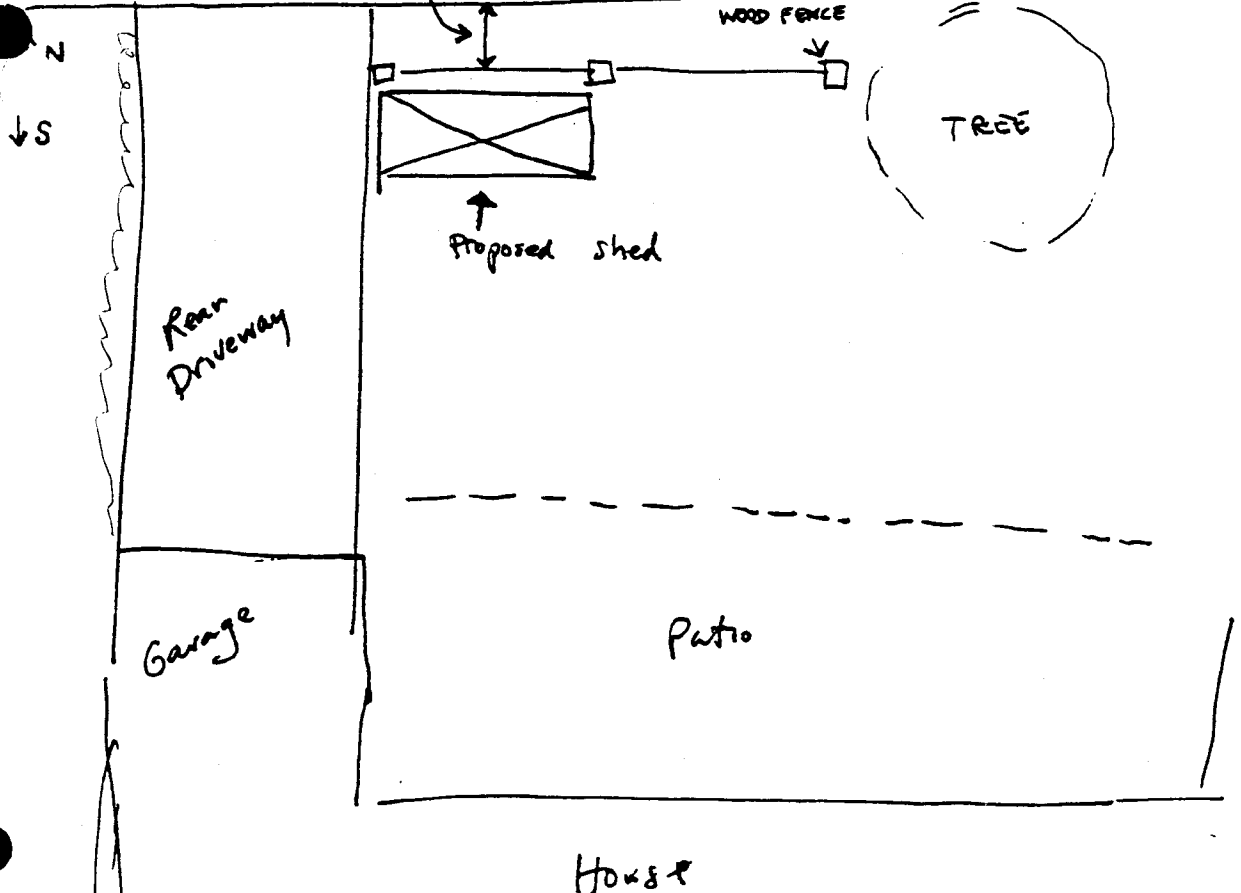
Construction: Wood/wood siding

Color: Brown stain to blend in with fence

1. Shed

3 feet grass (maybe 4 ft.)

ALLEY



2. Aerial view of Proposed Shed.

Consent   x  

Agenda Item:   E-7  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   10/11/89  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

REQUEST A VARIANCE FROM 9-2.05, SUBDIVISION 2(a) OF THE ZONING CODE TO CONSTRUCT A TEMPORARY WHEEL-CHAIR RAMP IN THE FRONT YARD AT 1468 WEST CALIFORNIA IN AN R-1 ZONE

**SUBMITTED BY:**

Mr. Herbert Horton, Property Owner

**REVIEWED BY:**

Susan Hoyt Taff, City Planner  
Planning Commission

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

Mrs. Horton recently broke her leg and requires a wheelchair ramp to enter and exit her home for the next three to twelve months. The City Zoning code, 9-2.05, Subdivision 2(a) requires a variance to construct a wheelchair ramp in the front yard. The front yard is the only suitable location for the ramp because of the angle of steps, the location of the garage and the narrow gate prohibit construction of a ramp in the rear yard. The ramp is wood, sixteen (16) feet long and four (4) feet wide. It extends from the front entrance within twelve (12) feet to fifteen (15) feet of the public sidewalk.

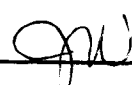
The City Planner verbally granted a temporary variance to Mr. Horton on September 15, 1989 due to the emergency hardship. It was decided that the intent of the code, 9-1.01(a) "to protect and promote the health, safety, and comfort of residents" covered this situation. Without the ramp, Mrs. Horton would be trapped in her home in a fire. The Chairman of the Planning Commission was informed of this action.

The City notified the adjacent property owners of the variance request. Mr. Aschenbach expressed no objection over the telephone.

The Planning Commission unanimously recommends **APPROVAL** of the variance for 12 months due to the **HARDSHIP** of the property owner.

**ACTION REQUESTED:**

1. Review and discuss.
2. Approval of the temporary variance for a twelve (12) month period.

  
\_\_\_\_\_

Consent   X  

Agenda Item:   E-8  

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:   10/11/89  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

AWARDING THE CONTRACT FOR FALL STREET SWEEPING TO  
MC PHILLIPS INC

SUBMITTED BY:

Vince Wright

REVIEWED BY:

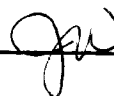
Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Quotes for the fall street sweeping were received from three firms.  
Attached is a list of the quotes and the staff recommendation.

ACTION REQUESTED:

Award the contract to McPhillips, Inc. at a cost not to exceed \$2,290.00.



ADDENDUM

City Council Agenda  
October 11, 1989

Consent Agenda

E8 - Awarding the Contract for Fall Street Sweeping  
to McPhillips Inc.



CITY OF  
**FALCON HEIGHTS**

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2077 W. LARPEN TEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

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October 11, 1989

TO: Jan Wiessner

FROM: Vince Wright

I have reviewed three quotes for the fall street sweeping:

(1) Crosstown Sweeping	\$3,675.00
(2) Clean Sweep, Inc.	\$4,613.00
(3) McPhillips, Inc.	\$2,290.00

At this time I am recommending McPhillips for our sweeping. They are less expensive. The reason I believe they are is that they previously swept the City before and that may account for the low bid. McPhillips is under new management, therefore, I believe they could do the work.

All three companies have been in business for a long time and all have adequate equipment.

VW:kjz

*Vince Wright*



## CITY OF FALCON HEIGHTS

Meeting Date: 10/11/89

## REQUEST FOR COUNCIL CONSIDERATION

**ITEM DESCRIPTION:**

A REQUEST FOR A CONDITIONAL USE PERMIT TO OPERATE A BED AND BREAKFAST AT 2129 WEST LARPENTEUR AVENUE IN AN R-1 ZONE

**SUBMITTED BY:**

Carol Kindschi and Lawrence Greenberg, Property Owners

**REVIEWED BY:**

Susan Hoyt Taff, City Planner  
Planning Commission

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

Mr. Carol Kindschi and Lawrence Greenberg are requesting a Conditional Use Permit for the operation of a Bed and Breakfast (B&B) establishment in their home. The proposed use requires a Conditional Use Permit because the overnight hours of operation deviate from the requirements of a home occupation (9-14.01, Subdivision (d-16), pages 101-102). It also deviates from subdivision 25 (d-5), because the B&B has a swimming pool and tennis court. The property owners also propose to operate an office in their home. This use meets all the requirements of a home occupation. Therefore, a separate business license is being applied for to cover this use.

The Planning Commission unanimously recommends **APPROVAL** of the B&B with the following conditions being placed upon the property to assure that it meets the requirements of the Home Occupation Code, and that it will not become a rooming house, hotel or restaurant:

- 1) The B&B must meet all the requirements of a Home Occupation 9-14.01, Subdivision 25(d) with the exception of 9-14.01, Subdivision 25(d-5) and (d-6) as regulated herein.
- 2) The B&B shall be owner managed and occupied during its operation. (The owner/manager occupation is what is distinctive about a B&B.)
- 3) The B&B shall be limited to two guest suites.
- 4) The B&B shall have a maximum of six guests occupying and/or renting the two guest suites at one time.
- 5) No guest shall occupy and/or rent any room for more than fourteen (14) consecutive days. (Prevents it from being a rooming house which is covered elsewhere in the Code.)
- 6) Meal service shall be limited to breakfast for overnight guests.

- 7) Guests of the B&B may use the swimming pool as regulated by the Minnesota Department of Health (and the tennis courts. This was not included, but it must be to meet the Home Occupation Code).
- 8) The B&B may operate on a 24 hour-a-day basis.
- 9) The B&B shall meet all State, County and City regulations, licensing and Code requirements including, but not limited to, the Fire Code, the Zoning Code and the Building Code.
- 10) The B&B operation shall be reviewed six months after it opens and annually upon renewal of its municipal business license.
- 11) The Conditional Use Permit shall expire upon change of ownership.

Attachments: A - Letter dated 9/12/89 from Carol Kindschi and Lawrence Greenberg  
B - Map A, Proposed B&B in relation to surrounding property  
C - Map C, Floor Plan for Proposed B&B  
D - Map D, Site/Lot Plan for Proposed B&B  
E - Memorandum from Planner including proposed conditions on property  
F - 9-14.01, Subdivision 25(d), Requirements for a Home Occupation

ACTION REQUESTED

1. Review and discuss.
2. Approval of the Conditional Use Permit with conditions.

*[Handwritten signature]*

Carol Kindschl and Lawrence Greenberg  
2129 Larpenteur Avenue West  
Falcon Heights, MN 55113  
Ph: (612) 642-9417

City Council  
c/o Susan Hoyt-Taff  
2077 W. Larpenteur Ave.  
Falcon Heights, MN 55113  
September 12, 1989

RE: Conditional Use Permit

Dear Ms. Hoyt-Taff,

This along with the attached information and application is to apply for a conditional use permit for our new home at 2129 Larpenteur Ave. West. We request permission: 1) to operate an in-home office for Attention Technology Inc. (ATI), and 2) to open a Bed and Breakfast (B & B).

Attention Technology, Inc.

ATI, a family-owned company, distributes a computer software neuropsychological testing program that is manufactured in northern Minnesota. Carol, a nurse psychotherapist, is the only employee and will conduct almost all of the ATI business by telephone or by mail. The occasional clinical appointments or business meetings that would be conducted on-site would be limited to one or two persons for whom adequate off-street parking is already available. Please refer to the office outlined in green on MAP C, first floor, and to the parking spaces on MAP D.

Bed and Breakfast

We wish to open a "Bed and Breakfast" which is defined by Laura Zahn in Room at the Inn Minnesota. Guide to Minnesota's Historic B & Bs. Hotels and Country Inns (Down to Earth Publications, 1988) as "A home, lived in by the owner or manager, which has one or more guest rooms for rent overnight, often sharing bathrooms and other common rooms, such as living and dining rooms, and which has some kind of breakfast available before check-out the next day included in the overnight rate."

We are in the process of making the renovations necessary for licensure by the Office of Environmental Health of Ramsey County. These renovations include installing a sanitizing dishwasher and upgrading the swimming pool to commercial standards.

The B & B would consist of 2 two-room suites, each with a private bathroom, one on the second and one on the third floors (see MAP C) for a maximum occupancy of six people.

Breakfast would be the only meal served. The only sign for the B & B would be a small sign (engraved with the address and the name, yet to be determined) hanging from the existing sign post adjacent to the driveway.

We would be the only employees of the Bed and Breakfast though we would continue to use the services of a part-time cleaning person.

There are a number of reasons for our wish to open a Bed and Breakfast, including now having the extra bedrooms since our youngest child recently began college out-of-state. In addition we have had many pleasant experiences with B & Bs in our travels and see this as not only an opportunity for extra income but also as a means to meet interesting people and fill a need in the community.

Since the Bed and Breakfast guests would be present overnight and, possibly on weekends, the B & B would need approval to operate beyond the usual business hours (Ref: Planning and Development 9-14.01, p.102, Subdivision 25, point d. # 16).

Please refer to the attached MAPS for the following information:

MAP A: location map of appropriate scale that covers sufficient adjoining territory to clearly indicate nearby street patterns and property lines.

MAP B: location of all adjacent buildings located within 300 feet of the exterior boundaries of our property. In addition, this lists the Owners of all properties located within 350 feet of the exterior boundaries of our property. (Owners addresses are listed entirely later in these documents.)

MAP C: Floor plan and intended space utilization for the ATI office and the Bed and Breakfast.

MAP D: Lot dimensions and area, location and number of existing parking spaces, vehicular circulation and location of all existing trees (which will not be altered). There is ample off-street parking for the anticipated maximum of two cars from B & B guests as well as our two cars and the occasional one to two cars for ATI meetings.

We have been encouraged by a most favorable response to our plan from people at Gibbs' farm and 1666 Coffman. In addition, we have already had some inquiries about our anticipated availability to "house" visiting faculty for departments on the U of MN St. Paul campus. To date, we are unaware of any opposition to the B & B.

Attached is a list of addresses for the condominium owners at 1666 Coffman.

In addition to the following addresses, I was informed by Susan Weinberg, Real Estate Coordinator for the University of Minnesota, that here is the appropriate office to which to direct questions regarding University of Minnesota property. Her address is:

Susan Weinberg  
Real Estate Office  
Rm 335 Morrill Hall  
University of Minnesota  
100 Church St. S.E.  
Minneapolis, MN 55455 for:

Scott Nelson, manager  
University of Minnesota Golf Course  
2275 Larpenteur Ave. West  
Falcon Heights, MN 55113

University of Minnesota Institute of Agriculture  
2100 Larpenteur Ave. West  
Falcon Heights, MN 55108

Ramsey County Historical Society  
323 Landmark Center  
75 W. 5th Street  
St. Paul, MN 55102

Gibbs' Farm Museum  
2097 Larpenteur Ave. West  
Falcon Heights, MN 55113

Sandy Doyle, manager  
1666 Coffman Condominium Association  
1666 Coffman Street  
Falcon Heights, MN 55108

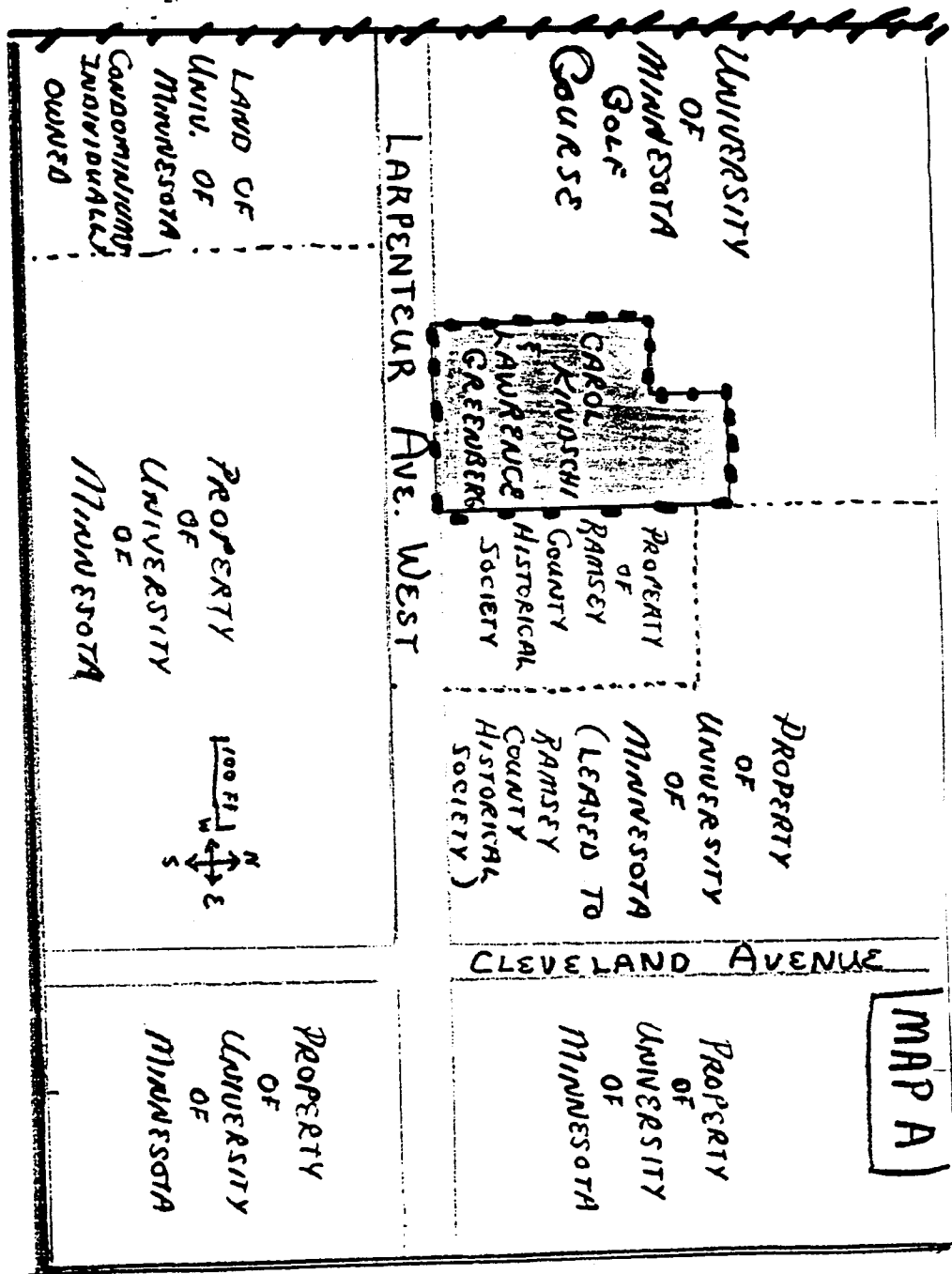
Thank you for your attention to our application. We look forward to the next step.

Sincerely,

  
Carol Kindschi & Lawrence Greenberg

MAP A - PROPOSED B2B, 2129 LARPEUR AVE., IN RELATIONSHIP TO THE SURROUNDING PROPERTY.

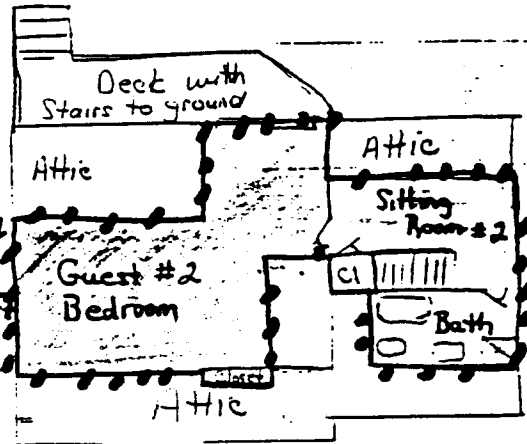
AGENDA ITEM ATTACHMENT B



10 feet

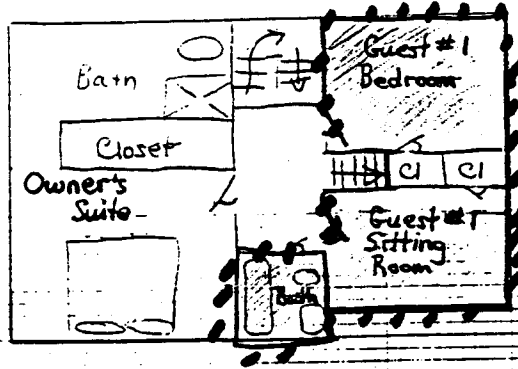
Floor Plan  
for  
2129 Larpentour Ave W.

Guest Room: 264 Sq. Ft.  
Sitting Room: 120 Sq. Ft.



Third Floor with one guest suite  
(two-room suite  
(with private bath) (pending  
renovation))

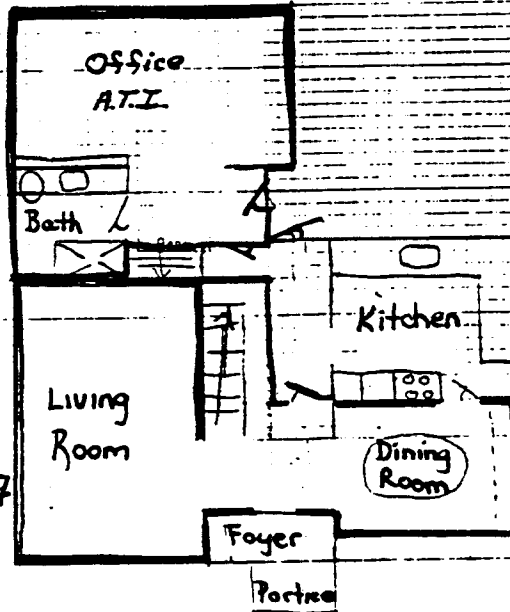
Guest Bedroom:  
120 Sq. Ft.  
Guest Sitting Room:  
130 Sq. Ft.  
(Master Bedroom:  
210 Sq. Ft.)



Second Floor with one guest suite  
(2-room suite  
(with private bath))

Office: 252 Sq. Ft.

Living Room: 345 Sq. Ft.  
Dining Room: 143 Sq. Ft.

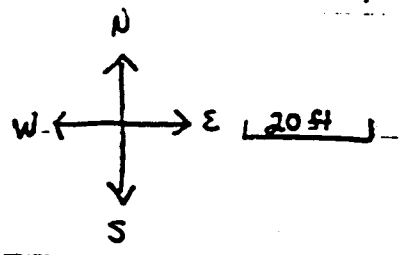


First Floor with areas available  
for guest use  
and renamed A.T.I. Office

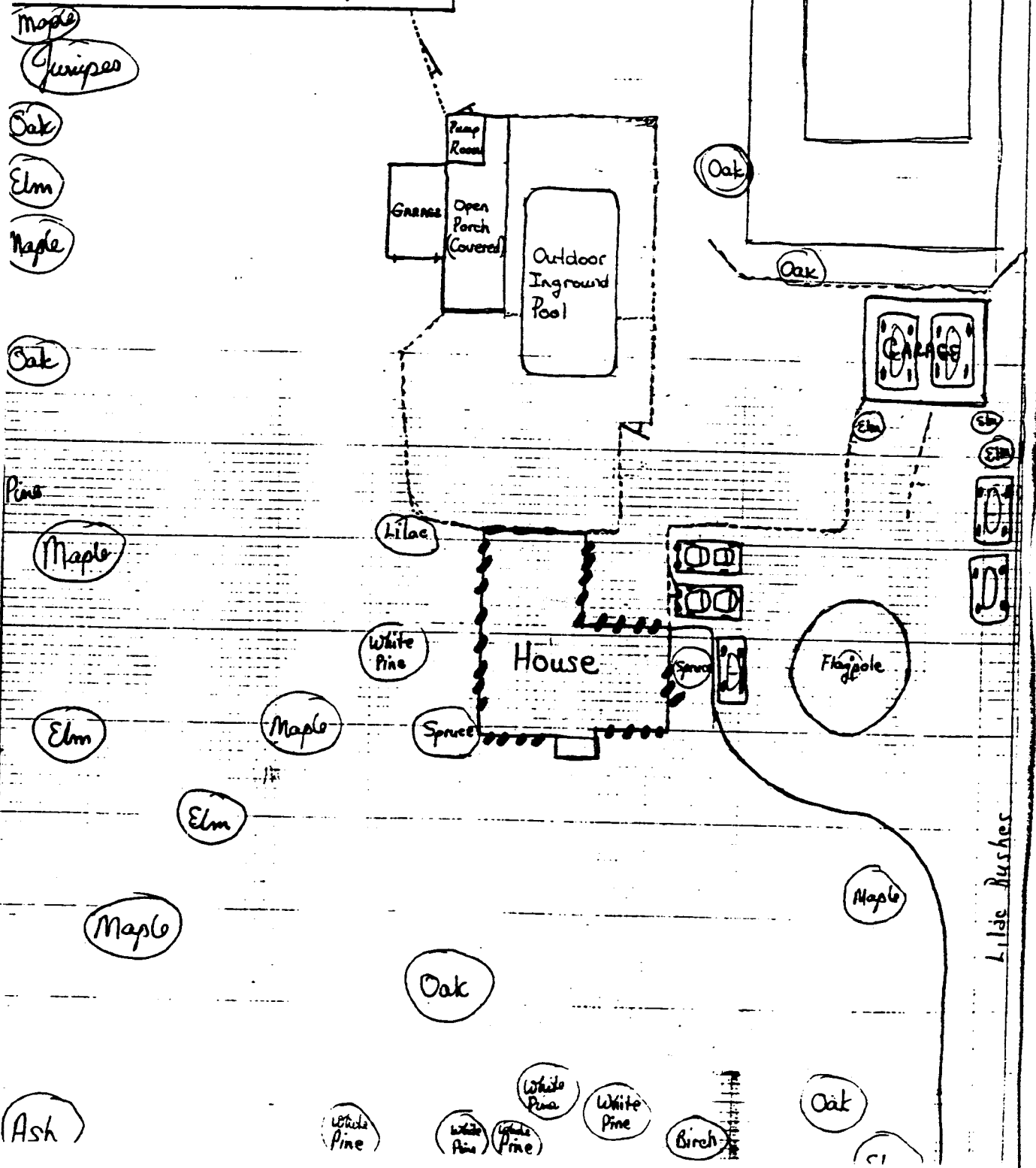
map C

Lot Plan  
2129 Laspentour Ave W.

AGENDA ITEM  
ATTACHMENT D



-----: fence  
 \_\_\_\_\_: boundary, All fenced  
 except for Laspentour  
 [S] = CAR Space







CITY OF  
**FALCON HEIGHTS**

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2077 W. LARPELLEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

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September 25, 1989

TO: Planning Commission

FROM: Susan Hoyt Taff

RE: Proposed Conditional use Permit for a Bed and Breakfast  
2129 West Larpenteur Avenue

The property owners at 2129 West Larpenteur Avenue are preparing to open a Bed and Breakfast (B&B) in their new home. To open a B&B, the facility must meet the requirements of the Minnesota Department of Health, the Minnesota Fire Code and the local Zoning Code. If any remodeling is done, it must conform to the Uniform Building Code. The Ramsey County Environmental Health Officer is responsible for licensing the B&B to meet the Minnesota Department of Health standards and other County requirements. The local Fire Marshal inspects the facility to assure conformance to the Fire Code. The local Building Inspector inspects any major remodeling to assure conformance to the Building Code.

Under the local Zoning Code, a B&B may be classified as a Home Occupation in an R-1 Zone. However, the B&B does not meet two requirements of a Home Occupation. The first is 9-14.01, Subdivision 25(d-5), which states that no accessory use shall be permitted in conjunction with a Home Occupation. This property has an accompanying accessory use, a swimming pool, which B&B guests may use. The second is 9-14.01, Subdivision 25(d-16), which limits the hours of operation of a Home Occupation to 9:00 A.M. to 9:00 P.M. on weekdays and 10:00 A.M. to 6:00 P.M. on weekends. Obviously a B&B requires overnight accommodations. Because the B&B does not meet all the requirements of a Home Occupation, the property owners are seeking a Conditional Use Permit to operate the facility (9-4.01, Subd. 1(j)).

Furthermore, a second Home Occupation, a business office, is proposed for the property. This Home Occupation meets all the applicable Code requirements. Therefore, a separate license may be applied for independently of the Conditional Use permit for the B&B. There is no limit on the number of Home Occupations within a dwelling in the City Code.

If the Commission recommends that a Conditional Use Permit be granted to allow a B&B at 2129 west Larpenteur Avenue, the conditions must assure the City that the facility will not become a rooming house, public restaurant or hotel. The requirements for a Home Occupation and the Zoning Code substantially guarantee that the B&B will operate compatibly within an R-1 zone. However, I incorporated portions of B&B ordinances from the Cities of Stillwater, St. Paul and Minneapolis into the proposed Conditional Use Permit to assure its operation as an owner-occupied B&B. I also included restrictions on the number of guest suites and guests occupying the structure at one time so there is no over-crowding of the dwelling.

The following conditions are proposed for your review, comments and revision:

1. The B&B must meet all the requirements of a Home Occupation 9-14.01, Subdivision 25 (d) with the exception of 9-14.01, Subdivision 25 (d-5) and (d-6) as regulated herein. (See Attachment E-1F.)
2. The B&B shall be owner managed and occupied during its operation. (The owner/manager occupation is what is distinctive about a B&B.)
3. The B&B shall be limited to two guest suites, one on the second floor and one on the third floor. Each guest suite shall consist of a bedroom, a sitting room and a private bathroom. These shall be rented individually, on a nightly basis for periods of less than week.
4. The B&B shall have a maximum of six guests occupying and/or renting the two guest suites at one time.
5. No guest shall occupy and/or rent the room for more than fourteen (14) consecutive days.
6. Meal service shall be limited to breakfast for over night guests.
7. Guests of the B&B may use the swimming pool as regulated by the Minnesota Department of Health.
8. The B&B may operate on a 24 hour-a-day basis.
9. The B&B shall meet all State, County and City regulations,, licensing and Code requirements including, but not limmited to, the Fire Code, the zoning Code and the Building code.
10. The B&B operation shall be reviewed six months after it opens and annually upon renewal of its municipal business license.

9-4.01, Subdivision 25(d) Requirements for a Home Occupation.

P 101

d. Requirements. The following requirements shall apply to home occupations within the City of Falcon Heights.

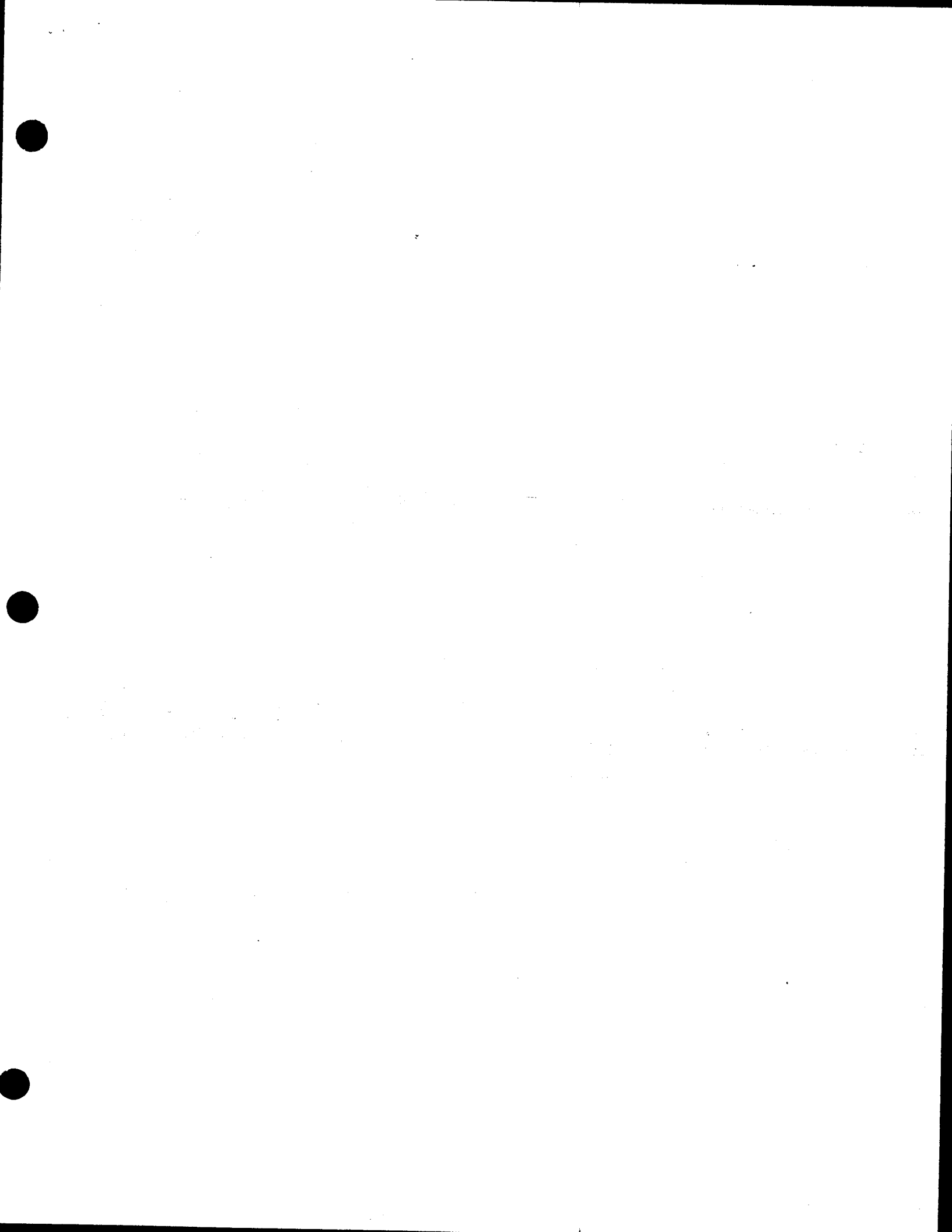
1. No home occupations shall be permitted which, in the opinion of the Zoning Administrator, may be detrimental to adjacent or nearby residential amenities;
2. No home occupation shall be permitted which, in the opinion of the City Fire Chief, may increase the risk of fire or use of rescue squads at a greater level than would normally be expected in a residential district.
3. Exterior storage shall not be permitted.
4. Adequate off-street parking space for the home occupation must be available as approved by the Zoning Administrator, however, no home occupation shall be granted that creates the need for more than two (2) parking spaces in addition to those already used by the occupants of the dwelling.
5. No accessory uses in conjunction with a home occupation shall be permitted.
6. No home occupation shall be permitted within an accessory building (as defined in this Chapter).
7. No signs other than those normally utilized in a residential district shall be permitted;
8. No over-the-counter retail or wholesale sales shall be permitted;
9. Entrance to the home occupation shall be gained from within the structure with no separate exterior entrance;
10. No stock in trade shall be stored on the premises;
11. Only occupants of the dwelling unit may engage in the home occupation;
12. No traffic shall be generated by a home occupation in greater volume than would normally be expected in a residential district;
13. No home occupation shall be permitted which requires the use of commercial vehicle more often than would normally be expected in a residential district. For the purpose of this subdivision, commercial vehicle shall be defined as a non-passenger vehicle (as passenger vehicle is defined in Falcon Heights Ordinance Section 9-4.01, Subd. 5d.
14. No home occupation shall produce light glare, noise, odor or vibration that has an objectionable affect on a nearby property;
15. No equipment shall be used in a home occupation that creates electrical interference to surrounding property owners' radio or television signals;

B:B does not meet due to summary pool of 11/27/87 may use

P 102

16. No home occupation shall be conducted between the hours of 9:00 p.m. and 9:00 a.m. on weekdays, or between the hours of 6:00 p.m. and 10:00 a.m. on weekends and holidays;

B:B does not meet



Consent \_\_\_\_\_

Agenda Item: F-2

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 10/11/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

COMMUNITY PARK LEASE/ACQUISITION UPDATE

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

Carol Kriegler  
Tom Gedde

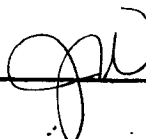
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Attachments:

1. October 3, 1989 Wiessner letter
2. September 19, 1989 Weinberg letter
3. September 8, 1989 Gedde letter

ACTION REQUESTED:

Discussion Only.





CITY OF  
**FALCON HEIGHTS**

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2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

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October 3, 1989

Ms. Susan Carlson Weinberg  
Real Estate Coordinator  
335 Morrill Hall  
100 Church Street SE  
Minneapolis, MN 55455

IN RE: **FALCON HEIGHTS COMMUNITY PARK SITE**  
14.7 acres, SE corner of Cleveland and Roselawn Avenues  
(U-117)

Dear Ms. Weinberg:

As we discussed this morning, I am concerned that the procedure you described in your September 19, 1989 letter for the proposed sale or lease extension of the above referenced land will create a significant obstacle for the city's plans to construct a new building on the site.

Following the fire last fall which destroyed the former park building, the City with the assistance of Barton Aschman Associates, conducted a study of park needs and adopted a Comprehensive Park and Recreation Plan. The study concluded that the former building should be replaced with a larger, more functional, multi-purpose facility. (I've attached a copy of plans for your information.) The cost of constructing this new facility with related landscaping and utility costs is estimated at approximately \$385,000. Obviously, a project of this magnitude is not taken lightly by our small community and it would be foolish to consider such an investment on land which we do not own or at least have a guaranteed use for the life of the building. We had hoped to start construction this fall.

Although we have architectural plans and specifications ready for bid, and have received a \$25,000 Celebrate Minnesota 1990 grant to help with this project, I don't believe we should proceed without a more firm commitment from the University. Rather than wait for the Board of Regents to approve the recommended sale, I propose that we extend the existing lease for a 25 year term at a nominal fee with the understanding that the lease would be terminated in the event the City purchases the land.

Ms. Susan Carlson Weinberg  
October 3, 1989  
Page 2

I would appreciate hearing from you if there are any conditions under which a long term extension of this lease could be executed by Wednesday, October 11, 1989. On this date, the Falcon Heights City Council will be considering whether or not to proceed with the construction of the park building this fall. Without this agreement, I believe the project will be put on hold.

The City is very appreciative of the Community Service the University has provided by making this land available for park use. We believe that University students and faculty have been major benefactors of the park development due to its proximity to the campus. I was surprised to learn that over 40 percent of the respondents to our park survey indicated that at least one member of their household is affiliated with the University.

Don't hesitate to call me if you need further information, Susan. I appreciate your assistance in this matter.

Sincerely,



Janet R. Wiessner  
City Administrator

JW:kjz

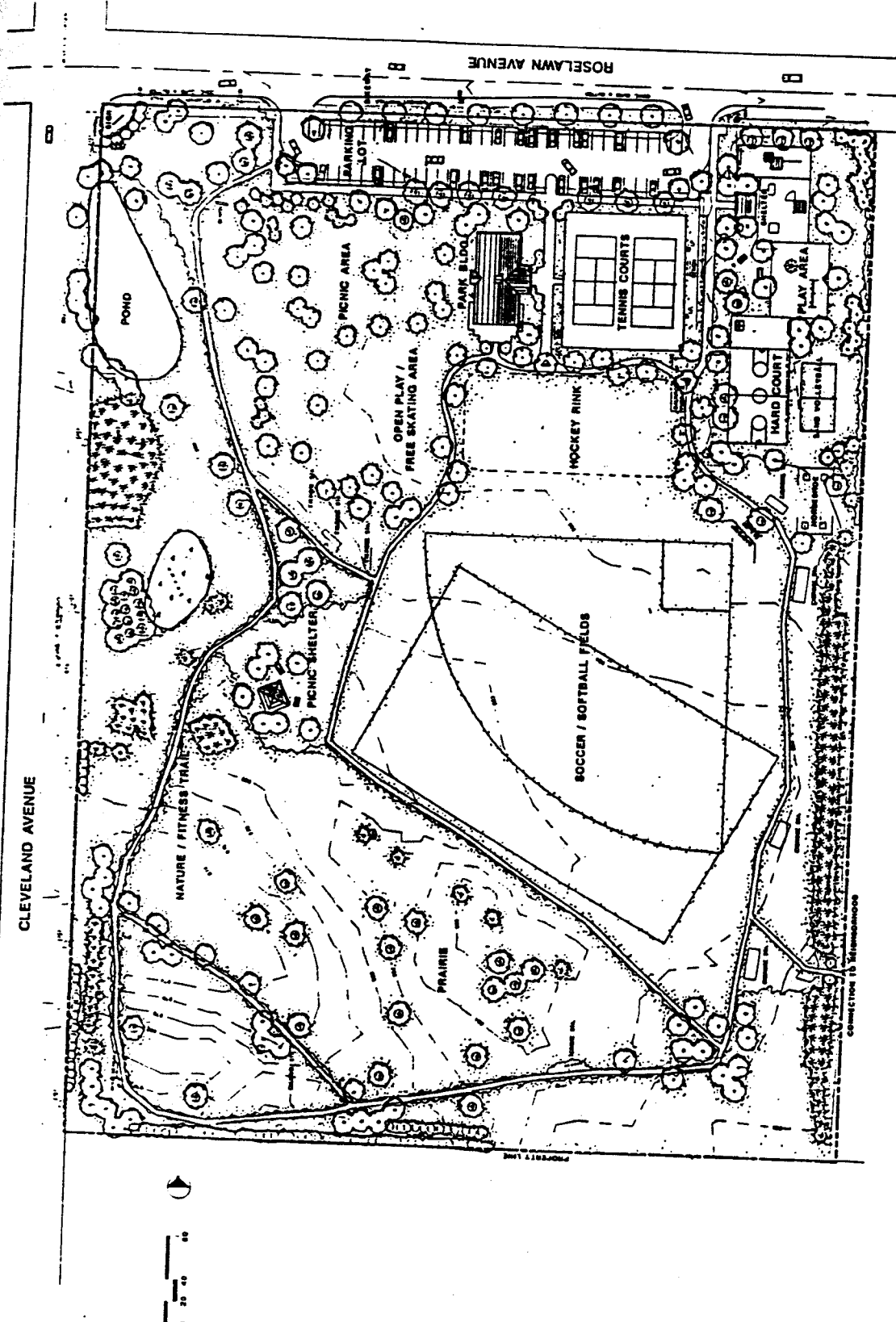


FIGURE 11  
COMMUNITY PARK MASTER PLAN



**Park and Recreation Plan**  
City of Falcon Heights, Minnesota



2—Roseville/Falcon Heights Focus Newspapers—Wed., September 6, 1989

## ACROSS CITY LINES

## Library board pushes for budget levy increase

Although it's a far cry from their original request, Ramsey County library trustees plan to push for an 8.3 percent increase in next year's budget.

The library board plans to ask the county board of commissioners to increase the library system's levy by at least 6 percent, raising the library budget to \$4.29 million.

The county is expected to set a levy in October for its budget, of which about 1.5 percent is allocated to the library board.

Trustees last week decided to make the request anticipating the state Legislature will pass a 6 percent levy limit this year.

If the county allots the board such a levy, its 1990 budget will represent a \$329,286 increase over this year's \$3.9 million budget.

But Ramsey County Executive Terry Schutten has already proposed a \$4.26 million budget for the library, increasing the levy by only 5.2 percent.

Both proposals hardly come close to the board's original proposal for a \$5 million budget, representing a 26 percent increase from this year.

Schutten's proposal would leave the county library system at its current level, said Library Director Norman Vinnes. The proposal would not allow for any new equipment, programs or a user study, he said.

Cuts in printing, supplies, repair and staff development also would be imposed on the system under Schutten's plan, Vinnes said.

However, money would be freed up if the Shoreview and Mounds View library construction projects are delayed, he said.

The board's worst case scenario includes a 1.5 percent "levy goal" budget being mulled by county officials. Vinnes says it would strip the library system.

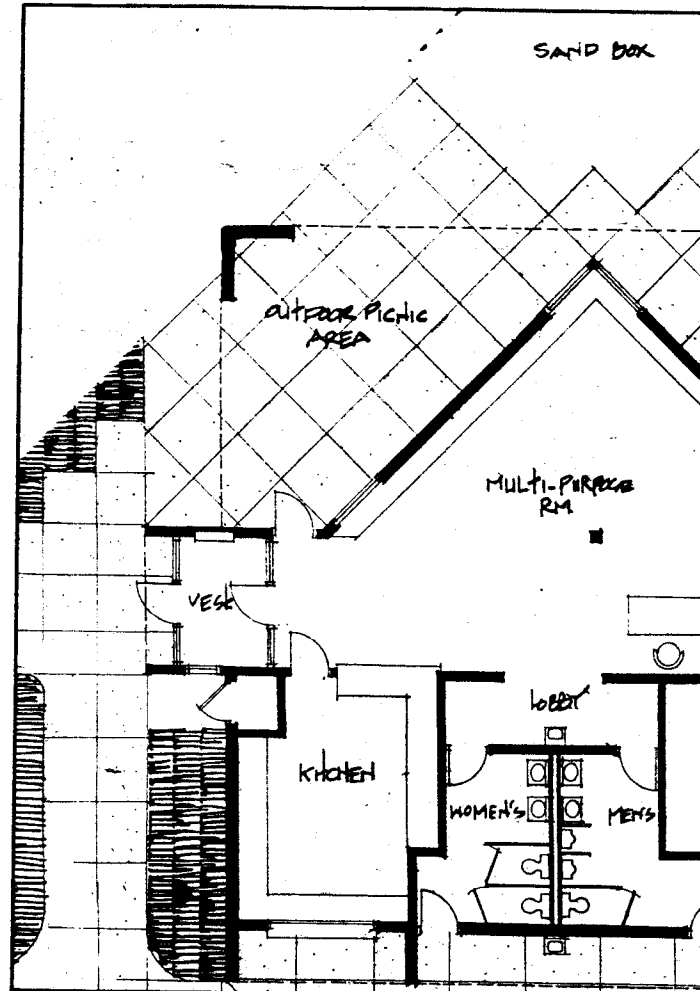
"If we had to live with this, we'd have cuts in personnel; the library hours would have to be shortened," he said.

Chances are slim that the smaller levy, amounting to a \$4.05 million budget, will be adopted, according to Vinnes.

Last April, trustees estimated they would need a budget of more than \$5 million to support new and existing libraries and programs.

In its budget, the board identified five needed additions including \$75,309 worth of library materials, \$66,902 for extra staff, \$75,092 for new equipment, \$65,663 for more support staff and a \$20,955 expansion in contingency money.

Trustees say the county library system will be in trouble if the levy dips below 6 percent.



The new Falcon Heights park building will be angled "at the intersection of Roselawn and Cleveland avenues to the north" according to architect Tom Dunwell, Buetow and Associates. The building will have a multi-purpose room that seats 30 and can be used as a warming house, a lounge, picnic shelters and possibly a sandbox area will be next to it.

## Park building, plan

From Previous Page

concrete," Council Member Pat Bush said.

Consultants Barton-Aschman Associates Inc. designed the plan after surveying residents and analyzing

bill will be paid from reserves.

Changes to the rest park system will come from the parks and recreational improvement fund.

"We have no plans to raise taxes or float bonds,"



UNIVERSITY OF MINNESOTA

Real Estate Office  
335 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455  
(612) 625-5345

Copy To  
SR  
ATTACHMENT 2 Comm. Plan  
f

REC'D SEP 21 1989

September 19, 1989

Ms. Janet R. Wiessner  
City of Falcon Heights  
2077 W. Larpenteur Avenue  
St. Paul, MN 55113

Re: U-117: 14.5 Acres, SE Corner of Cleveland and Roselawn Avenues  
(City of Falcon Heights)

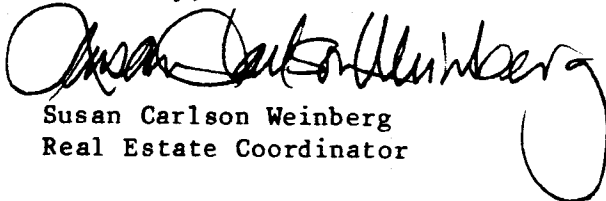
Dear Ms. Wiessner:

Pursuant to the September 8, 1989 letter from Thomas A. Gedde, Falcon Heights City Attorney, we are requesting next month that the Board of Regents grant us the authority to negotiate a direct sale of the subject land to the City of Falcon Heights. This matter will be discussed by the Physical Planning and Operations Committee on October 12, and the full Board the following day. Those meetings will be in Waseca. Should that authority be granted, we would proceed immediately to obtain two MAI appraisals of the land. Once we have agreed on specific terms for this transaction, we would request final approval of the Board to sell the property to the City.

Should the Regents direct next month that this property not be sold, I will recommend that the November Physical Planning and Operations Committee agenda include as an informational item a 25-year extension of the subject lease to the City of Falcon Heights (now expiring December 31, 1993). Informational items are normally re-submitted to the Regents for approval the following month, but I have been advised the December meetings will include no business items, so approval of the lease extension would not be expected until January.

Please feel free to contact me at 625-4539 should you have any questions regarding this matter. Thank you.

Sincerely,



Susan Carlson Weinberg  
Real Estate Coordinator

COPY

ATTACHMENT 3A  
✓ Copy to CK

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

ATTORNEYS AND COUNSELORS AT LAW

BOCK, EDWARD A., JR.  
BUCHMAN, JOHN T.  
GEDDE, THOMAS A.  
GROVER, BETH H.  
HICKEN, JEFFREY P.  
HOWARD, ROBERT A.  
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TELEPHONE (612) 421-4110  
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OF COUNSEL  
HADLEY, CHARLES S.  
LUTHER, RICHARD L.

September 8, 1989

Ms. Susan Weinberg  
Real Estate Coordinator  
University of Minnesota  
335 Morrill Hall  
100 Church Street S.E.  
Minneapolis, MN 55455

VIA TELECOPY

RE: 14.7 Acre Parcel Located at Roselawn and Cleveland in  
Falcon Heights

Dear Ms. Weinberg:

As City Attorney for the City of Falcon Heights, I am working with City Administrator Jan Wiessner on the possible acquisition by the City of Falcon Heights from the University of Minnesota of a 14.7 acre tract of real property located at Roselawn and Cleveland in Falcon Heights. This parcel has been leased by the City of Falcon Heights from the University for many years for nominal consideration and has been used by the City for park purposes. The current lease expires in 1994. The property is zoned P-1/R-1.

The City of Falcon Heights would like to acquire this parcel from the University, construct a new park facility (warming house and picnic shelter) and dedicate the property to park use.

I understand from our telephone conversation of September 7 that the University may be willing to sell this property and that a committee of the Board of Regents will consider the issue at its October 12, 1989 meeting. The City would be happy to have someone attend that meeting to explain the City's interest in the property.

You have advised me that the procedure that the University would follow in selling this parcel would be to have two independent appraisers appointed and to establish the price based

Ms. Susan Weinberg  
Page 2  
September 8, 1989

on those appraisals. I assume that the appraisals would take into account the current use of the property and consider that use to be the highest and best use of the property. The City does not currently have a position on market value of the property and we would welcome a proposal from the University on purchase price. It would also be very helpful to the City of Falcon Heights if the property could be acquired on a contract for deed with payments made over a period of time.

In the event that acquisition of the property by Falcon Heights is not possible, the City would like to extend the existing lease for a period that approximates the life expectancy of the new structure (25-30 years).

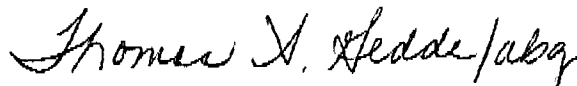
I understand that the University has a need for parking in the vicinity of this parcel and I am sure the City would be happy to explore an arrangement whereby this parcel could be used for University parking after acquisition by the City.

With respect to the 2.5 acre parcel on Garden, Falcon Heights is also interested in acquiring that parcel for park purposes, but that project has a lower priority.

Thank you for your assistance on these matters.

Yours truly,

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



Thomas A. Gedde  
Falcon Heights City Attorney

TAG/abg

✓cc: Jan Wiessner

Consent \_\_\_\_\_

Agenda Item: F-3

Policy   x  

**CITY OF FALCON HEIGHTS**

Meeting Date: 10/11/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

COMMUNITY PARK PLANS AND SPECIFICATIONS

**SUBMITTED BY:**

Carol Kriegler

**REVIEWED BY:**

Jan Wiessner

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

Beutow and Associates has completed the specification documents for the proposed Community Park building. Tom Dunwell will be available to review the plans and specifications at the October 11th Council meeting. The document will also be available for review.

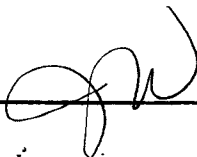
The following timeline is suggested for proceeding with the Community Park building project:

- October 11 - Council meeting, approve building plans and specifications and authorization to accept bids
- October 16 - Specification documents available
- November 1 - 2:00 P.M. - Bid Opening
- November 8 - Council meeting, awarding of bids and authorization to proceed with construction

**ACTION REQUESTED:**

Approval of Community Park building specifications and authorize Beutow and Associates to advertize for their acceptance of bids.

NOTE: The City Council can reserve the right to reject any or all bids.

  
\_\_\_\_\_

Consent \_\_\_\_\_

Agenda Item: F-4

Policy x

**CITY OF FALCON HEIGHTS**

Meeting Date: 10/11/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

AMENDMENT TO PERSONNEL POLICY  
RE: MEDICAL LEAVE OF ABSENCE WITHOUT PAY

**SUBMITTED BY:**

Jan Wiessner

**REVIEWED BY:**

City Hall Staff

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

Pat Phillips broke her foot in August and will be unable to return to work for an undetermined amount of time. In reviewing our Personnel Policy, it appears that this situation was not provided for in the existing policies. Staff members discussed the situation and recommended the following addition to the Employee Benefit Section of Personnel Policies:

AMENDMENT TO PERSONNEL POLICY: Addition

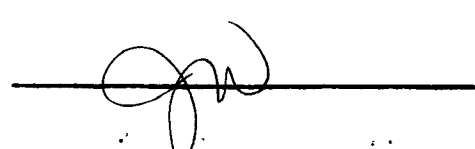
Page 6 - Sick leave....

(c) Medical Leave of Absence In the event of an extended absence due to personal illness or disability which exceeds the accumulated sick leave, a leave of absence without pay may be granted to regular employees. A physician's statement may be required at any time during the leave indicating the nature of the illness or disability, the estimated length of absence, and any restrictions on activities to resume duties. The initial Leave of Absence request must be approved by the City Council. Extensions of the leave may be approved by the City Administrator not to exceed one year. An employee who is granted a medical leave of absence shall be reinstated to the former position at the same salary if the physician's statement so recommends. Employees will be eligible to continue health and life insurance benefits during the medical leave. During the medical leave, employees will not accrue additional vacation or sick leave.

Attachment: Employee Benefits Section of Policy (Pages 4 thru 7)

**ACTION REQUESTED:**

Pass resolution adopting amendment to Personnel Policies  
Section 6, Subdivision 3(c) RE: Medical Leave of Absence



**SECTION 6 EMPLOYEE BENEFITS**

Only regular employees are eligible for benefits. These benefits may be changed, amended, clarified, altered or rescinded at any time by the City Council.

Regular full-time employees are eligible for full benefits. Regular part-time employees are eligible for holiday, vacation and sick leave benefits in proportion to their hours worked per week rated on the following scale:

Under 20 hours per week	No benefits
20-29 hours per week	1/2 benefit
30-35 hours per week	3/4 benefit
Over 35 hours per week	Full benefit

The number of hours worked per week will be determined at the time of hiring and will be reviewed quarterly by the City Administrator.

Temporary and seasonal employees and independent contractors/consultants are not eligible for benefits provided by the City.

Subdivision 1 - Holidays. The following days are observed paid holidays:

New Year's Day, January 1  
Martin Luther King's Day, the third Monday in January  
Presidents Day, the third Monday in February  
Memorial Day, the last Monday in May  
Independence Day, July 4  
Labor Day, the first Monday in September  
Veteran's Day, November 11  
Thanksgiving Day, the fourth Thursday in November  
The day following Thanksgiving Day  
Christmas Day, December 25  
Floating Holiday, to be used at employee's discretion  
(Must be used before end of year)

Whenever one of the above holidays falls on a Saturday, the preceding day will be observed as a holiday. Whenever one of the above holidays falls on a Sunday, the following day will be observed as a holiday.

Subdivision 2 - Vacation Leave. Vacation may be used as earned.

- (a) Accumulation. The following is the schedule for accumulation of vacation, based on the number of years of City service:

0 - 5 years of service	10 days per year
After 5 years to 10 years of service	15 days per year
After 10 years of service	One additional day per year not to exceed 20 days per year

Employees may accumulate up to a maximum of twice their annual vacation leave. Employees must use at least one week of vacation leave per calendar year.

- (b) Requests. Vacation leave must be requested at least 48 hours in advance. Vacation requests are subject to the approval by the employee's supervisor and may be denied in the event of an emergency or if the taking of vacation would result in insufficient manpower to carryout City business.
- (c) Legal Holidays during Vacation Leave. Whenever a legal holiday falls on a working day during an employee's vacation leave, that holiday will not be counted as a vacation day.

Subdivision 3 - Sick Leave. Sick leave will be accumulated for all regular full time employees at the rate of one day per calendar month and may be accumulated to a maximum of 120 days.

- (a) Use of Sick Leave. Sick leave may be used only in the event of personal illness, legal quarantine, disability or serious emergencies such as death or critical illness in the immediate family of an employee. An employee must request sick leave from their immediate supervisor prior to the start of the employee's work day on each day sick leave is used. An employee with an extended absence of three days or more may be requested to file a physician's statement, signed by the employee, indicating the nature of their illness. Up to three days of sick leave may be used to attend to an ill family member of an employee.



- (b) Use for Funerals. When necessary, sick leave may be used by an employee because of a death in the employee's family. Funeral leave may be granted according to the following schedule:

Spouse, children, parents, parents-in-law  
- Up to five days -

Brothers, sisters, grandparents, brothers-in-law,  
sisters-in-law  
- Up to three days -

Uncles, aunt, cousins  
- One day -

Funeral leave must be taken on consecutive working days, one of which is the day of death or the day of the funeral. Any deviations from this policy will be at the discretion of the City Administrator.

Subdivision 4 - Leaves of Absence with Pay. Any regular employee who is required to serve as a juror or who is under subpoena as a witness in court related to City business, shall be granted leave with pay while serving in such capacity. Upon completion of jury service, the employee shall reimburse the City for the amount of jury duty pay, less the amount received for traveling expenses

Subdivision 5 - Leaves of Absence without Pay. Upon request, a leave of absence without pay may be granted by the City Administrator for a period not to exceed 90 days. No benefits will accrue or be paid out during a period of a leave of absence without pay. An employee may elect to continue group health and/or life insurance coverage during a leave of absence, the entire cost of which will be borne by the employee.

An extension of a leave of absence may be granted by the City Administrator not to exceed a total of 180 days.

Subdivision 6 - Parental Leave. - An employee who works 20 or more hours per week and has been employed more than one year is entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed 12 months and must begin not more than six weeks after the birth or adoption of the child. The employee is entitled to return to work at the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. City paid health insurance coverage will

remain in effect during the month the child is born and until the end of the following month. The employee will have the option to continue coverage at his or her own expense for the remainder of the leave.

Requests for parental leave must be made in writing the employee's supervisor at least two months prior to the requested leave's starting date.

Subdivision 7 - Health Insurance. Group health insurance will be provided to all regular full-time employees and their dependents by the City. Each year the City Council will determine the amount to be contributed by the City.

Subdivision 8 - Life Insurance. Basic life insurance will be provided to all regular full-time employees at a rate of one times their annual salary by the City.

Subdivision 9 - Dental Insurance. Group dental insurance will be provided to all regular full-time employees and their families by the City.

Subdivision 10 - Tuition Reimbursement. To encourage individual career development and improved work performance, all regular full-time employees shall be eligible for reimbursement for 75 percent of tuition and book expenses incurred in post-high school level courses or programs which are work related or part of a formal degree or certification program. Prior supervisory approval is required and the course must be successfully completed with a grade of B (or equivalent) or better for reimbursement.

Subdivision 11 - Retired Employees. Retired City employees may continue to participate in the City's health, dental and life insurance programs, at the prevailing appropriate group rate, at the retiree's expense.

## SECTION 7 COMPENSATION

Subdivision 1- Rates of Pay. All pay rates will be set by the City Council.

Subdivision 2- Overtime Pay. All non-exempt employees shall be eligible for overtime pay. Overtime will be paid at a rate of one and a half times the regular hourly rate of pay for any hours worked over 40 hours in a given work week. Overtime work must have prior approval by an employee's immediate supervisor.

Consent \_\_\_\_\_

Agenda Item: F-5

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 10/11/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

PERSONNEL: LEAVE REQUEST

SUBMITTED BY:

Jan Wiessner

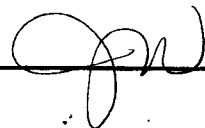
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Pat Phillips broke her foot in August. She returned on September 1 thru September 20 and started having complications resulting in her doctor removing her cast and instructing her to stay in bed. Her accumulated sick leave was used up August 21.

ACTION REQUESTED:

Approve Leave of Absence Without Pay with continued Health and Life benefits based on doctor's recommendation up to one year.





CITY OF FALCON HEIGHTS

PERSONNEL ACTION FORM

Pat Phillips  
Employee's Name

Secretary  
Position

Type of Action:

- Probation Appointment
- Regular Appointment
- Temporary Appointment
- Salary Increase
- Promotion
- Reclassification
- Resignation
- Dismissal
- Suspension
- Leave
- Other

Type of Leave:

- Vacation
- Sick Leave
- Comp. Time
- Worker's Compensation
- Training
- Other
- Floating Holiday
- Emergency Leave

Pay Status:

- With Pay
- Without Pay

DATE OF LEAVE: Aug. 21 through

Sept 1, Sept. 20 - ?

Total Work Days: 26 as of Oct. 11

ITEM	PRESENT STATUS	PROPOSED STATUS
Position Title		
Salary Range		
Rate	annual _____ hourly _____ monthly _____	annual _____ hourly _____ monthly _____
Department		

Reason for Action: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Employee Number: \_\_\_\_\_

SIGNATURE: Pat Phillips (Employee) \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: [Signature] (City Administrator) \_\_\_\_\_ Date 10/4/89

RECORDED BY: \_\_\_\_\_ Accountant \_\_\_\_\_ Date \_\_\_\_\_

Date of Council Action \_\_\_\_\_

Consent \_\_\_\_\_

Agenda Item: F-6

Policy x

CITY OF FALCON HEIGHTS

Meeting Date: 10/11/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

RESCUE SERVICE REVIEW TASK FORCE

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

One of the Council's stated goals is to study City Services to determine whether current service levels are appropriate for the City and identify areas for improvement. The Rescue Service has been suggested for study this year.

In order to study Rescue Service, I suggest we establish a Task Force made up of the following participants:

- . 2 members of Falcon Heights City Council
- . 2 members of Lauderdale City Council
- . 2 members of Rescue Department

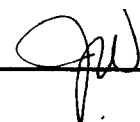
Some of the areas to be reviewed by this Task Force include:

- a) Level of Service (Basic Life Support +, Service Area, #'s Served, Trends, Response Times, Client Satisfaction),
- b) Staffing Level (Number of responders, training, compensation),
- c) Equipment (Identify equipment necessary, desirable),
- d) Back-up Service Adequacy,
- e) Financial Issues (Billing policies, rates, cost/call, collection methods, profit goals and uses).

NOTE: City Staff will be available to assist with data gathering. Carol Carlson will be the primary staff member assigned to assist the Task Force.

ACTION REQUESTED:

Discuss review of Rescue Service including specific questions, timeline, focus. Discuss participation, appointments.

  
\_\_\_\_\_

Consent \_\_\_\_\_

Policy   x  

Agenda Item:   F-7  

**CITY OF FALCON HEIGHTS**

Meeting Date:   10/11/89  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

RESCHEDULE PUBLIC HEARING ON BUDGET  
SCHEDULE BUDGET WORKSHOP

**SUBMITTED BY:**      Jan Wiessner

**REVIEWED BY:**

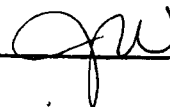
**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

The State Legislature met in special session last week and passed a Property Tax Bill which changes the Truth in Taxation Timelines as well as the Local Government Aid to cities.

See attached revised budget process schedule.

**ACTION REQUESTED:**

1. Schedule dates for a Public Hearing and an alternate (if necessary). Suggested dates: Wednesday, November 29  
Wednesday, December 13
2. Schedule Budget Workshop. Suggested dates: Sat., November 4 or  
Wed., November 8

  
\_\_\_\_\_

CITY OF FALCON RIGHTS  
1990 BUDGET PROCESS

July	August	September	October	November	December
		<p>1. State Revenue Dept. - Levy limit notification to City (1989 version)</p> <p>8. Administrator's Budget Proposal to Council</p>	<p><del>Proposed Levy Certification deadline</del></p> <p>4. <del>Publish 1/4 pg. advertisement in St. Paul paper (5 week-days prior to hearing)</del></p>	<p>(Sat. November 4 or Wed. November 8) Council Budget Workshop</p>	
		<p>16. (Sat.) Council Budget workshop</p>	<p><del>11. Public Hearing on Budget</del></p>	<p>9. Final Levy Certification Deadline</p> <p>15. Proposed Levy Certification Deadline</p>	<p>13. Public Hearing on Budget Continued (if necessary)</p>
<p>15. State Revenue Dept.-Levy limit notification to City (1988 version)</p>		<p>20. (W) Council Budget Workshop</p>	<p><del>16. Public Hearing on Budget Continued (if necessary)</del></p>	<p>23. Thanksgiving Holiday</p>	
			<p><del>25. Council adopts Final Budget</del></p> <p>23. Rev. Dept. certifies levy limits and LGA allocations</p>	<p>29. Public Hearing on Budget</p>	<p>28. Final Levy Certification Deadline</p>

Consent \_\_\_\_\_

Agenda Item: F-8

Policy x

CITY OF FALCON HEIGHTS

Meeting Date: 10/11/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

COUNCIL WORKSHOP/PLANNING RETREAT

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

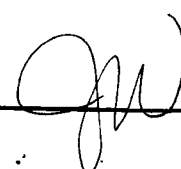
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Discussion regarding scheduling a Council Workshop/Retreat to

- a) Conduct team building exercises
- b) Review strategic plans
- c) Discuss and plan a process for "Developing A Community Vision"/Town Hall Meetings
- d) Other?

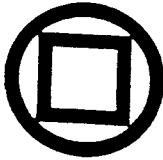
ACTION REQUESTED:

Discuss and schedule a Council Workshop/Retreat





 **American Chamber of  
Commerce Executives**



**International  
City  
Management  
Association**



**International  
Downtown  
Association**



**National  
Association of  
Regional  
Councils**



  
**National League of Cities**

# **DESIGNING THE FUTURE:**

## **HOW TO DEVELOP A COMMUNITY VISION**

**ICMA Pre-Conference Workshop  
Des Moines, Iowa  
September 23, 1989**

**Susan Carpenter  
Program for Community Problem Solving  
1120 G Street, N.W., Suite 400  
Washington, DC 20005  
202/626-4670**

**In conjunction with the  
National Civic League**

## NEW REALITIES\*

- THERE WILL CONTINUE TO BE FEWER <sup>federal</sup> PUBLIC DOLLARS AVAILABLE TO DEAL WITH THE CRITICAL ISSUES FACING OUR SOCIETY.
- PROBLEMS AND THE SOLUTIONS TO THEM WILL BE MORE LOCAL AND REGIONAL IN NATURE.
- LOCAL RESPONSIBILITY FOR DEALING WITH ISSUES WILL HIGHLIGHT THE NEED FOR LOCAL INTEGRITY.
- POWER WILL CONTINUE TO BE WIDELY AND THINLY DISTRIBUTED.  
*Power → ability to make something happen as well as to avoid something from happening prevent*
- COLLABORATION AND INTERDEPENDENCE WILL BE THE WATCHWORDS FOR LOCAL AND REGIONAL ACTION.
- WITH NO SHORTAGE OF SOLUTIONS TO PROBLEMS, COMMUNITIES WILL FOCUS ON FINDING NEW WAYS FOR INTEREST GROUPS TO WORK TOGETHER TO MAKE DECISIONS AND IMPLEMENT THEM.

\*Based on National Civic League text

*National Civic League  
"text"  
→ its on what other  
com are doing*

# ADDRESSING COMMUNITY ISSUES

Bottom line → Making good Decisions  
 → Implementation

## OLD SOLUTIONS

- PRESIDENTIAL CAMPAIGN/MORE FEDERAL SUPPORT
- CREATE METRO GOVERNMENT  
*Local govts willing to part, not give up power*

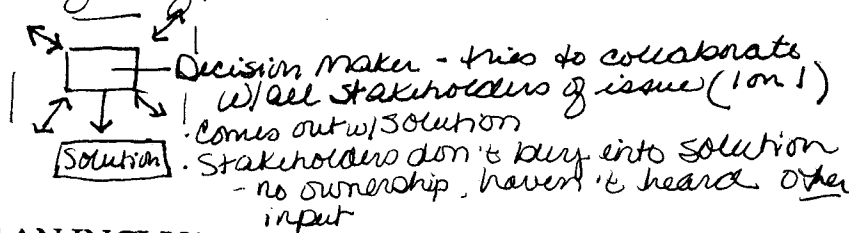
## CONVENTIONAL LOCAL RESPONSES

- DO-IT-YOURSELF
- LET ANOTHER SECTOR HANDLE IT
- SET UP A COMMITTEE
  - Broader public not brought into process
  - Don't have technical info.
- HIRE A CONSULTANT/COMMISSION A STUDY
  - Process Orientation - constituency involvement imp. for eventual implementation
  - Can't have pre-determined outcome!
- STAKE OUT A POSITION *ie. Growth - No Growth*
  - Often a Win/Lose Position
  - Resources go into defense of pos.

\* ASK Why Conflict/Pos.

Analogy → Orange \* SOLOMON TRAP  
 2 Kids fighting over 1 orange, each solution to cut in half  
 1 wanted to eat, other wanted peeling for cake  
 1 wanted to eat, other wanted peeling for cake

## ALTERNATIVE APPROACH



- INITIATE/SUPPORT AN INCLUSIVE, CONSENSUS PROCESS
  - No Votes
  - Sometimes consensus on rec, other times reaction, imp that they know the difference

## WHY UNDERTAKE A "FUTURES PROCESS?"

*Def. of community incl. people sharing things - communities  
What are problems? what are they? what diff areas/communities for  
diff issues*

1. → Who shares problems?  
**1. CREATE A COMMON VISION**  
*People can identify trends but have a difficult time relating it to themselves, their own reality*
2. **IDENTIFY MAJOR TRENDS AND ISSUES THAT WILL AFFECT THE COMMUNITY**  
*Primary Forecast → projection of trends as if nothing interferes  
Normative Forecast → incl. vision, desired outcomes*
3. **EDUCATE THE COMMUNITY REGARDING PROBLEMS AND OPPORTUNITIES** - *one of the most important outcomes*
4. **DEAL WITH CHANGE PRODUCTIVELY**
5. **PROVIDE GUIDANCE TO DECISIONS THAT NEED TO BE MADE**
6. **CAPTURE OPPORTUNITIES TO MAINTAIN OR IMPROVE THE COMMUNITY'S PHYSICAL, SOCIAL OR ECONOMIC CHARACTERISTICS**
7. **DEVELOP APPROPRIATE SOLUTIONS**
8. **DEVELOP SUPPORT FOR RECOMMENDATIONS** *keep* **IMPLEMENTING**  
*\* must involve implementers in process!*
9. **ESTABLISH NEW NETWORKS FOR ADDRESSING COMMUNITY ISSUES**

CITY OF FALCON HEIGHTS  
CITY COUNCIL MEETING AGENDA

OCTOBER 25, 1989

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

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

C. APPROVAL OF MINUTES OF OCTOBER 11, 1989

D. PUBLIC HEARINGS: NONE

E. CONSENT AGENDA

1. Disbursements

a. Disbursements through 10/25/89, \$96,819.11

b. Payroll 10/1/89-10/15/89, \$10,243.98

2. Cancellation of Check No. 17859

3. Proposed Resolution R-89-23 Prohibiting Parking on Hamline Avenue, Larpenteur to Roselawn

4. Solid Waste Commission Minutes of October 5, 1989

5. Auditor's Contract

6. Licenses

The Quimby Company, #376  
1132 Stinson Boulevard  
Minneapolis, MN 55413

Rollins Heating & Air Cond. #378  
2420 West Co. Rd. C.  
Roseville, MN 55113

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

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. Contract for the Provision of Police Services

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

2. Consider Scheduling a Council/Solid Waste Commission Workshop

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

3. Community Park Update

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

4. Brief presentation by Rep. Mary Jo McGuire on Special Legislative Session

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

AGENDA  
OCTOBER 25, 1989  
PAGE 2

G. ANNOUNCEMENTS AND UPDATES

H. ADJOURNMENT

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

6. Rescue Service Review Task Force

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

7. Reschedule Public Hearing on Budget, Schedule Budget Workshop

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

8. Council Workshop/Planning Retreat

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

G. ANNOUNCEMENTS AND UPDATES

H. ADJOURNMENT

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

MINUTES  
REGULAR CITY COUNCIL MEETING  
OCTOBER 11, 1989

Baldwin called the meeting to order at 7:00 P.M.

ALL MEMBERS PRESENT

Baldwin, Bush, P. Chenoweth, Ciernia and Wallin. Also present were Wiessner and S. Chenoweth.

MINUTES OF 9/27/89 APPROVED

The Minutes of September 27, 1989 were approved by unanimous consent.

ADDENDUM TO CONSENT AGENDA

Council approved the addition of Item E(8), Awarding the Contract for Fall Street Sweeping, to the Consent Agenda.

CONSENT AGENDA APPROVED

Council unanimously approved the following Consent Agenda:

1. Planning Commission Minutes of 10/2/89
2. Disbursements
  - a. Disbursements through 10/11/89, \$25,252.44
  - b. Payroll 9/16/89 - 9/30/89
3. Appointment of Election Judges for November 7, 1989 City Election
4. Licenses: JBE, Inc., #372, Handyman, Inc., #373, Technology, Inc., #364, and The Rose Bed & Breakfast, #375
5. Request for a Permitted Accessory Use Permit to Construct a Utility Building, Joseph Vavrosky, 1633 Maple Knoll Dr.
6. Request for a Permitted Accessory Use Permit to construct a Utility Building, Michael Wolfson, 1375 W. Idaho
7. Variance Request to Construct a Temporary Wheel Chair Ramp in Front Yard, Herbert Horton, 1468 W. California
8. Awarding the Contract for Fall Street Sweeping to McPhillips, Inc. at a Cost not to Exceed \$2,290.00

APPROVAL OF CONDITIONAL USE PERMIT TO OPERATE A BED AND BREAKFAST AT 2129 W. LARPENTEUR

Baldwin presented a Conditional use Request from Carol Kindschi and Lawrence Greenberg to operate a Bed and Breakfast business in their home at 2129 W. Larpenteur. Wallin summarized the discussion which took place at the Public Hearing held by the Planning Commission on October 2nd and informed Council that the Commission had unanimously approved the conditions established at the hearing. Council briefly discussed Condition 11 which provided for expiration of the permit upon change of ownership. Mr. Greenberg stated that their attorney expressed concern regarding Item 11 also, as the permit would expire upon the death of one of the owners. He felt Council's suggestion that



the wording be changed to read "shall be reviewed" upon change of ownership, would be acceptable. Wallin then moved adoption of Resolution R-89-22 which carried unanimously.

RESOLUTION R-89-22

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT  
FOR OPERATION OF A BED AND BREAKFAST AT 2129 WEST  
LARPENTEUR IN AN R-1 DISTRICT

DISCUSSION - COMMUNITY PARK LEASE/AQUISITION

Baldwin presented an update on the University of Minnesota's proposal that the City either purchase or lease at market rate, with a one year termination clause, the property at Roselawn and Cleveland which is presently leased for City park use. Council discussed the impact of the proposal on the City's plan to begin construction of a new park building on the site this fall. Baldwin explained that he and Wiessner plan to attend the University's Physical Planning and Operating Committee meeting on October 12th in an attempt to get an audience with this smaller group before the matter is presented to the entire Board of Regents. Council concurred that attending the meeting and presenting the City's concerns would be worthwhile.

ACTION ON COMMUNITY PARK PLANS AND SPECIFICATIONS DEFERRED UNTIL  
LAND AVAILABILITY IS ASSURED

Tom Dunwell, Buetow and Associates, was in attendance to present the plans and specifications for Council approval if that body considered it appropriate at this time. Mr. Dunwell explained that the Council can reserve the right to reject all bids if the availability is not assured. After a lengthy discussion regarding whether or not it would be appropriate to approve the plans and authorize advertisement for bids when there is no assurance the land would be available in the near future, Council agreed to postpone any action until there is some indication of the availability of the land.

AMENDMENT TO PERSONNEL POLICY REGARDING MEDICAL LEAVE OF ABSENCE  
WITHOUT PAY

Baldwin explained that the existing personnel policy does not address medical leave of absence without pay and presented the proposed amendment to the policy. Council reviewed the document and made changes relating to the City's contribution to medical benefits, and approval of the initial medical leave request and any extensions thereto. Ciernia then moved adoption of Ordinance O-89-14 which carried unanimously.

ORDINANCE O-89-14

AN ORDINANCE AMENDING 2.2.06, SUBD. 3, OF THE MUNICIPAL  
CODE RELATING TO THE CITY'S SICK LEAVE POLICY

NO ACTION NECESSARY ON PAT PHILLIP'S REQUEST FOR MEDICAL LEAVE  
OF ABSENCE

No action was necessary on this item as newly adopted Ordinance O-89-14 stipulates that the City Administrator may approve the initial request for leave.

RESCUE SERVICE TASK FORCE ESTABLISHED

Wiessner reviewed her suggestion that a Task Force be established to determine whether current rescue service levels are appropriate for the City and identify areas for improvement. A study of existing services had been requested by Council as a result of a series of strategic planning workshops. Following a brief discussion, Council concurred that the Task Force be comprised of two Rescue Department members (to be appointed by the Chief), two Councilmembers, (Pat Bush and Jerry Wallin) and two Lauderdale Councilmembers (if interested). Mayor Anderson of Lauderdale will be contacted regarding the matter.

BUDGET WORKSHOP SCHEDULED FOR 11/8/89, BUDGET HEARINGS ON  
11/29/89 AND 12/13/89

Wiessner explained that due to the State Legislature's action during the special session it would be necessary to schedule an additional budget workshop and to reschedule the Budget Hearings. Ciernia moved that a Budget workshop be scheduled for November 8, 1989 immediately following the Council Meeting, and that the Budget Hearing be scheduled for November 29, 1989, 7:30 P.M., with a continuation of the hearing on December 13, 1989, 7:30 P.M., if necessary. Motion carried unanimously.

11/22/89 COUNCIL MEETING CANCELLED, RESCHEDULED FOR 11/29/89

Council cancelled the regular meeting scheduled for November 22, 1989 and scheduled a special meeting for November 29, 1989.

COUNCIL WORKSHOP/RETREAT SCHEDULED FOR NOVEMBER 24 AND 25

Wiessner presented ideas for a Council Workshop/Planning Retreat to conduct team building, review strategic plans, discuss and plan a process for "Developing a Community Vision"/Town Hall Meetings, and any other items Council might like to address. Following a brief discussion Council agreed that a retreat would be advantageous and directed Wiessner to make arrangements for Friday evening, November 24th and Saturday November 25th.

ADJOURNMENT

The meeting was adjourned at 9:15 P.M.

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Tom Baldwin, Mayor

ATTEST:

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Shirley Chenoweth, City Clerk

Consent   X  

Agenda Item:   E-1  

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:   10/25/89  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Disbursements

SUBMITTED BY:

Tom Kelly

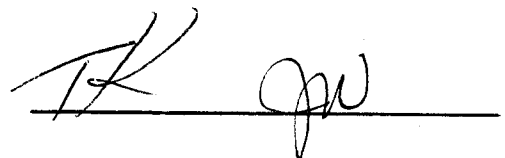
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) General Disbursements through 10/25/89, \$96,819.11
- (b) Payroll, 10/1/89 - 10/15/89, \$10,243.98

ACTION REQUESTED:

Approval



GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
22841	Hamline University	Seminar	\$70.00
22842	U.S. Postmaster	Stamps	\$250.00
22843	MN Prima	Insurance Seminar	10.00
22844	Void		
22845	Sub. Area Chamber of Commerce	Seminar	58.00
22846	Nick Baumann	Replace payroll check #17859	293.16
22847	All-American Bottling	Pop	132.30
22848	AT&T	Phone service	159.06
22849	AT&T Credit Corp.	Lease (phone)	150.16
22850	AT&T	Long distance calls	18.07
22851	Blomberg Pharmacy	Ambulance Public Relations	6.38
22852	Brighton Veterinary Hospital	Sept. Animal Fees	25.00
22853	B&J Midway Floral	4 rolls sod	4.00
22854	Brighton Excavating	Dirt	97.50
22855	Browning-Ferris Industries	Waste Removal	431.23
22856	Business Records Corp.	Printing Ballots and forms	869.87
22857	City Business	2 year subscription	49.00
22858	Sue Colten	Non-resident reimbursement	8.00
22859	Susan Duijndam	Refund of Variance Fee	20.00
22860	Ever-Green Lawns	Lawn treatment	194.00
22861	Fire Engineering	Subscription renewal	14.21
22862	Flaherty Equipment Corp.	Repair Generator	22.00
22863	Fuller's Radio Sales	Repair Pager, Ross Berndt	31.44
22864	City of Falcon Heights	Misc. petty cash paid out	32.14
22865	Wayne Groff	Human Rights Commission	60.00
22866	Pamela Becker	Non-resident reimbursement	32.00
22867	Gopher State One-Call	2 locates	10.00
22868	Har Mar Lock & Key	Keys for soap dispensers and ashtrays	16.50
22869	Harvest States Cooperative	Fuel, 2 belts	277.30
22870	Terry Iverson	Photo Album	10.59
22871	Int'l Institute of Mun. Clerks	Membership fees	75.00
22872	Kelly Jackson	Non resident reimbursement	8.00
22873	Dick Larson	Monthly fee and Plan Check fee	518.94
22874	Margolis Brothers	50 lb. seed	173.00
22875	Metro Waste Control Comm.	Nov. service, SAC charges	41,197.70

CHECK NO.	ISSUED TO	REASON	AMOUNT
22876	MN Suburban Publications	Notice of Hearing	7.92
22877	Midway Ford	Repair door on pick-up	14.85
22878	Bldg. Maintenance Services	Sept. janitorial	145.00
22879	National Fire Protection	Activity book	75.60
22880	NSP	Sept. electric	858.33
22881	Gene Pakoy	Mechanical inspector fees	877.50
22882	Perry's Central Service	Repair of refrigerator	40.95
22883	PERA	Retirement fund	824.08
22884	Ramsey Co. Conciliation Court	Filing fees	32.00
22885	Ramsey Clinic	Joe Olson Physical	61.00
22886	Ramsey County	October police	19,650.00
22887	State Treasurer	3rd Quarter surcharge	122.16
22888	Super Cycle	Sept. recycling	1,326.15
22889	Suburban Hardware	Repairs and supplies	158.50
22890	Target	Supplies	78.29
22891	U.S. West	Phone	361.24
22892	William Walsh	3rd Quarter Plumbing Permits	151.50
22893	John Welsch	Non-resident reimbursement fees	40.00
22894	Janet Wiessner	Mileage, ICMA Conference expenses	448.49
22895	Warner Industrial Supplies	Paint for school crossing	20.92
22896	Maier Stewart & Assoc.	Sept. service, park survey, Hamline Ave.	1,316.48
22897	Fire Dept. Relief Assoc.	Pension	24,683.00
22898	Trout Air	Recreation trip	89.10
22899	Daniel's Cleaners	City Hall carpet cleaning	111.50
		TOTAL:	\$96,819.11

Employee Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
017842			477-62-9036	0			0.00	13-Oct-89	VOID
017843			477-62-9036	0			0.00	13-Oct-89	VOID
017844	000000002	Wiessner, Janet R.	476-52-7457	19	01	semi-monthly	1,165.24	13-Oct-89	Outstanding
017845	000000004	Kriegler, Carol J.	476-78-8158	19	01	semi-monthly	402.02	13-Oct-89	Outstanding
017846	000000011	Chenoweth, Shirley G.	485-26-5571	19	01	semi-monthly	739.21	13-Oct-89	Outstanding
017847	000000020	Iverson, Terry D.	473-56-6088	19	01	semi-monthly	824.22	13-Oct-89	Outstanding
017848	000000027	Morgan, Jay M.	477-62-9036	19	01	semi-monthly	687.33	13-Oct-89	Outstanding
017849	000000035	Zimmerman, Katherine	475-50-3131	19	01	semi-monthly	619.18	13-Oct-89	Outstanding
017850	000000038	Wright, Vincent D.	477-32-4214	19	01	semi-monthly	832.36	13-Oct-89	Outstanding
017851	000000041	Neumann, Kristine L.	328-48-1862	19	01	semi-monthly	130.27	13-Oct-89	Outstanding
017852	000000054	Ammann, Martin T.	476-44-9759	19	01	semi-monthly	100.52	13-Oct-89	Outstanding
017853	000000065	Kelly, Thomas R.	474-80-4884	19	01	semi-monthly	802.69	13-Oct-89	Outstanding
017854	000000066	Bogenholm, Garin W.	468-04-1951	19	01	semi-monthly	160.31	13-Oct-89	Outstanding
017855	000000070	Sell, Matthew W.	471-84-1017	19	01	semi-monthly	79.33	13-Oct-89	Outstanding
017856	000000071	Bosshardt, Brian	- -	19	01	semi-monthly	100.03	13-Oct-89	Outstanding
017857	000000075	PICKA, GEORGE	- -	19	01	semi-monthly	231.26	13-Oct-89	Outstanding
017858	000000079	Hoyt Taff, Susan L.	469-58-4891	19	01	semi-monthly	380.94	13-Oct-89	Outstanding
017859	000000003	Baumann, Nicholas B.	472-78-2553	10	02	monthly 1	293.16	13-Oct-89	Outstanding
017860	000000005	Berndt, Ross	468-60-1864	10	02	monthly 1	153.76	13-Oct-89	Outstanding
017861	000000006	Bianchi, David P.	473-66-1181	10	02	monthly 1	42.50	13-Oct-89	Outstanding
017862	000000007	Bianchi, Joseph D.	473-20-9983	10	02	monthly 1	53.76	13-Oct-89	Outstanding
017863	000000008	Brown, Raymond F.	470-44-3020	10	02	monthly 1	239.01	13-Oct-89	Outstanding
017864	000000013	Clarkin, Michael D.	473-56-3991	10	02	monthly 1	93.88	13-Oct-89	Outstanding
017865	000000014	Dow, Michael J.	469-72-1595	10	02	monthly 1	158.88	13-Oct-89	Outstanding
017866	000000015	Dowdell, Ralph L.	469-58-7304	10	02	monthly 1	6.25	13-Oct-89	Outstanding
017867	000000016	Fuller, James D.	475-58-7232	10	02	monthly 1	21.25	13-Oct-89	Outstanding
017868	000000018	Holmgren, John M. Sr.	470-42-6344	10	02	monthly 1	123.13	13-Oct-89	Outstanding
017869	000000021	Kurhajetz, Clement M.	475-54-8627	10	02	monthly 1	151.88	13-Oct-89	Outstanding
017870	000000022	LeMay, Dennis G.	471-70-6167	10	02	monthly 1	145.75	13-Oct-89	Outstanding
017871	000000023	LeMay, Douglas	471-70-6408	10	02	monthly 1	94.10	13-Oct-89	Outstanding
017872	000000024	Lindig, Leo	468-34-4314	10	02	monthly 1	49.58	13-Oct-89	Outstanding
017873	000000025	McDermond, Cindy K.	474-66-2130	10	02	monthly 1	12.50	13-Oct-89	Outstanding
017874	000000026	McNabb, Gerald	470-80-1944	10	02	monthly 1	38.13	13-Oct-89	Outstanding
017875	000000032	Schaefer, Richard A.	475-62-4334	10	02	monthly 1	62.51	13-Oct-89	Outstanding
017876	000000033	Schauffert, Craig F.	472-56-2729	10	02	monthly 1	36.25	13-Oct-89	Outstanding
017877	000000034	Smida, Gail	470-58-8789	10	02	monthly 1	25.00	13-Oct-89	Outstanding
017878	000000039	Morgan, Jay	477-62-9036	10	02	monthly 1	117.63	13-Oct-89	Outstanding
017879	000000040	Kayser, Douglas	503-94-0994	10	02	monthly 1	171.13	13-Oct-89	Outstanding
017880	000000042	Stolz, Steven P.	391-50-0917	10	02	monthly 1	23.13	13-Oct-89	Outstanding
017881	000000045	Gilbert, Jerome J.	476-90-1679	10	02	monthly 1	108.12	13-Oct-89	Outstanding
017882	000000046	Holmgren, John H. Jr.	470-98-0816	10	02	monthly 1	307.76	13-Oct-89	Outstanding
017883	000000047	McNabb, Kevin	470-80-0274	10	02	monthly 1	99.38	13-Oct-89	Outstanding
017884	000000049	Anderson, Kevin L.	473-98-4715	10	02	monthly 1	115.63	13-Oct-89	Outstanding
017885	000000064	PETERSON, GREGORY S.	473-04-1117	10	02	monthly 1	73.13	13-Oct-89	Outstanding
017886	000000069	Martinez, Joseph L.	583-51-1681	10	02	monthly 1	171.88	13-Oct-89	Outstanding

Grand Total

-----  
 10,243.98

13 Oct 1989  
Fri 7:48 AM

Paid Register  
City of Falcon Heights

Page 2

Payroll

User Initials     AJR  
Friday 13 October 1989   7:48 AM Start  
                              7:48 AM Finish

Buffer Name       CheckHistory

Records Read       116  
Records Selected    45  
Number of Pages     2

Selected by       Pay Group Number   Not Equal To    3  
                  And Check Date        Equal To       13-Oct-89  
                  And Check Number      Equal To  
                  And Check Number      Equal To

Sorted by    Check Number       No Totals   No Page Breaks

Consent   X  

Agenda Item:   E-2  

Policy           

CITY OF FALCON HEIGHTS

Meeting Date:   10/25/89  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Cancellation Check #17859

SUBMITTED BY:

Tom Kelly

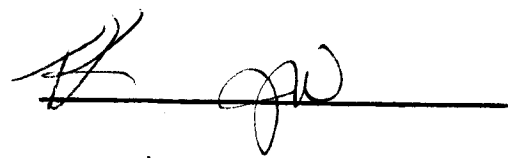
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Pay check #17859 in the amount of \$293.16, issued to Nicholas Bauman on October 13, 1989 was accidentally destroyed.

ACTION REQUESTED:

Approval

Handwritten signatures, possibly initials, located at the bottom right of the page.



Consent X

Agenda Item: E-3

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date: 10/25/89

**REQUEST FOR COUNCIL CONSIDERATION**

<b><u>ITEM DESCRIPTION:</u></b>	Proposed Resolution R-89-23 Prohibiting Parking on Hamline Avenue, Larpenteur to Roselawn
<b><u>SUBMITTED BY:</u></b>	Terry Maurer
<b><u>REVIEWED BY:</u></b>	S. Chenoweth
<b><u>EXPLANATION/SUMMARY (attach additional sheets as necessary):</u></b>	<p>Attachments:</p> <ul style="list-style-type: none"><li>(a) Letter from Terry Maurer explaining the need for such a resolution</li><li>(b) Proposed Resolution</li></ul>
<b><u>ACTION REQUESTED:</u></b>	Adoption of Resolution R-89-23

\_\_\_\_\_  
*SMC JIW*

→ SC -  
Council  
Agenda Item of  
CONSULTING ENGINEERS



Maier Stewart & Associates Inc.

October 9, 1989

File No: 330-016-10

007 11 1989

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

RE: HAMLIN AVENUE  
"NO PARKING" RESOLUTION

Dear Ms. Wiessner:

As you are aware, the reconstructed Hamline Avenue will prohibit on-street parking. The State Aid requirements require the City to pass a resolution stating they will prohibit any on-street parking. Attached is a sample resolution, for the City Council's consideration, which will meet this requirement.

If you have any questions, please call.

Sincerely,

MAIER STEWART AND ASSOCIATES, INC.

  
Terry J. Maurer, P.E.

TJM/km

enc.

RESOLUTION

RELATING TO PARKING RESTRICTIONS ON

S.A.P. 62-650-04 FROM LARPEN TEUR AVENUE TO ROSELAWN AVENUE  
IN THE CITY OF FALCON HEIGHTS, MINNESOTA

THIS RESOLUTION, passed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_,  
by the City of Falcon Heights in Ramsey County, Minnesota. The Municipal  
corporation shall hereinafter be called the "City", WITNESSETH:

WHEREAS, the "City", has planned the improvement of CSAH 50 (Hamline  
Avenue) from Larpenteur Avenue to Roselawn Avenue.

WHEREAS, this improvement does not provide adequate width for parking  
on both sides of the street; and approval of the proposed construction as a  
County State Aid Street project must therefore be conditioned upon certain  
parking restrictions.

NOW, THEREFORE, IT IS THEREBY RESOLVED:

That the "City", shall ban the parking of motor vehicles on the west  
side of CSAH 50 (Hamline Avenue) at all times.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

ATTEST:

CITY OF FALCON HEIGHTS, MINNESOTA

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

Consent X

Agenda Item: E-4

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 10/25/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Solid Waste Commission Minutes

SUBMITTED BY:

Solid Waste Commission

REVIEWED BY:

S. Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

See Minutes of October 5, 1989 attached.

ACTION REQUESTED:

S. Chenoweth

MINUTES

SOLID WASTE COMMISSION MEETING

October 5, 1989

Commission members present: Leo Klisch, Marty McCleery, John Thompson, Nancy Misra, Terry Iverson, John Hustad, Michael Haglund and Shirley Chenoweth, Staff.

Commission members absent: Laura Kuettel and Lyle Wray.

The minutes of the previous meeting were approved with a Motion by John Hustad and seconded by Nancy Misra.

COMPOSTING: Shirley Chenoweth discussed changes to the composting ordinance of Falcon Heights and the composting practices described in the most recent University of Minnesota Extension Service publication. The commission changed the word "compost" to "yard waste" in Nuisance Code 9-4.01, Subd. K, and decided to use the University of Minnesota Extension Service publication on composting practices as a guideline in developing its composting procedures. The commission will seek permission from the University if any part of the above University's publication is used in its procedure on composting. Suggestions will be made as to what parts will be adopted from this publication at the next commission meeting.

REPORT FROM RAMSEY COUNTY: Marty McCleery gave a report on yard waste and what the County will require of municipalities to handle their community's yard waste. Marty indicated that Ramsey County didn't seem to have any concrete plans for the disposal of yard waste which leaves the municipalities in a sort of limbo.

FOLLOW-UP DISCUSSION ON YARD WASTE: Leo Klisch discussed possibly using the money from the new 6% tax on garbage to fund a pilot project for composting for Falcon Heights. Marty McCleery and John Hustad mentioned that it might help if the Solid Waste Commission approached the Metropolitan Council for assistance in coming up with a feasible method for handling yard waste. John Thompson suggested getting in touch with Ramsey County about getting better supervision of the Pierce Butler site, along with better educating the public as to what will happen with the new changes coming in the disposal of yard waste. Also mentioned was getting together with different communities to approach the County to take more action on the yard waste matter. After the above discussion, the commission decided to move ahead and take the initiative rather than wait for the County on yard waste issues as the County seems unsure as to what direction it is taking on the issue.

WORKSHOP WITH CITY COUNCIL AND HAULER LICENSING:

Consensus among the commission was that the commission should come up with an integrated plan for collection including hauler licensing. The commission would then submit the plan to the City Council for approval. Discussed problems in developing a comprehensive plan such as limiting haulers to prevent wear on city streets, creating a competition among haulers so the city gets the most for its money should rates be based on volume. Nancy Misra and John Hustad drafted part of a plan along with other commission members to include three rate levels and posting of rates by haulers would be included in the new procedure. Nancy Misra and John Hustad will complete the plan and submit at the next Solid Waste Commission meeting in November. The commission would then review the plan and make any changes before taking it to the City Council.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Michael Haglund  
Acting Secretary

Consent X

Agenda Item: E-5

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 10/25/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Auditor's Contract

SUBMITTED BY:

Tom Kelly and Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The City has received letters from a few auditing firms who are interested in submitting proposals to conduct the City's annual audit. However, due to significant changes in the 1990 proposed budget, we recommend retaining the George M. Hansen Company for consistency.

Attachment:

Proposal letter from George M. Hansen Company dated 9/5/89

ACTION REQUESTED:

Accept audit proposal from George M. Hansen Company.

TK JW

REC'D SEP 6 - 1989

September 5, 1989

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

Dear Council Members:

This letter will confirm our understanding of the arrangements covering our audit of the financial statements of the City of Falcon Heights, Minnesota for the year ending December 31, 1989.

We will audit the general purpose financial statements as of and for the year ending December 31, 1989. Our audit will be made in accordance with generally accepted auditing standards and will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. The objective of our audit is to express an unqualified opinion on the financial statements, although it is possible that facts or circumstances encountered may require us to express a less than unqualified opinion.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, legal counsel and banks. At the conclusion of our audit, we will request certain written representations from your staff about the financial statements and matters related thereto.

The fair presentation of financial position and results of operations in conformity with generally accepted accounting principles is management's responsibility. Management is responsible for the development, implementation and maintenance of an adequate system of internal accounting control and for the accuracy of the financial statements. Although we may advise you about appropriate accounting principles and their application, the selection and method of application are responsibilities solely of management.

Our engagement is subject to the inherent risk that material errors, irregularities or illegal acts, including fraud or defalcations, if they exist, will not be detected. However, we will inform you of any such matters that come to our attention.



City Council  
City of Falcon Heights

September 5, 1989  
Page 2

Fees for our services are based on our regular per diem rates, plus out-of-pocket expenses, all of which will be billed as our work progresses. Our proposed fee for the 1989 audit is \$7,700.

Whenever possible, we will attempt to use your personnel. This effort could reduce our time requirements and help you hold down audit fees.

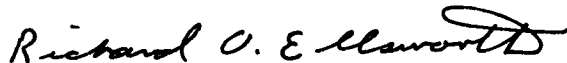
During the course of our engagement, we may observe opportunities for economy in or improved controls over your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

Please indicate your agreement to these arrangements by signing the attached copy of this letter and returning it to us.

We appreciate your confidence in retaining us as your certified public accountants and look forward to working with you and your staff.

Very truly yours,

GEORGE M. HANSEN COMPANY, P.A.



Richard O. Ellsworth  
ROE:iac  
Enclosures

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
City of Falcon Heights, Minnesota

Consent X

Agenda Item: E-6

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 10/25/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

LICENSE

SUBMITTED BY:

Katherine J. Zimmerman

REVIEWED BY:

Shirley Chenoweth

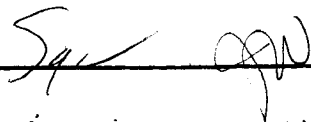
EXPLANATION/SUMMARY (attach additional sheets as necessary):

The Quimby Company                      #376  
1132 Stinson Boulevard  
Minneapolis, MN 55413

Rollins Heating and Air Conditioning    #378  
2420 West County Road C  
Roseville, MN 55113                      NEW

ACTION REQUESTED:

Approval

  
\_\_\_\_\_

Consent \_\_\_\_\_

Agenda Item: F-1

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 10/25/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Contract for the Provision of Police Services

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

Tom Gedde

EXPLANATION/SUMMARY (attach additional sheets as necessary):

As directed at the Sept. 13th Council meeting, staff has negotiated a Contract for police service with the City of Roseville. There have been several drafts and correspondence between the cities. Attached are the most important documents:

Attachments:

- A. Revised Budget
- B. Roseville Staff Recommendation
- C. Gedde Correspondence
- D. Contract for Police Service

ACTION REQUESTED:

Consider Approval of Police Contract

NOTE: At the time of delivery the latest draft is not available, it will be delivered as soon as possible.

  
\_\_\_\_\_

October 19, 1989

To: Jan Weissner  
Clerk Administrator  
City of Falcon Heights

through

Steve Sarkozy  
City Manager  
City of Roseville

From: Ed Burrell  
Finance Director

*EB*

Re: **Budgetary Information for Police Contract**

As we had discussed, attached is the information regarding our police budgets. The information does illustrate what we currently are proposing for 1990, what it would be under the Falcon Heights contract, and what it would be with both a Falcon Heights and Lauderdale contract.

In addition, we have provided you projected budgets for 1991 and 1992. While we think our estimates are reasonable, we understand both cities would be providing input to us when those actual budgets are assembled. It is important for us to communicate those numbers are estimates only and we not would wish to convey the impression those budgets for the future years are complete or final.

Should you have any questions or concerns regarding these budgets, please let us know.

**REVISED POLICE BUDGET  
INCLUDING FALCON HEIGHTS**

-----With Falcon Heights-----

	<u>CURRENT</u> <u>1989</u>	<u>CURRENT</u> <u>1990</u>	<u>PROPOSED</u> <u>1990</u>	<u>ESTIMATED</u> <u>1991</u>	<u>ESTIMATED</u> <u>1992</u>
Salaries - Regular	1,434,233	1,511,230	1,627,837	1,735,082	1,813,537
Estimated Wage Increase	68,843	77,705	77,705*	78,455	81,593
Overtime	27,250	28,150	31,150	32,240	33,369
Temporary Staff	50,862	54,312	65,940	68,248	70,637
Employer Pension	179,735	199,935	220,035	227,736	235,707
Employer Insurance	86,237	110,665	119,748	123,939	128,277
Motor fuel	40,325	47,500	53,032	54,888	56,809
Clothing	16,460	16,212	22,912	23,714	24,544
Vehicle Supplies	12,910	14,830	15,330	15,867	16,422
Operating Supplies	14,405	19,905	24,905	25,777	26,679
Professional Services	24,700	23,400	26,400	27,324	28,260
Communications	10,976	11,700	12,700	13,145	13,605
Utilities	5,780	6,780	8,780	9,087	9,405
Transportation	2,700	2,700	2,700	2,795	2,892
Contractual Maint.-Vehicle	9,550	9,600	10,100	10,454	10,819
Contractual Maint.- Other	70,200	78,542	88,542	91,641	94,848
Rent	500	500	1,000	1,035	1,071
Conferences	1,900	2,430	2,430	2,515	2,603
Training	10,100	11,200	14,200	14,697	15,211
Memberships & Subscrip.	1,975	2,004	2,004	2,074	2,147
Misc.		350	350	362	375
Capital Outlay	16,245	3,045	4,795	4,963	5,137
Vehicles	80,294	75,208	96,708	101,000	88,000
Tele-Communications		13,760	14,360*	52,720	102,820
Direct overhead	37,728	39,630	49,530*	51,264	53,058
	<u>2,203,908</u>	<u>2,361,293</u>	<u>2,593,193</u>	<u>2,771,020</u>	<u>2,917,845</u>
Population	34,474	34,474	37,860	37,860	37,860
Cost per Capita	\$63.93	\$68.49	\$68.49	\$73.19	\$77.07
Per Cent Change		7.14%	7.14%	6.86%	5.30%
Population:					
Roseville	34,474				
Falcon Heights	3,386				
Total	<u>37,860</u>				
Cost Allocation					
Roseville			2,361,271	2,523,195	2,656,888
Falcon Heights			231,922	247,826	260,957
Total			<u>2,593,193</u>	<u>2,771,020</u>	<u>2,917,845</u>

INCLUDING FALCON HEIGHTS  
 AND LAUDERDALE

—With Falcon Heights and Lauderdale—

	CURRENT <u>1989</u>	CURRENT <u>1990</u>	PROPOSED <u>1990</u>	ESTIMATED <u>1991</u>	ESTIMATED <u>1992</u>
Salaries - Regular	1,434,233	1,511,230	1,671,889	1,779,134	1,849,118
Estimated Wage Increase	68,843	77,705	77,705	69,984	72,783
Overtime	27,250	28,150	33,150	34,310	35,511
Temporary Staff	50,862	54,312	65,940	68,248	70,637
Employer Pension	179,735	199,935	227,912	235,889	244,145
Employer Insurance	86,237	110,665	124,233	128,581	133,081
Motor fuel	40,325	47,500	55,032	56,958	58,952
Clothing	16,460	16,212	24,012	24,852	25,722
Vehicle Supplies	12,910	14,830	15,830	16,384	16,957
Operating Supplies	14,405	19,905	26,905	27,847	28,821
Professional Services	24,700	23,400	28,400	29,394	30,423
Communications	10,976	11,700	13,200	13,662	14,140
Utilities	5,780	6,780	9,780	10,122	10,477
Transportation	2,700	2,700	2,700	2,795	2,892
Contractual Maint.-Vehicle	9,550	9,600	10,600	10,971	11,355
Contractual Maint.- Other	70,200	78,542	93,542	96,816	100,205
Rent	500	500	1,000	1,035	1,071
Conferences	1,900	2,430	2,430	2,515	2,603
Training	10,100	11,200	16,200	16,767	17,354
Memberships & Subscrip.	1,975	2,004	2,004	2,074	2,147
Misc.		350	350	362	375
Capital Outlay	16,245	3,045	5,145	5,325	5,511
Vehicles	80,294	75,208	110,408	101,000	88,000
Tele-Communications		13,760	14,360	52,720	102,820
Direct overhead	37,728	39,630	128,630	133,132	137,792
	<u>2,203,908</u>	<u>2,361,293</u>	<u>2,761,357</u>	<u>2,920,878</u>	<u>3,062,892</u>
Population	34,474	34,474	40,315	40,315	40,315
Cost per Capita	\$63.93	\$68.49	\$68.49	\$72.45	\$75.97
Per Cent per Change		7.14%	7.14%	5.78%	4.86%
Population:					
Roseville	34,474				
Falcon Heights	3,386				
Lauderdale	2,455				
Total	<u>40,315</u>				
Cost Allocation					
Roseville			2,361,280	2,497,689	2,619,128
Lauderdale			168,154	177,868	186,516
Falcon Heights			231,922	245,320	257,248
Total			<u>2,761,357</u>	<u>2,920,878</u>	<u>3,062,892</u>

September 27, 1989

TO: Steve Sarkozy

FROM: Ed Burrell  
Ron Moorse  
Steve North  
Jim Zelinsky

SUBJECT: RECOMMENDATIONS CONCERNING THE PROVISION OF POLICE SERVICES TO THE CITIES OF FALCON HEIGHTS AND LAUDERDALE

A committee, made up of the four persons listed above, has been charged with the following tasks:

1. Analyzing the staffing and equipment needs related to the provision of police services to the cities of Falcon Heights and Lauderdale.
2. Developing a budget that sets out the costs of providing those services, and the revenue to be generated from the provision of those services.
3. Providing a recommendation regarding the feasibility and advisability of moving ahead with the police services proposal.
4. Developing a schedule for the implementation of the various items included in the proposal.

Because of the uncertainty regarding the city of Lauderdale's response to the city's proposal, the committee has analyzed and developed recommendations based on two alternatives:

1. Providing police services to both Falcon Heights and Lauderdale.
2. Providing police services only to the city of Falcon Heights.

In general, the committee is recommending the city move ahead with a Police Services Proposal under either Alternative 1 or Alternative 2. The following report sets out the analysis the committee used in arriving at its recommendation.

#### Alternative 1

Provision of police services to both the cities of Falcon Heights and Lauderdale.

A proposed budget showing staffing, equipment, and supplies needs and costs is attached. The budget shows the first year costs which are somewhat lower than the ongoing annual costs, because the new officers are budgeted at the first year rate. The wage and benefits portion of the budget will increase significantly over the first four years due to the automatic step increases for the Police Officers which total 30 percent.

Steve Sarkozy

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September 27, 1989

The committee is recommending that if both Falcon Heights and Lauderdale agree to the city's proposal, all items in the attached budget be implemented in 1990 except the addition of the DARE and Drug Task Force Officers. This recommendation is based on the following:

1. The creation of an additional patrol district and the addition of five officers required to staff the district will significantly reduce the number of calls for service per district. This will have a significant, positive impact on the workload levels of the Patrol Division.
2. The additional district and officers will provide additional flexibility in responding to emergency situations.
3. The increased revenue will enable the addition of a clerical support person and an Investigator, which will have a significant, positive effect on the workload levels in these areas.
4. Although the revenue from Falcon Heights and Lauderdale is sufficient to fund the addition of two officers for the DARE Program and the Drug Task Force program, it is more prudent to delay action on these positions until a more clear direction is set for the programs.

Although the DARE and Drug Task Force programs have been shown to be effective, there are a number of alternative ways to provide these programs, and a number of possible funding alternatives for these programs.

It is important that, especially during the first year of the proposal, a reserve fund be set aside for contingencies. A delay in the implementation of the DARE and Drug Task Force positions will provide this reserve.

A detailed implementation schedule is attached. A summary of the implementation schedule for the addition of personnel is as follows:

- |  | <u>Dates</u>    |
|--|-----------------|
| 1. Begin the hiring process for five officers  | October, 1989   |
| 2. Hire up to five officers (realistically, the city will only be able to hire two to three officers in December of 1990, and two to three in March of 1991) | December, 1989  |
| 3. Change to four patrol districts   | January 1, 1990 |
| 4. Promote an officer to the Investigator position, and hire an officer to replace the promoted officer  | August 1, 1990  |
| 5. Hire a clerical support position  | January 1, 1990 |
| 6. Hire an additional CSO  | January 1, 1990 |



Steve Sarkozy

3

September 27, 1989

7. Hire additional Reserve Officers February, 1990
8. Complete FTO training for officers:
  - A. For those hired in December of 1989 April of 1989.
  - B. For those hired in March of 1990 July of 1990
9. Hire Bike Safety Officer May, 1990

Alternative 2

Provision of Police Services to city of Falcon Heights only.

A proposed budget showing staffing, equipment, and supplies needs and costs is attached. The budget shows the first year costs and the second year costs. The reason for showing the two separate years is that the committee is recommending the addition of the Investigator position be delayed until January of 1991, and the clerical position begin at one-half time in 1990, and be increased to full-time on January 1, 1991 to enable the city to budget for these costs. The reason for this recommendation is that the revenue from Falcon Heights is not sufficient to fund the full-time clerical and Investigative positions in 1990.

Even though the revenue from Falcon Heights falls short of meeting all of the needs, the committee is recommending moving ahead with the proposal. In reaching this decision, the committee balanced the following advantages and disadvantages.

Advantages

1. The addition of the fourth district and five officers will have a significant, positive effect on the workload of the Patrol Division.
2. The additional officers will enable greater flexibility in responding to emergency situations.
3. The Police Department is facing a need to add staff in Investigations and clerical support in the near future. Even though the addition of Falcon Heights will not fully fund these positions, it will provide for some sharing of these costs.
4. The city has provided a proposal to the city of Falcon Heights, to which they have given considerable consideration. It would be bad faith to withdraw the proposal at this time.

Disadvantages

1. The addition of Falcon Heights places significantly increased pressure on the clerical and Investigations staff, but it does not provide revenue to fund additional positions in these areas.
2. The addition of Falcon Heights does not provide any revenues to hire a DARE or Drug Task Force officer.

Steve Sarkozy

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September 27, 1989

3. The revenue is not sufficient to provide a reserve for contingencies.

The implementation plan for Alternative 2 is very similar to the plan for Alternative 1, except that the addition of the Investigator is delayed until January of 1991, and the clerical position is hired at half-time in January of 1990, increasing to full-time in January of 1991.

Attachments

*See memo to Mr. [unclear] dated [unclear]*



**JENSEN, HICKEN, GEDDE & SCOTT, P. A.**

ROCK, EDWARD A., JR.  
GEDDE, THOMAS A.  
HICKEN, JEFFREY P.  
HOWARD, ROBERT A.  
JENSEN, DAVID L.  
MATTHE, PAUL B.  
SCOTT, MICHAEL J.

\*\*\*\*\*  
 FAX TRANSMITTAL MEMO  
 TO: Jan Wiessner  
 DEPT: Finance FAX #: \_\_\_\_\_  
 FROM: City of F.H. PHONE: 644-5050  
 CO: \_\_\_\_\_ FAX #: 644-8675  
 Post-It brand fax transmittal memo 7671

NO. OF PAGES
15

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

October 17, 1989

Ms. Janet R. Wiessner  
Clerk Administrator  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113-5594

VIA TELECOPY

RE: Police Services Contract

Dear Jan:

Enclosed is a revised draft of the Police Services Contract dated October 17, 1989. We have worked on this document and discussed it at length in an effort to come up with language that would adequately protect Falcon Heights and yet be acceptable to Roseville.

The Falcon Heights Council is concerned about the level of service and the cost. The level of service is dealt with in some detail, but the cost issue is dealt with in only a very general manner.

As you well know, my thought has been that since Falcon Heights will have no participation in the administration of the Roseville Police Department, and since it is difficult to anticipate and deal with differences that may arise between the communities between level of service and cost, that it might be prudent for Falcon Heights to limit this Agreement to a five year term. Also, usually it is best to be rather specific in setting forth criteria under which, for example, the contract might be terminated.

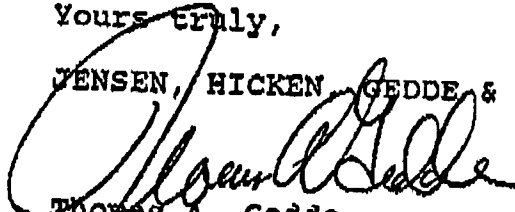
However, I understand that it is important to the parties that this Agreement be for ten years, and that it is also important that the termination language, although ambiguous, be in the form set forth in Article XI.

Ms. Janet R. Wiessner  
Page 2  
October 17, 1989

The Roseville proposal and the Roseville proposed budget for 1990 need to be attached as exhibits. Thanks for your patience in working through my concerns about this Agreement. I do think it is important to discuss potential problems and issues at length since this ten year contract could govern payments from Falcon Heights to Roseville of somewhere in the neighborhood of \$3,000,000.

Yours truly,

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



Thomas A. Gedde  
Falcon Heights City Attorney

TAG/abg

Enclosure

Consent \_\_\_\_\_

Agenda Item: F-2

Policy   x  

CITY OF FALCON HEIGHTS

Meeting Date: 10/25/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

CONSIDER SCHEDULING A COUNCIL/SOLID WASTE COMMISSION WORKSHOP

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

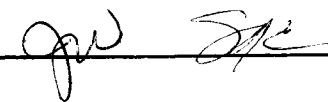
For sometime there has been discussion of a Council/Solid Waste Commission Workshop. The Commission is now in the process of reviewing the existing licensing requirements for refuse haulers with a move toward integrated hauling and volume based fees. (This would also be a good time to discuss other concerns such as future funding.)

If the licensing section of the code is to be amended for licensing in 1990, it would be necessary to accomplish this in the month of November as the January 1990 licensing applications are mailed in December.

John Thompson, Chair of the Solid Waste Commission has suggested two possible Workshop dates - Wednesday, November 15th or Thursday, November 16th.

ACTION REQUESTED:

Schedule Council/Solid Waste Workshop.

  
\_\_\_\_\_

Consent \_\_\_\_\_

Agenda Item: F-3

Policy   X  

CITY OF FALCON HEIGHTS

Meeting Date: 10/25/89

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Community Park Update

**SUBMITTED BY:**

Jan Wiessner

**REVIEWED BY:**

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

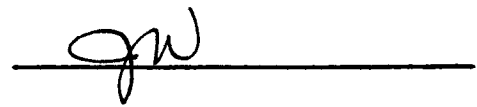
Mayor Baldwin and Administrator Wiessner attended the U of M Regent's Committee meeting on October 12th. The committee added the option of leasing to the U of M staff's recommendation to negotiate the sale of the park land.

Attachment:

Regents' Committee Recommendation

**ACTION REQUESTED:**

Information Only. The Council may want to discuss parameters for negotiation.



UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

AGENDA ITEM FOR Physical Planning and Operations COMMITTEE

I. Title Authority to Negotiate Sale of 14.7 Acres to the  
City of Falcon Heights

( ) Discussion ( ) Information (X) Resolution or Motion  
Required

II. Administration's Recommended Resolution or Proposed Action:

RESOLVED, that on the recommendation of the President and the Senior Vice President for Finance and Operations, the appropriate administrative officers are authorized to negotiate the sale of 14.7 acres of land located at the southeast quadrant of the intersection of Roselawn and Cleveland Avenues to the City of Falcon Heights.

III. Purpose or Intent of the Item:

To obtain authorization of the Board of Regents to proceed with the above action. At the conclusion of negotiations, the terms of the sale would be submitted to the Board of Regents for approval.

IV. Previous Board Action and/or Pertinent Information:

These 14.7 acres have been leased by the City of Falcon Heights for park purposes since 1973. The City plans to construct on this land a warming house and picnic shelter at a cost of approximately \$300,000.

The subject land was included on the list of 18 parcels discussed by the Physical Planning and Operations Committee at the September, 1989 meeting (Sale of Land Project).

V. Presented by G. M. Donhowe/C. N. Hewitt

VI. Date October 12, 1989



UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

AGENDA ITEM FOR Physical Planning and Operations COMMITTEE

I. Title Authority to Negotiate Sale of 1.793 Acres at Morris  
to Stevens Community Memorial Hospital

( ) Discussion ( ) Information (X) Resolution or Motion  
Required

II. Administration's Recommended Resolution or Proposed Action:

RESOLVED, that on the recommendation of the President and the Senior Vice President for Finance and Operations, the appropriate administrative officers are authorized to negotiate the sale of 1.793 acres of land at South Street and Columbia Avenue, Morris, to the Stevens Community Memorial Hospital.

III. Purpose or Intent of the Item:

To obtain authorization of the Board of Regents to proceed with the above action. At the conclusion of negotiations, the terms of the sale would be submitted to the Board of Regents for approval.

IV. Previous Board Action and/or Pertinent Information:

The Stevens County Memorial Hospital (now known as the Stevens Community Memorial Hospital) had an option to purchase this land which expired in May, 1987. The Hospital would use the property to construct a building to house a larger ambulance garage, emergency technician training facilities, and a day care facility to serve Hospital staff as well as students and staff of the Morris Campus and West Central Experiment Station and other local major businesses.

V. Presented by G. M. Donhowe/C. N. Hewitt

VI. Date October 12, 1989

Consent \_\_\_\_\_

Agenda Item: F-4

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 10/25/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

State Representative Mary Jo McGuire will make a brief presentation on the Special Legislative Session.

SUBMITTED BY:

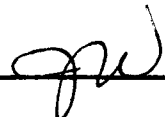
Rep. Mary Jo McGuire

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

ACTION REQUESTED:

For Information Only

  
\_\_\_\_\_

# GENERAL GUIDELINES FOR A COMMUNITY VISION PROCESS

- COMMIT TIME TO PLANNING THE PROCESS  
*Incl. diverse interests on the planning committee. identify who should be involved and how -*
- BRING DIVERSE INTEREST GROUPS TOGETHER TO PLAN AND OVERSEE THE MANAGEMENT OF THE PROCESS  
*they become the advocates not you.*
- IDENTIFY AND INVOLVE ALL INTEREST ~~GROUPS~~ *groups*
- AGREE ON THE PROBLEMS, BEFORE SEEKING SOLUTIONS
- PROVIDE OPPORTUNITIES FOR COMMUNITY EDUCATION
- ENGAGE DIVERSE INTERESTS IN THE DEVELOPMENT OF OPTIONS - *come up with range of options*
- INVOLVE THE MEDIA AS COLLEAGUES - *they become important vehicle for education*
- MAKE DECISIONS BY CONSENSUS - *Explain consensus process up*  
*\* Decision making process takes longer but implementation much faster, better, gain more commitment*
- FOLLOW THROUGH WITH IMPLEMENTATION
- TAILOR A FUTURES PROCESS TO FIT THE COMMUNITY

*\* Better to have someone from outside of comm. for facilitator - facilitator must*

# PLANNING FOR A FUTURES PROCESS

- O INITIATING
  - GOVERNMENT, BUSINESS, NON-PROFIT, ACADEMIC
- O PLANNING COMMITTEE *\* Common to most processes that actually get results.*
- O STAKEHOLDER ANALYSIS
- O PROCESS DESIGN
  - GOALS
  - FORMAT
  - STEPS
  - PARTICIPANTS
  - ROLES
  - TIME
- O RESOURCES *- foundations & publish report  
civic groups - (employers of parts)  
corporations*
- O SETTING UP

# CONDUCTING A FUTURES PROCESS

## Phase I: GATHERING AND ASSESSING INFORMATION

### Questions:

- \* Where is our community today? *Info Needed?*
- What are current trends in our community?
- What are the implications of these trends?
- What are the challenges? What are the opportunities?

### Methods:

- Community profile
- Trend analysis
- Survey
- Questionnaire
- Opinion polls
- Focus groups
- Futures wheel
- Impact matrix
- Slide shows
- TV Specials

## Phase II: CREATING THE VISION

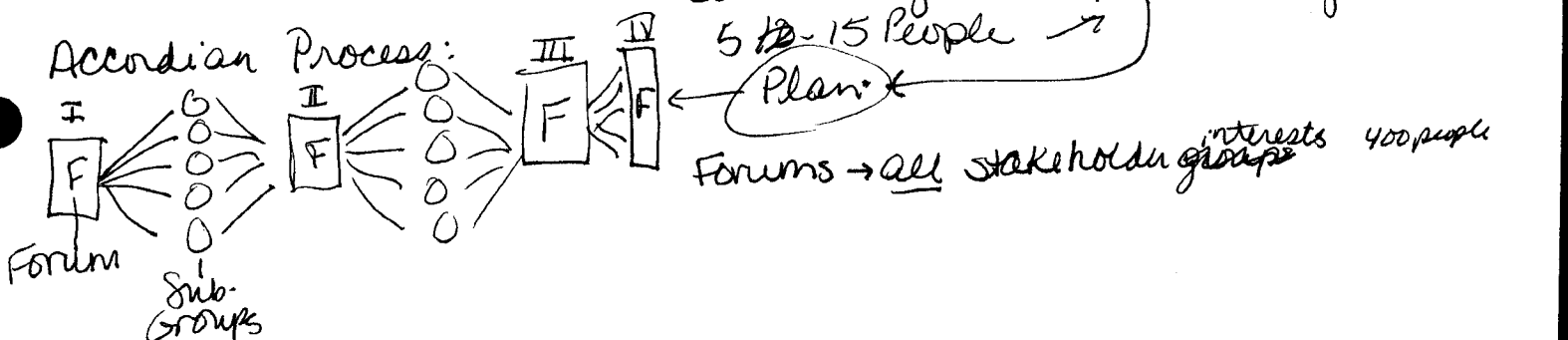
### Question:

Where do we want to go?

*Planning Comm → Council  
expand to become Steering Comm  
(or have rep. on it incl. rep. of  
stakeholders)*

### Methods:

- Scenarios
- Brainstorming
- Vision gallery
- Survey
- Questionnaire
- Focus groups
- Proposals



### Phase III: DEVELOPING RESPONSES

**Question:**

How do we get there?

**Methods:**

Brainstorming

Questionnaire

Focus groups

Outside resource people

Proposals

## **IMPLEMENTING RESULTS**

- O AGREE ON PROCESSES FOR IMPLEMENTING RESULTS
- O CREATE A MONITORING SYSTEM FOR OVERSEEING PROGRESS
- O DECIDE HOW TO HANDLE MODIFICATIONS OR NEW IDEAS

## NATIONAL CIVIC LEAGUE'S FUTURES PROCESS

- ENVIRONMENTAL SCAN
- WHERE WE ARE NOW
- WHAT IS LIKELY FUTURE
- WHAT IS DESIRED FUTURE
- KEY PERFORMANCE AREAS TO GET FROM LIKELY TO DESIRED FUTURE
- WITHIN KEY PERFORMANCE AREAS HOW ARE WE DOING, HOW TO GET THERE
- ACTION STEPS

## PHOENIX PROJECT 2000

- ORGANIZE COMMITTEE
- DO COMMUNITY PROFILE
- DISCUSS LIKELY FUTURE/DEVELOP VISION FOR THE FUTURE
- SELECT ISSUE CATEGORIES/PREPARE FOR THE FUTURE
- FOCUS GROUPS
- CHOOSE ISSUES
- CROSS-CUT GROUPS
- CHOOSE PROJECTS
- MOVE TO ACTION
- EVALUATE/INSTITUTIONALIZE



## ROLES

- O INITIATOR
- O CONVENER
- O SPONSOR \*
- O CHAIRPERSON
- O FACILITATOR
- O RECORDER *— group memory (if <sup>use</sup> charts)*
- O PROJECT COORDINATOR
- O ADMINISTRATIVE ASSISTANT/LOGISTICAL SUPPORT
- O PARTICIPANTS
- O OBSERVERS
- O TECHNICAL RESOURCE PEOPLE

Interests to include in Process (FH)

- City Council / (All Elected Officials)
- Business / Chamber
- UJM (?)
- State Fair (?)
- RC PW?
- 623
- Staff
- Commissions
  - P+R
  - PL
  - HR
  - SW
- Residents w/o Affiliation
  - By Area (Northome, Grove, NE, Falls Woods)  
Coffman, U Students (?), Family Hsg.)
- Lions Club
- Agencies - YSB
- Newspaper - if they're hesitant, show examples - other comms.
  - Phoenix
  - Charlotte
- Ethnic Groups
- LWV
- FH Church