

ADMINISTRATIVE UPDATE

December 14, 1988

Falcon Center - The underground gas storage tank issue was resolved. They provided documentation showing that the tanks had been removed.

P/Bush Park Planning Consultant - The Park & Rec. Commission interviewed 3 park planning agencies on Thursday, Dec. 8th. The commission plans to meet again to discuss the issues before making a recommendation to the City Council at the next meeting.

Charitable Gambling Ordinance - Paul Mattke has completed a draft ordinance for Council's review in January.

Breakfast with Santa - Breakfast with Santa was attended by about 200 people on Saturday, Dec. 10. The event featured Santa, a good breakfast, entertainment, a "Childrens Only Shop", and an open house in the fire station. The fire department, Scout Troop 297, Hermes Floral, Pizza Hut, and Falcon Heights Community Ed Advisory Council deserve a big thanks for their help in making this event a success.

City Council/Staff Holiday Party - Continuing the tradition, a holiday potluck will be held at City Hall on Friday, Dec. 23, at 12:00 P.M. Everyone is welcome!

SC The RCLLG Annual Meeting and holiday party is being held December 21st at the Lido. Menu choices are Pollo Speciale Italiana and Tenderloin Filet. Please call Shirley with reservations and dinner choice by Friday morning (December 16th).

*Phil →
marco. - share equity
Chamber Mtg - recycling*

PSC → Recycling

**1*

12-9-88
St.P.

Rights head says Hispanic's rights violated at store

By Les Suzukamo
Staff Writer

The owner of Bullseye Golf Center in Falcon Heights violated the civil rights of a Hispanic customer when he harassed him and sent him a hostile letter containing ethnic slurs, state Human Rights Commissioner Stephen Cooper has charged.

In a probable cause finding of racial discrimination released Thursday, Cooper said Dennis Hunt, who owns the sports shop at 1657 Larpenfour Ave., subjected David Sanchez of Robbinsdale to differential treatment because of his race. Sanchez is Hispanic.

Cooper said Hunt acknowledged sending Sanchez a letter that contained racial and ethnic slurs and warned Sanchez to stay away from Bullseye Golf Center.

On Thursday, Hunt said Sanchez had written two bad checks. He declined to comment further over the telephone.

Catharine Stiney, a human rights enforcement supervisor, said Sanchez stopped payment on two checks in a dispute over his treatment at the store. Stiney said Hunt made several accusations against Sanchez during the department's investigation, but Hunt did not provide any supporting evidence.

"If he doesn't come through with some evidence, those are unsupported accusations he made," she said.

"Even if (Sanchez) broke the law, or was suspected of breaking the law, you can't go beyond reasonable treatment," she added. "The letter cinches the whole thing."

According to Stiney, Sanchez bought a set of golf clubs from the store in late March of this year. Sanchez also signed up to play in a Sunday golf league, she said.

Sanchez apparently was not playing in the league and was ignored when he was in the store and derogatory comments were made to him, Stiney said. When he brought a club back to be fixed, she said, he allegedly was told if he couldn't meet his obligation to play, the store did not want his business anymore.

Stiney said Sanchez then stopped payment on the two checks. She said the dispute extended into April and Hunt sent the letter with the slurs to Sanchez on company stationery.

Cooper signed a probable cause finding on Sanchez's complaint Nov. 28. The Human Rights Department will seek to resolve the matter in conciliation, Stiney said.

CITY OF FALCON HEIGHTS
AGENDA
DECEMBER 14, 1988

Issues:
* Set back → corner
(30') too much?

C. Tim Mosby ↑
u:

* Street light policy

Scavenger Ordinance, Newsletter Article
BALDWIN * St. P r

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

B. ROLL CALL: WALLIN _____ BUSH _____ CIERNIA _____
CHENOWETH _____ WIESSNER _____ S. CHENOWETH _____
ATTORNEY _____ ENGINEER _____

RV papers

C. APPROVAL OF MINUTES OF NOVEMBER 9, 1988:

Ml Commendation
→ Carol Krieger

ACTION: _____

D. PUBLIC HEARINGS: None.

* Other Consent Agenda (?)

E. CONSENT AGENDA:

1. Disbursements
 - a. General Disbursements through 12/14/88,
 - b. Payroll, 11/1/88-11/15/88, \$11,757.16
 - Payroll, 11/16/88-11/30/88, \$7,795.10
2. Fire/Ambulance Runs
3. Minutes of Various Commissions
4. Licenses
5. Ramsey County Sheriff's Report for October, 1988
6. Authorize Replacement of Petty Cash Funds out of Contingency Account
7. Accept Donation of Historical Photographs from Lowell Anderson

ACTION: _____

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. Accessory Use Request by John Burns for Utility Shed
Mr. Burns → shed is adjacent to garage + adjacent to driveway

ACTION: replaced a 6' high fence
neighbors have a similar shed, same distance from Roselawn

2. Request to Waive TIF Application Fee by Marcor Properties, Inc.

ACTION: _____

3. "Celebrate Minnesota 1990" Project and Grant Application

ACTION: _____

4. Street Light Replacement/Expansion in University Grove Area

ACTION: _____

5. Hamline Avenue Project Update

ACTION: _____

6. 1988 Budget Adjustment

ACTION: _____

7. Audit Proposal from George M. Hansen Company

ACTION: _____

8. Proposed Ordinance Relating to Scavenging

ACTION: _____

9. Appointment of City Accountant ~~W. W. W.~~

ACTION: _____

10. Appointment of Full-Time Secretary

ACTION: _____

11. Consider Schedule and Council Workshop

ACTION: _____

12. Consider Cancellation of December 28th Meeting

ACTION: _____

G. ANNOUNCEMENTS AND UPDATES:

H. ADJOURNMENT:

ACTION: _____

December 9, 1988

ADDENDUM TO CONSENT AGENDA FOR DECEMBER 14, 1988:

Add to Item E(1):

- d. Statement from Maier, Stewart & Associates for Services through November 26, 1988, \$65.23
- e. Statement from Jensen, Hicken, Gedde & Soucie for October and November, 1988, \$3,597.01

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

Project: 330-011-70 SNELLING/LARPEN TEUR
REDEVELOPMENT

Invoice No. 1265
December 7, 1988
Page number 1

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

For Engineering Services Rendered From October 30 through November 26, 1988

Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount	
Project Engineer							
Terry J. Maurer Other Billable							
11-05-88	1.00	22.00	1.00	22.00	2.45	53.90	
Clerical							
Suzanne Iantosca							
Clerical 11-19-88	.50	9.25	1.00	9.25	2.45	11.33	
Staff Labor Expense:	1.50					65.23	65.23
						TOTAL THIS INVOICE	65.23

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


Terry J. Maurer, Vice President

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.
JENSEN, DAVID L.
MATTHE, PAUL E.
SCOTT, MICHAEL J.
SOUCIE, FRED M.

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

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

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

December 8, 1988

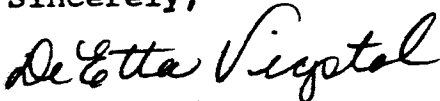
Ms. Jan Wiessner
Clerk Administrator
City of Falcon Heights
2077 West Larpentour Ave
Falcon Heights, MN 55113

Dear Ms. Wiessner:

Enclosed are our itemized statements for the City of Falcon Heights for the months of October and November, 1988. The total charges on all files are as follows:

Professional Services	\$ 3,483.50
Expenses	<u>\$ 113.51</u>
Current Balance	\$ 3,597.01

Sincerely,



De Etta Vigstol
Finance Director

enc.

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

STATEMENT DATE: 11/30/88

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

800202 CITY OF FALCON HEIGHTS-CRIMINAL

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

INVOICE NO. 9661

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

AMOUNT PAID \$ _____

DATE	ITEM	ITEM DESCRIPTION	AMOUNT	BALANCE
		BEGINNING BALANCE		\$2560.80
10/12/88	014433	SERVICE FEES	\$84.00	
10/12/88	000000	PHOTOCOPIES	\$4.90	
10/18/88	000000	LONG DISTANCE PHONE CONF	\$.60	
10/19/88	000000	LONG DISTANCE PHONE CONF	\$.25	
10/19/88	000000	LONG DISTANCE PHONE CONF	\$1.01	
10/20/88	000000	PAYMENT RECEIVED-SERVICES	\$1372.50-	
10/20/88	000000	PAYMENT RECEIVED-EXPENSES	\$37.00-	
11/02/88	000000	PHOTOCOPIES	\$19.60	
11/04/88	000000	PAYMENT RECEIVED-EXPENSES	\$9.80-	
11/04/88	000000	PAYMENT RECEIVED-SERVICES	\$1141.50-	

PROFESSIONAL SERVICES	
(SEE ATTACHED SUMMARY OF TIME RECORDS)	\$2487.00
EXPENSES	\$110.36
TOTAL CHARGES THIS STATEMENT	\$2597.36

PAYMENT	CHARGES	CURRENT BALANCE
\$2560.80-	\$2597.36	\$2597.36

12/07/88

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

.....
.....
BILLED & UNBILLED TIME RECORDS FOR FILE: 800202

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

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
100488	PEM	05	PHONE CONF W/PAUL GODFREY RE MCCARTHY CASE; REVIEW COURT TRIAL FILES FOR 9/7/88	1.10	\$66.00
100488	MJS	10	PHONE CONF W/PUBLIC DEFENDER RE ST V CAMPBELL; PHONE CONF W/DEPUTY JAHNKE	.30	\$18.00
100688	PEM	06	PHONE CONF W/WITNESS ON CASE FOR TOMORROW	.30	\$18.00
100788	PEM	01	COURT TRIALS	4.00	\$240.00
101088	KLS	07	DOCKET COURT CALENDAR	.20	\$5.00
101088	MJS	09	PHONE CONF W/ATTY ALBERS	.20	\$12.00
101188	MJS	07	PHONE CONF W/MARGIE METZER RE ST V METZER; LETTER FROM JUDGE GROSS	.40	\$24.00
101188	KLS	05	REVIEW INCOMING REPORTS; PREPARE FILES FOR TRIAL; PHONE CONF W/CLERK OF COURT; PHONE CONF W/ATTY MARKLEY RE ST V KLIEN	1.60	\$40.00
101188	KLS	06	LETTER TO DEPT OF PUBLIC SAFETY	.30	\$7.50
101288	KLS	07	PHONE CONF W/DEFENDANT TIM MEYER; PHONE CONF W/CLERK OF COURT; PHONE CONF W/VICTIM RE ST V SYLVESTER	.40	\$10.00
101288	MJS	04	COURT APPEARANCE AT ARRAIGNMENTS IN MAPLEWOOD; PHONE CONF W/ATTY BLONDIN	4.60	\$276.00
101488	MJS	05	PHONE CONF W/LT EISBACH; REPORTS FROM RAMSEY COUNTY; PHONE CONF W/PUBLIC DEFENDER	.40	\$24.00
101788	MJS	05	PHONE CONF W/ATTY SHIELDS RE ST V MCGRATH; PHONE CONF W/DEFENDANT WERHEN	.40	\$24.00
101888	KLS	05	OFFICE CONF W/ATTY SCOTT RE 10/28 & 11/2 TRIAL PREPARATION	.20	\$5.00
101888	KLS	06	PREPARE FILES FOR TRIAL 10/28 & 11/2; PREPARE LETTERS TO OFFICERS; LETTER TO DEPT PUBLIC SAFETY	4.30	\$107.50
101988	PEM	04	REVIEW COURT TRIAL FILES FOR 11/2/88	1.00	\$60.00
101988	KLS	04	PHONE CONF W/WISCONSIN DEPT OF PUBLIC SAFETY	.20	\$5.00
102088	MJS	13	LETTER FROM ATTY SHIELDS; REVIEW ST V MCGRATH CASE	.30	\$18.00
102188	MJS	07	LETTER FROM COURT ADMINISTRATOR	.30	\$18.00
102488	KLS	02	PREPARE ST V CAMPBELL FOR TRIAL; PHONE CONF W/CLERK OF COURT; PHONE CONF W/PUBLIC DEFENDER RICH COLEMAN	1.20	\$30.00
102488	MJS	10	PHONE CONF W/DEFENDANT ABLERS	.20	\$12.00
102588	KLS	08	PHONE CONF W/CLERK OF COURT; PHONE CONF W/PUBLIC DEFENDER'S OFFICE	.40	\$10.00
102688	KLS	07	PREPARE CITATION & COMPLAINTS ST V SNYDER & ST V INGVALSON; 2 PHONE CONF'S W/CLERK OF COURT	1.30	\$32.50

12/07/88

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

.....
.....
BILLED & UNBILLED TIME RECORDS FOR FILE: 800202

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

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
102688	MJS	11	LETTER TO JUDGE GROSS	.40	\$24.00
102788	KLS	05	PHONE CONF W/PUBLIC DEFENDER COLEMAN	.10	\$2.50
102888	PEM	03	PHONE CONF W/RAMSEY SHERIFF'S DEPT RE EVANS CASE	.20	\$12.00
102888	MJS	06	REVIEW FILES; PREPARE FOR & ATTEND FALCON HEIGHTS COURT TRIALS IN MAPLEWOOD; PHONE CONF W/DEFENDANT ALBERS PHONE CONF W/DEPUTY GIBBS; PHONE CONF W/ATTY PARIS GETTY	4.40	\$264.00
102888	KLS	06	DOCKET COURT CALENDAR; PHONE CONF W/CLERK OF COURT	.20	\$5.00
103188	PEM	03	PHONE CONF W/DEPUTY HOVEN RE EVANS	.30	\$18.00
103188	KLS	07	PHONE CONF W/CLERK OF COURT; PHONE CONF W/MOTHER OF DEFENDANT ST V MISGEN; PHONE CONF W/DEFENDANT ST V JACOBSON; REVIEW INCOMING POLICE REPORTS	.70	\$17.50
110188	PEM	04	PHONE CONF W/ELIZABETH SHIELDS RE MCGRATH CASE; WORK UP PRETRIAL FILES FOR 11/2/88	3.50	\$210.00
110188	PEM	05	2 PHONE CONF'S W/PARIS GETTY RE EVANS; 2 PHONE CONF'S W/SHERIFF'S DEPT RE WITNESSES CALLED OFF FOR RESOLVED CASE	.50	\$30.00
110188	MJS	03	2 PHONE CONF'S W/ATTY PARIS GETTY	.30	\$18.00
110188	KLS	02	2 PHONE CONF'S W/CLERK OF COURT	.20	\$5.00
110288	PEM	03	PREPARE FOR COURT	.40	\$24.00
110288	MJS	02	PHONE CONF W/LARRY JONSSSEN; PHONE CONF W/CLERK OF COURT	.30	\$18.00
110288	PEM	05	CONDUCT PRETRIALS & COURT TRIALS AT MAPLEWOOD	3.00	\$180.00
110388	KLS	07	PREPARE FILES FOR TRIAL; PHONE CONF W/CLERK OF COURT; DOCKET COURT CALENDAR	.80	\$20.00
110488	MJS	07	PHONE CONF W/CARL BLONDIN; PHONE CONF W/CLERK OF COURT	.40	\$24.00
110888	MJS	06	REVIEW & REVISE FORMAL COMPLAINTS	.50	\$30.00
110988	MJS	02	COURT APPEARANCE AT ARRAIGNMENTS IN MAPLEWOOD; 2 PHONE CONF'S W/NORTH SAINT PAUL ATTY BLONDIN; PHONE CONF W/CLERK OF COURT	4.90	\$294.00
110988	KLS	06	REVIEW INCOMING REPORTS; DOCKET COURT CALENDAR	.70	\$17.50
111088	MJS	02	PHONE CONF W/ATTY GIBSON	.20	\$12.00
111088	PEM	04	PHONE CONF W/ROSEVILLE PROSECUTOR; HANDLE PROSECUTION FOR LEAVING SCENE OF ACCIDENT	.50	\$30.00
111488	MJS	09	PHONE CONF W/DEPUTY ROBINSON; PHONE CONF W/CLERK OF COURT; LETTER FROM CLERK OF COURT	.40	\$24.00

12/07/88

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

.....
.....
BILLED & UNBILLED TIME RECORDS FOR FILE: 800202

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

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
111488	KLS	03	OFFICE CONF W/CLERK OF COURT	.20	\$5.00
111588	MJS	08	REVIEW & REVISE ST V HOITE GROSS DUI COMPLAINT	.30	\$18.00
111588	MJS	09	MEETING W/DEPUTY MURPHY	.30	\$18.00
111588	KLS	04	PREPARE GROSS MISDEMEANOR COMPLAINT ST V HUOT; PHONE CONF W/CLERK OF COURT; PHONE CONF W/PAT ROBINSON-RCSO	.80	\$20.00
112188	MJS	08	PHONE CONF W/JUDGE FAIRCY'S CLERK; REVIEW CORRESPONDENCE & MOTION PAPERS RE ST V HUOT	.40	\$24.00
112288	MJS	09	REVIEW ST V SCHAAF GROSS DUI REPORTS; LETTER FROM LAMP RE ST V MONDT	.30	\$18.00
112288	KLS	08	LETTER TO CLERK OF COURT; LETTER TO DEFENSE ATTY BERGESON ST V HUOT	.60	\$15.00
112888	KLS	07	PHONE CONF W/CLERK OF COURT	.20	\$5.00
112988	MJS	02	LETTER FROM ATTY BLONDIN	.20	\$12.00
112988	KLS	10	PREPARE GROSS MISDEMEANOR COMPLAINT ST V SCHAAF	.40	\$10.00

MJS 20.40HRS = \$1224.00
 PEM 14.80HRS = \$888.00
 KLS 15.00HRS = \$375.00

TOTAL FOR FILE: 800202	BILLED	UNBILLED	TOTAL
TIME	.00hrs.	50.20hrs	50.20hrs.
CHARGES	\$.00	\$2487.00	\$2487.00

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

STATEMENT DATE: 11/30/88

800201 CITY OF FALCON HEIGHTS-CIVIL

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

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

INVOICE NO. 9660

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

AMOUNT PAID \$ _____

DATE	ITEM	ITEM DESCRIPTION	AMOUNT	BALANCE
		BEGINNING BALANCE		\$1159.00
10/20/88	000000	PAYMENT RECEIVED-SERVICES	\$473.50-	
11/04/88	000000	PAYMENT RECEIVED-SERVICES	\$685.50-	
11/22/88	000000	PHOTOCOPIES	\$2.10	
11/22/88	000000	PHOTOCOPIES	\$1.05	

PROFESSIONAL SERVICES	
(SEE ATTACHED SUMMARY OF TIME RECORDS)	\$996.50
EXPENSES	\$3.15
TOTAL CHARGES THIS STATEMENT	\$999.65

PAYMENT	CHARGES	CURRENT BALANCE
\$1159.00-	\$999.65	\$999.65

12/07/88

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

.....
.....
BILLED & UNBILLED TIME RECORDS FOR FILE: 800201

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

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
100488	TAG	09	REVIEW CHARITABLE GAMBLING ISSUES; PHONE CONF W/ADMINISTRATOR RE MARCOR DEVELOPMENT	.60	\$51.00
101288	TAG	04	ATTEND COUNCIL MEETING	2.00	\$125.00
101288	PEM	09	PREPARE FOR COUNCIL MEETING	.70	\$59.50
101388	TAG	09	DRAFT & PREPARE REVISED PRELIMINARY DEVELOPMENT AGREEMENT & LETTER TO ADMINISTRATOR	.90	\$76.50
101888	TAG	06	PHONE CONF W/ADMINISTRATOR RE SALE OF REAL ESTATE & REVISION OF PRELIMINARY DEVELOPMENT AGREEMENT	.30	\$25.50
102188	TAG	04	LETTER TO SHIRLEY CHENOWETH RE CHRISTMAS TREE ORDINANCE	.20	\$17.00
102488	PEM	08	WORK ON CHARITABLE GAMBLING ORDINANCE	1.00	\$85.00
102588	PEM	07	REVIEW 1988 AMENDMENTS TO GAMBLING STATUTES; REVIEW PROPOSED GAMBLING ORDINANCE AMENDMENTS; REDRAFT AMENDMENTS	3.00	\$255.00
102888	PEM	05	REVIEW GAMBLING EXEMPTION PERMIT MATERIALS FROM STATE BOARD	.20	\$17.00
110788	ABG	01	PREPARATION OF SUBSTITUTION OF ATTORNEYS FROM BAEHR LITIGATION; LETTER TO ATTY FILLA	.70	\$17.50
111788	TAG	04	REVIEW NOTICE OF MOTION & MOTION IN DALE TILE V LOVERING	.40	\$34.00
112288	ABG	02	LETTER TO ATTY CLAPP RE BAEHR LITIGATION; LETTER TO RAMSEY COUNTY DISTRICT COURT ADMINISTRATOR	.50	\$12.50
112388	TAG	03	PHONE CONF'S W/ADMINISTRATOR RE LEASE AGREEMENT, PARK BUILDING LEASE, OPEN MEETING LAW ISSUES RE WORKSHOP & MARCOR DEVELOPMENT STATUS	1.60	\$136.00
112888	EAB	09	EXAMINE LOVERING ASSOCIATES, INC MOTION & COMPLAINT; MEMORANDUM	.60	\$51.00
112988	PEM	07	PHONE CONF W/DON CLAPP RE BAEHR CASE	.40	\$34.00

TAG	6.00HRS	=	\$465.00
PEM	5.30HRS	=	\$450.50
EAB	.60HRS	=	\$51.00
ABG	1.20HRS	=	\$30.00

TOTAL FOR FILE: 800201	BILLED	UNBILLED	TOTAL
TIME	.00hrs.	13.10hrs	13.10hrs.
CHARGES	\$0.00	\$996.50	\$996.50

MINUTES
REGULAR CITY COUNCIL MEETING
NOVEMBER 9, 1988

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

ALL MEMBERS PRESENT

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

MINUTES OF OCTOBER 26, 1988 APPROVED

Council approved the Minutes of October 26, 1988 as corrected.

ADDENDUM TO CONSENT AGENDA

Council approved the addition of Municipal License #179, Carpet Clearing House, 1526 W. Larpenteur, to the Consent Agenda.

CONSENT AGENDA APPROVED

Council approved the following Consent Agenda

1. Disbursements
 - a. General Disbursements through 11/9/88, \$36,837.83
 - b. Sinking Fund, \$439.38
 - c. Payroll 10/16/88 - 10/31/88, \$8,877.15
2. Appointment of Gregory Peterson to Fire/Rescue Department
3. Commission Minutes
 - a. Planning Commission Minutes of October 3, 1988
 - b. Human Rights Commission Minutes of October 20, 1988
4. Appointment of Terry Iverson to Solid Waste Commission
5. Resolution Adopted by Solid Waste Commission Relating to Household Hazardous Waste
6. Licenses

DISCUSSION OF CITY CODE RELATING TO TEMPORARY ADVERTISING SIGNS DEFERRED FROM 10/12/88

Baldwin reviewed Council's discussion at the October 12th meeting regarding whether or not non-profit organizations should be exempt from licensing and sign fees, and the impact on local businesses by temporary signs which the Lions Club had installed advertising their Christmas Tree Sales lot at the City Park. He explained that staff had contacted other communities and found they do not exempt non-profit organizations from these code requirements. Ramsey County was also contacted and indicated they do not allow signage on any County road right-of-way and do not issue permits. Following a discussion, it was determined that the sign indicating hours of operation of the Lions lot will require a permit and fee, as will the proposed sign at Hamline and Roselawn. Council directed staff to re-work the entire sign portion of the code in the near future.

TEMPORARY SHELTER TO BE PLACED AT CITY PARK FOR SKATING SEASON

Carol Kriegler, Park and Recreation Director, explained that it

will be necessary to expend an amount of approximately \$2,186.00 if there is to be a fully operational temporary warming shelter at the City Park. There is currently \$1,500 budgeted in 1989 for this purpose and it would be necessary to appropriate an additional \$686.00 from the 1988 Contingency Account. Council discussed the proposed cost and length of time the rinks would be operational, after which Chenoweth moved authorization of a \$700 expenditure from the 1988 Contingency Fund. Motion carried unanimously.

Kriegler stressed that the City would be held responsible for all damages and losses to the shelter (total cost \$6,200) during the rental period. Bush requested that staff make every effort to maintain a good pleasure rink in addition to the hockey rink.

JOB DESCRIPTION AND SALARY RANGE APPROVED FOR CITY ACCOUNTANT POSITION

Wiessner reviewed the proposed job description and recommended the position vacated by Al Rolek's resignation be placed in the Accountant I level. After a brief discussion, Wallin moved approval of the job description, salary range and replacement schedule proposal as presented. Motion carried unanimously.

P. Chenoweth, and Bush offered to serve as Council representatives for the applicant review panel.

PCA TO LOCATE AIR QUALITY MONITORING INSTRUMENTS ABOVE PUBLIC WORKS GARAGE.

Wallin moved approval of a request from the Minnesota Pollution Control Agency to place air quality monitoring equipment above the City Public Works Garage, subject to the City Attorney's approval of the agreement. Motion carried unanimously.

COUNCIL GOAL SETTING/PLANNING SESSION TENTATIVELY SCHEDULED FOR NOVEMBER 25, AND 26

Council authorized the expenditure of funds for a goal setting/planning session to be held November 25th and 26th contingent upon all members being available on those dates. Wiessner will arrange for the facilitators and the meeting place.

NOVEMBER 23RD MEETING CANCELLED

Chenoweth moved cancellation of the November 23, 1988 meeting (Thanksgiving eve) which carried unanimously.

ADJOURNMENT

The meeting was adjourned at 8:50 P.M.

ATTEST:

Tom Baldwin, Mayor

Shirley G. Chenoweth, City Clerk

Consent X

Meeting Date: 12/14/88

Policy

Agenda Item: E-1

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Disbursements

SUBMITTED BY:

Shirley Chenoweth

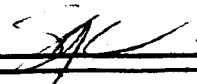
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) Disbursements through 12/14/88, \$57,528.76
- (b) Payroll 11/1/88-11/15/88, \$11,757.16
- Payroll 11/16/88 - 11/30/88, \$7,795.10

ACTION REQUESTED:

Approval



CHECK NO.	ISSUED TO	REASON	AMOUNT
22529	United States Postmaster	Postage	\$ 250.00
22530	Covert Construction	Copy Room Construction	760.00
22531	MN Mutual Life	Insurance	1,685.55
22532	Commissioner of Revenue	State Withholding	852.62
22533	North Star State Bank	Withholding	5,239.36
22534	IOWA Retirement Trust	Deferred Compensation	743.48
22535	PERA Life Insurance	Life Insurance	9.00
22536	MN Benefit Association	Insurance	5.85
22537	PERA	Withholding	1,291.53
22538	Colonial Life Insurance	Insurance	48.00
22539	Accountemps	Temporary Help	646.80
22540	AT&T	Telephones	18.53
22541	AT&T	Telephone Maintenance	29.75
22542	American Linen Supply	Liners	90.23
22543	AT&T Credit Corporation	Telephones	127.73
22544	AT&T	Telephone Purchase	506.00
22545	Browning Ferris Industries	Waste Control	136.13
22546	Blonberg Pharmacy	Office Supplies, Miscell.	25.77
22547	Boyer Trucks	Tools and Equipment	70.30
22548	James Brinmeyer	Conference	835.00
22549	Champion Auto	Equipment Maintenance, General Supplies	118.75
22550	Custom Property Service	General Supplies, Janitor	237.50
22551	Shirley Chenoweth	Travel Mileage	48.60
22552	Glenwood Inglewood	Water Cooler	9.25
22553	Government Training Service	Conference	50.00
22554	Hamon Glass	Building Repair	51.19
22555	Hammond Quality Awards	Miscellaneous - Plaque for Al Rolek	71.93
22556	Har Mar Lock and Key	Building Maintenance	46.10
22557	Terry Iverson	Mileage	46.60
22558	Insty Prints	Office Supplies	122.98
22559	MAMA	Conference	24.00
22560	Nelson Cheese Factory	Miscellaneous	21.95
22561	NSP	Electric, Gas	2,829.13
22562	Maier, Stewart and Associates	Professional Services	65.23
22563	Ramsey County	Policing	155.92
22564	Ramsey County	Other Improvements	35.10
22565	St. Paul Pioneer Press	Subscription	263.56
22566	Star Tribune	Publishing, Newspaper Ad	116.34
22567	St. Paul Pioneer Press	Publishing, Newspaper Ad	

REASON

ISSUED TO

CHECK NO.

CHECK NO.	ISSUED TO	REASON	AMOUNT
22568	State Treasurer	Surplus Property, Tools	\$ 11.00
22569	Board of Water Commissioners	Utilities	36.44
22570	Shaw Lumber Company	Temporary Park Shelter	294.26
22571	Super America	Fuel	184.01
22572	St. Croix Recreation	Improvements	3,500.00
22573	T.A. Schifsky & Sons	Patching	64.47
22574	Toll Company	Maintenance of Equipment	52.56
22576	Nicholas Baumann	Travel, School	67.20
22575	Dennis LeMay	Travel, School	67.20
22577	Lizabeth Boyer	Refund	15.00
22578	Millie Asoerno	Non-Resident Reimbursement	12.00
22579	Sherril Janke	"	24.60
22580	Dennis Wall	"	12.00
22581	Kay Sneyby	"	24.00
22582	Elena Hammond	"	12.00
22583	Diane Mosier	"	12.00
22584	Elizabeth Kortz	"	16.00
22585	Patricia Schleichert	"	12.00
22586	Colleen Galvin	"	24.00
22587	Royal Crown Beverage	"	84.70
22588	Carol Kriegler	Conference	100.00
22589	Mary McCarthy	Temporary Winter Employee	60.00
22590	B & J Midway Floral	Miscellaneous	32.50
22591	Midwest Business Products	Office Supplies	191.29
22592	John Holmgren	Travel, School	89.60
22593	Jensen, Hicken, Gedde & Sourcie	Legal Fees, Oct. & Nov.	3,597.01
22594	Facility Systems	Office Improvement	567.00
22595	US West	Telephones	208.13
22596	Suburban True Value	Building Maintenance, Tools, Hockey Boards	86.59
22597	Harvest States	Fuel	36.60
22598	Ramsey County Personnel	Admin. Fee, Nov-Dec	72.80
22599	Dick Larson	November Building Insurance	300.00
22600	Ramsey County	Hamline Avenue Construction	9,557.64
	Total		57,528.76

29 Nov 1988
Tue 8:56 AMPaid Register
City of Falcon Heights

Page 1

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
016961			0			0.00	15-Nov-88	VOID
016962			0			0.00	15-Nov-88	VOID
016963			0			0.00	15-Nov-88	VOID
016964			0			0.00	15-Nov-88	VOID
016965			0			0.00	15-Nov-88	VOID
016966			0			0.00	15-Nov-88	VOID
016967			0			0.00	15-Nov-88	VOID
016968			0			0.00	15-Nov-88	VOID
016969			0			0.00	15-Nov-88	VOID
016970			0			0.00	15-Nov-88	VOID
016971			0			0.00	15-Nov-88	VOID
016972			0			0.00	15-Nov-88	VOID
016973			0			0.00	15-Nov-88	VOID
016974			0			0.00	15-Nov-88	VOID
016975			0			0.00	15-Nov-88	VOID
016976			0			0.00	15-Nov-88	VOID
016977			0			0.00	15-Nov-88	VOID
016978			0			0.00	15-Nov-88	VOID
016979	00000002	Wiessner, Janet R.	21	01	semi-monthly	1,123.06	15-Nov-88	Outstanding
016980	00000004	Kriegler, Carol J.	21	01	semi-monthly	265.47	15-Nov-88	Outstanding
016981	00000011	Chenoweth, Shirley G.	21	01	semi-monthly	673.69	15-Nov-88	Outstanding
016982	00000020	Iverson, Terry D.	21	01	semi-monthly	783.77	15-Nov-88	Outstanding
016983	00000027	Morgan, Jay M.	21	01	semi-monthly	633.83	15-Nov-88	Outstanding
016984	00000031	Rolek, Alan J.	21	01	semi-monthly	3,174.05	15-Nov-88	Outstanding
016985	00000035	Zimmerman, Katherine	21	01	semi-monthly	322.62	15-Nov-88	Outstanding
016986	00000038	Wright, Vincent D.	21	01	semi-monthly	824.20	15-Nov-88	Outstanding
016987	00000050	Kubes, Jon E.	21	01	semi-monthly	218.43	15-Nov-88	Outstanding
016988	00000054	Amann, Martin T.	21	01	semi-monthly	82.78	15-Nov-88	Outstanding
016989	00000062	Thompson, Mike F.	21	01	semi-monthly	292.63	15-Nov-88	Outstanding
016990	00000063	Phillips, Patricia A.	21	01	semi-monthly	461.71	15-Nov-88	Outstanding
016991	00000003	Baumann, Nicholas B.	11	02	monthly 1	341.83	15-Nov-88	Outstanding
016992	00000005	Berndt, Ross	11	02	monthly 1	128.50	15-Nov-88	Outstanding
016993	00000006	Bianchi, David P.	11	02	monthly 1	87.75	15-Nov-88	Outstanding
016994	00000007	Bianchi, Joseph D.	11	02	monthly 1	*26.50	15-Nov-88	Outstanding
016995	00000008	Brown, Raymond F.	11	02	monthly 1	294.75	15-Nov-88	Outstanding
016996	00000013	Clarkin, Michael D.	11	02	monthly 1	82.75	15-Nov-88	Outstanding
016997	00000014	Dow, Michael J.	11	02	monthly 1	143.00	15-Nov-88	Outstanding
016998	00000015	Dowdell, Ralph L.	11	02	monthly 1	30.75	15-Nov-88	Outstanding
016999	00000016	Fuller, James D.	11	02	monthly 1	87.75	15-Nov-88	Outstanding
017000	00000018	Holmgren, John M.	11	02	monthly 1	49.50	15-Nov-88	Outstanding
017001	00000021	Kurhajetz, Clement M.	11	02	monthly 1	96.25	15-Nov-88	Outstanding
017002	00000022	LeMay, Dennis B.	11	02	monthly 1	100.75	15-Nov-88	Outstanding
017003	00000023	LeMay, Douglas	11	02	monthly 1	63.25	15-Nov-88	Outstanding
017004	00000024	Lindig, Leo	11	02	monthly 1	55.01	15-Nov-88	Outstanding
017005	00000025	McDermond, Cindy K.	11	02	monthly 1	43.50	15-Nov-88	Outstanding
017006	00000026	McNabb, Gerald	11	02	monthly 1	40.00	15-Nov-88	Outstanding
017007	00000029	Dison, Joseph E.	11	02	monthly 1	113.25	15-Nov-88	Outstanding
017008	00000032	Schaefer, Richard A.	11	02	monthly 1	45.25	15-Nov-88	Outstanding
017009	00000033	Schaeffert, Craig F.	11	02	monthly 1	60.50	15-Nov-88	Outstanding
017010	00000034	Sarda, Gail	11	02	monthly 1	159.50	15-Nov-88	Outstanding

29 Nov 1988
Tue 8:56 AM

Paid Register
City of Falcon Heights

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
017011	000000039	Morgan, Jay	11	02	monthly 1	80.00	15-Nov-88	Outstanding
017012	000000040	Kayser, Douglas	11	02	monthly 1	196.00	15-Nov-88	Outstanding
017013	000000042	Stolz, Steven P.	11	02	monthly 1	*24.75	15-Nov-88	Outstanding
017014	000000044	Blanchard, Patricia M.	11	02	monthly 1	*16.25	15-Nov-88	Outstanding
017015	000000045	Gilbert, Jerome J.	11	02	monthly 1	159.83	15-Nov-88	Outstanding
017016	000000046	Holmgren, John H.	11	02	monthly 1	104.75	15-Nov-88	Outstanding
017017	000000047	McNabb, Kevin	11	02	monthly 1	79.25	15-Nov-88	Outstanding
017018	000000049	Anderson, Kevin L.	11	02	monthly 1	189.75	15-Nov-88	Outstanding

Grand Total

11,757.16

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group Number	Pay Group Description	Check Amount	Check Date	Status
017019			473-98-4715	0			0.00	30-Nov-88	VOID
017020			473-98-4715	0			0.00	30-Nov-88	VOID
017021			473-98-4715	0			0.00	30-Nov-88	VOID
017022			473-98-4715	0			0.00	30-Nov-88	VOID
017023			473-98-4715	0			0.00	30-Nov-88	VOID
017024	000000002	Wiessner, Janet R.	476-52-7457	22	01	semi-monthly	1,123.06	30-Nov-88	Outstanding
017025	000000004	Kriegler, Carol J.	476-78-8158	22	01	semi-monthly	377.47	30-Nov-88	Outstanding
017026	000000011	Chenoweth, Shirley E.	485-26-5571	22	01	semi-monthly	*573.69	30-Nov-88	Outstanding
017027	000000020	Iverson, Terry D.	473-56-6088	22	01	semi-monthly	*771.37	30-Nov-88	Outstanding
017028	000000027	Morgan, Jay M.	477-62-9036	22	01	semi-monthly	645.07	30-Nov-88	Outstanding
017029	000000035	Zimmerman, Katherine	475-50-3131	22	01	semi-monthly	336.27	30-Nov-88	Outstanding
017030	000000038	Wright, Vincent D.	477-32-4214	22	01	semi-monthly	855.46	30-Nov-88	Outstanding
017031	000000050	Kubes, Jon E.	473-76-6364	22	01	semi-monthly	29.81	30-Nov-88	Outstanding
017032	000000062	Thompson, Mike F.	470-60-7328	22	01	semi-monthly	211.20	30-Nov-88	Outstanding
017033	000000063	Phillips, Patricia A.	471-40-2104	22	01	semi-monthly	421.78	30-Nov-88	Outstanding
017034	000000001	Baldwin, Thomas W.	472-48-4620	11	03	monthly 2	346.84	30-Nov-88	Outstanding
017035	000000003	Bausann, Nicholas B.	472-78-2553	11	03	monthly 2	48.90	30-Nov-88	Outstanding
017036	000000005	Berndt, Ross	468-60-1864	11	03	monthly 2	40.00	30-Nov-88	Outstanding
017037	000000007	Bianchi, Joseph D.	473-20-9983	11	03	monthly 2	66.00	30-Nov-88	Outstanding
017038	000000008	Brown, Raymond F.	470-44-3020	11	03	monthly 2	61.00	30-Nov-88	Outstanding
017039	000000009	Bush, Patti J.	474-66-3149	11	03	monthly 2	236.77	30-Nov-88	Outstanding
017040	000000010	Chenoweth, Philip E.	485-14-4211	11	03	monthly 2	*291.12	30-Nov-88	Outstanding
017041	000000012	Ciernia, Paul C.	471-52-9205	11	03	monthly 2	250.00	30-Nov-88	Outstanding
017042	000000018	Holmgren, John M.	470-42-6344	11	03	monthly 2	130.00	30-Nov-88	Outstanding
017043	000000022	LeMay, Dennis G.	471-70-6167	11	03	monthly 2	54.00	30-Nov-88	Outstanding
017044	000000024	Lindig, Leo	468-34-4314	11	03	monthly 2	294.29	30-Nov-88	Outstanding
017045	000000033	Schauffert, Craig F.	472-56-2729	11	03	monthly 2	130.00	30-Nov-88	Outstanding
017046	000000034	Smida, Bail	470-58-8789	11	03	monthly 2	61.00	30-Nov-88	Outstanding
017047	000000037	Wallin, Gerald E.	477-48-1406	11	03	monthly 2	300.00	30-Nov-88	Outstanding
017048	000000039	Morgan, Jay	477-62-9036	11	03	monthly 2	40.00	30-Nov-88	Outstanding

Grand Total

7,795.10

Consent X

Meeting Date: 12/14/8

Policy _____

CITY OF FALCON HEIGHTS

Agenda Item: E-2

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Fire/Ambulance Runs

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

Leo Lindig

EXPLANATION/SUMMARY (attach additional sheets as necessary):

FALCON HEIGHTS FIRE DEPARTMENT CALLS

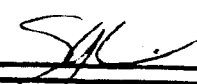
	<u>Nov.</u>	<u>Oct.</u>	<u>Sept.</u>
Fire Calls	<u>2</u>	<u>8</u>	<u>6</u>
Rescue Calls	<u>6</u>	<u>12</u>	<u>17</u>
False Alarms	<u>1</u>	<u>5</u>	<u>1</u>
TOTAL	<u>9</u>	<u>25</u>	<u>24</u>

LAUDERDALE

	<u>Nov.</u>	<u>Oct.</u>	<u>Sept.</u>
Fire Calls	<u>8</u>	<u>4</u>	<u>1</u>
Rescue Calls	<u>3</u>	<u>6</u>	<u>5</u>
False Alarms	<u>5</u>	<u>3</u>	<u>2</u>
TOTAL	<u>16</u>	<u>13</u>	<u>8</u>

ACTION REQUESTED:

Approval



Consent X

Policy _____

Meeting Date: 12/14/88

Agenda Item: E-3

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Minutes

SUBMITTED BY:

Various Commissions

REVIEWED BY:

Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) Planning Commission Minutes of 11/7/88
- (b) Planning Commission minutes of 12/5/88
- (c) Solid Waste Commission Minutes of 11/16/88
- (d) Human Rights Minutes of 11/17/88

ACTION REQUESTED:

Approval

SJC

MINUTES
REGULAR PLANNING COMMISSION MEETING
November 7, 1988

Chairman Black called the meeting to order at 7:30 P.M.

Black, Barry, Carroll, Finegan, Nestingen and Daykin. Also present was Council Liaison Wallin.

PRESENT

Boche, Duncan and Grittner.

ABSENT

Barry moved, seconded by Daykin, to approve the October 3, 1988 Planning Commission Minutes as presented.

10/3/88
MINUTES
APPROVED

Planner Malloy reviewed the application for consideration of planning request, instructions for applicants requesting a variance, the presentation outline, instructions for applicants requesting zoning amendments, conditional use permits and the portions of the forms relating to city staff responsibility and Planning Commission responsibility. Planning Commission members made suggestions for revisions. These items will be revised and presented at the next meeting. They will also discuss the subdivision plan instructions at the next meeting.

MALLOY

Chairman Black adjourned the meeting at 9:45 P.M.

ADJOURN-
MENT

Submitted by:

Katherine J. Zimmerman

Approved: _____

Edgar Finegan, Secretary

**MINUTES
REGULAR PLANNING COMMISSION MEETING
DECEMBER 5, 1988**

Chairman Black called the meeting to order at 7:30 P.M.

Black, Duncan, Nestingen, Daykin, Finegan, Grittner and Barry.
Also present was Council Liaison Wallin.

PRESENT

Boche and Carroll

ABSENT --

Nestingén moved, seconded by Barry, to approve the November 7, 1988 Planning Commission Minutes as presented. Motion carried unanimously.

**11/7/88
MINUTES
APPVD.**

John Burns, 1910 Asbury, requested a permitted accessory use for a storage shed. He reviewed the placement of the shed on his lot and stated that he found it to be the most convenient area in his lot for such shed. The shed is 11 feet high, is bolted to a cement slab and is enclosed behind a fence on the Roselawn side of his property. Discussion centered around the fact that the applicant was unaware that a permitted accessory use was necessary so construction had already been completed. As a result, such shed is located approximately three feet from the lot line where city ordinance requires a 30 foot setback on side lot lines of corner lots. Daykin was of the opinion that the shed is located too close to Roselawn and Nestingen stated that the reason given for placement does not fit the variance criteria for hardship (a variance would be required if such shed were placed in the area it is presently located). After further discussion, Finegan moved, seconded by Nestingen, that a variance would be granted up to the front edge of the garage or if Mr. Burns desires, a permitted accessory use would be granted for placing the shed in another location within the required setbacks. Motion approved unanimously. The Commission determined that the shed will have to be moved to another location.

**JOHN
BURNS,
1910
ASBURY,
PER-
MITTED
ACCESS-
ORY USE/
VARIANCE
APPVD.
IN NEW
LOCATION**

The Commission considered a request that Section 9-10.01, Subdivision 2, of the Municipal Code be amended to add game arcades as a conditional use in a B-2 district. The Commission then scheduled a Public Hearing on the proposed code amendment for 7:45 P.M., January 9, 1988.

**PUBLIC
HEARING
ON CODE
AMENDMEN**

A Public Hearing on a conditional use request from Joseph and James Sacco to establish a game arcade in the Northome Shopping Center was scheduled for 7:45 P.M. on January 23, 1988.

**PUBLIC
HEARING
ON COND.
USE**

Planner Tim Malloy reviewed the subdivision plan portion of

MINUTES
REGULAR PLANNING COMMISSION MEETING
DECEMBER 5, 1988
PAGE 2

the Procedures Manual. Planning Commission members made suggestions for revision. Nestingen felt it important that the Procedures Manual and Ordinance language be consistent. Finegan moved, seconded by Duncan, that it was the consensus of the Planning Commission that changes be made in the application process in the subdivision plan, such changes being consistent with the suggestions made by Planner Tim Malloy and Planning Commission input. Motion carried unanimously.

SUBDIVISION
PLAN
PROCEDURE
APPVD.

Chairman Black adjourned the meeting at 9:00 P.M.

ADJOURNMENT

Submitted by:

Katherine J. Zimmerman

Approved: _____

Edgar Finegan, Secretary

MINUTES

SOLID WASTE COMMISSION

NOVEMBER 16, 1988

The minutes of the November 2nd meeting were approved with the following corrections:

- (a) Bins should be listed as a separate category
- (b) Add Brynildson to the Yard Waste and Blockworker Sub-Committees

Misra reported that she has drafted a letter for the Mayor's signature; it needs only to be typed up.

SCAVENGER ORDINANCE - Haglund distributed a copy of the Roseville scavenger ordinance. After some discussion, it was moved, seconded and passed that:

The Solid Waste Commission recommend adoption of the City of Roseville's scavenger ordinance with the following changes:

- (a) Change the violation to a misdemeanor, and
- (b) Drop all mention of fines and other penalties

Chenoweth will re-draft a copy of the ordinance in the Falcon Heights form and place on the council agenda.

BLOCKWORKER MEETING - Misra reported that the magician under contract to Ramsey County is no longer available. After some discussion, it was the consensus of the Commission that the Blockworker meeting be postponed until January or February of 1989. Misra is to draft a letter of facts to neighborhood recycling coordinators (formerly blockworkers).

LETTER TO RAMSEY COUNTY - Misra read a draft letter from Mayor Baldwin to the Chair of the Ramsey County Board. The Commission approved the draft by consensus.

HAZARDOUS WASTE PROJECT - Iverson reported on the last meeting of the Hazardous Waste project. He reported that Ramsey County is planning six to eight one-day hazardous waste collections. The first will be for Falcon Heights, Lauderdale and Roseville in April or May. Ramsey County will fund the collections and coordinate the worker volunteers. The cities will be responsible for sending out notices and publicizing the collection in their newsletters. He also reported that Ramsey County has a two year plan to establish at least one permanent collection site. The county has also budgeted a full time person to manage a hazardous waste hotline. The next meeting of the hazardous waste group is November 29 at 1:30 P.M. at Ramsey County Environmental Health office. The main topic of discussion will be the eight collections. Iverson also distributed a

notice of a hazardous waste forum to be held on January 12th at the Sheraton Midway Hotel.

BUDGET - Chenoweth reported if the Commission has any requests for special council funding for the remainder of this fiscal year, it should be decided at the next meeting of the Commission.

NEWSLETTER - There was a general discussion of the newsletter and its contents. Thompson distributed a Commonwealth Terrace newsletter which will serve as a model for the Commission's newsletter. It was decided that the editorial board will meet on Monday, November 21, at 3:15 P.M.

COMMISSION MEETINGS - Chairperson Misra informed the Commission that once the newsletter is put together that the Commission could change its schedule to a once monthly meeting.

The next meeting of the Commission will be on Wednesday, December 7, at 7:00 P.M. There will be no meeting on December 21.

The meeting was adjourned by the Chair at 8:43 P.M.

Respectfully submitted,

Benno Salewski, Secretary

BS:pp

MINUTES

HUMAN RIGHTS COMMISSION

NOVEMBER 17, 1988

PRESENT: Vavoulis, Boger, Groff, P. Chenoweth

ABSENT: Lamb, Talbot, Gibson-Talbot, Stenquist, Olsen, Furton

Minutes for October 20, 1988:

- Delete Dworkin
- Change Boger to "present"
- Gibson-Talbot was "absent"

Reviewed Personnel Policy report from Marie Furton to City Council.

Tina Vavoulis term expires 12/88. She is not going to continue on H.R. Commission but will continue to keep in touch with us regarding the LMHRC information.

Wayne will contact Shirley regarding advertising for new member.

Beth is submitting an updated address list to be sent out with the minutes.

There will be no meeting in December. Next meeting will be January 19, 1989.

Jim Olsen (1989)

1816 Asbury St.
Falcon Heights, MN 55113

647-9970 (H)
722-2223 (W)

Brian Stenquist (1989)

Rick Talbot (1990)

1531 W. Idaho
Falcon Heights, MN 55108

646-6624 (H)

Consent X

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: E-4

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Licenses

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

MECHANICAL PERMITS: (All New)

EHS, Energy Heating Services - #183
14331 Armstrong Blvd. N.W.
Anoka, MN 55303

Combustion Heat and Power, Inc. - #184
318 Chester Street
St. Paul, MN 55125

Thermex Corporation - #185
4850 Park Glen Road
Mpls., MN 55416

GENERAL CONTRACTOR:

Covert Construction - #182
1276 County Rd. B
Roseville, MN 55113

ACTION REQUESTED:

Approval

SAC

Consent X

Meeting Date: 12/14/88

Policy _____

Agenda Item: E-5

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Sheriff's Report for October, 1988

SUBMITTED BY:

Ramsey County Sheriff's Dept.

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Report attached

ACTION REQUESTED:



6/29/87

SHERIFFS RANSEY COUNTY INCIDENT REPORTING SYSTEM

33 FALCON HEIGHTS - AUGUST

01 CRIMINAL HOMICIDE	0
02 FORCIBLE RAPE	0
03 ROBBERY	0
04 ASSAULT	0
05 BURGLARY-RESIDENCE	0
06 BURGLARY-NON RES	0
07 BURGLARY-ATTEMPTED	0
08 BURGLARY-POSSIBLE	0
09 THEFT-OVER \$50	9
10 THEFT-UNDER \$50	13
11 THEFT-ATTEMPTED	0
12 THEFT-POSSIBLE	0
13 AUTO THEFT-RECOVERED	0
14 AUTO THEFT-ATTEMPTED	0
15 AUTO THEFT-POSSIBLE	0
16 ARSON	0
17 FORGERY & C-FEITING	0
18 FRAUD	0
19 EMBEZZLEMENT	0
20 STOLEN PROPERTY-BUY	0
21 STOLEN PROPERTY-REC	0
22 ABDUCTION	0
23 VANDALISM	10
24 WEAPONS	0
25 PROSTITUTION & VICE	0
26 SEX OFFENCE	0
27 NARCOTIC DRUG LAWS	0
28 GAMBLING	0
29 OFFENSE-FAN & CLORN	0
30 DRIVING UNDER INFLUE	2
31 LIQUOR LAWS	2
32 DISORDERLY CONDUCT	1
33 VAGRANCY	11
34 ALL OTHER OFFENSES	0
35 ACC-PROPERTY DAMAGE	0
36 ACC-PERSONAL INJURY	34
37 ACC-FATAL	2
38 STREET LIGHTS	0
39 ALARMS	0
40 ANIMALS (OTHERS)	10
41 ASSIST A CITIZEN	0
42	15

33 FALCON HEIGHTS - SEPT.

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

OCTOBER

DATE OF ISSUE 11/09/80

TIME 0012

33 FALCON HEIGHTS

01 CRIMINAL HOMICIDE	0
02 FORCIBLE RAPE	0
03 ROBBERY	0
04 ASSAULT	0
05 BURGLARY-RESIDENCE	2
06 BURGLARY-NON RES	1
07 BURGLARY-ATTEMPTED	0
08 BURGLARY-POSSIBLE	0
09 THEFT-OVER \$50	10
10 THEFT-UNDER \$50	10
11 THEFT-ATTEMPTED	11
12 THEFT-POSSIBLE	7
13 AUTO THEFT-RECOVERED	1
14 AUTO THEFT-ATTEMPTED	2
15 AUTO THEFT-POSSIBLE	0
16 ARSON	0
17 FORGERY & C-FEITING	0
18 FRAUD	0
19 EMBEZZLEMENT	0
20 STOLEN PROPERTY-BUY	0
21 STOLEN PROPERTY-REC	0
22 ABDUCTION	0
23 VANDALISM	0
24 WEAPONS	2
25 PROSTITUTION & VICE	0
26 SEX OFFENCE	0
27 NARCOTIC DRUG LAWS	0
28 GAMBLING	0
29 OFFENSE-FAN & CLORN	0
30 DRIVING UNDER INFLUE	1
31 LIQUOR LAWS	1
32 DISORDERLY CONDUCT	5
33 VAGRANCY	0
34 ALL OTHER OFFENSES	1
35 ACC-PROPERTY DAMAGE	8
36 ACC-PERSONAL INJURY	2
37 ACC-FATAL	0
38 STREET LIGHTS	0
39 ALARMS	16
40 ANIMALS (OTHERS)	0
41 ASSIST A CITIZEN	5

SHERIFFS INCIDENT REPORTING SYSTEM
RANSEY COUNTY

33 FALCON HEIGHTS - AUGUST

37 BOATING & SWIMMING	0
38 BREATHALYZER	0
39 DOA'S	1
40 DOG'S	1
41 DOG COMPLAINTS	1
42 DOMESTIC	2
43 EMERGENCY	4
44 FIRE	4
45 LOUD	0
46 MISSING PERSONS	0
47 PROBLER	2
48 RECOVERED PROPERTY	1
49 SEARCH WARRANTS	1
50 SNOWMOBILES	0
51 SUSPICIOUS COMPLAINT	0
52 TRAFFIC	9
53 MISCELLANEOUS	25
TOTAL	104

33 FALCON HEIGHTS - SEPT.

57 BOATING & SWIMMING	0
58 BREATHALYZER	0
59 DOA'S	0
60 DOG'S	2
61 DOG COMPLAINTS	2
62 DOMESTIC	2
63 EMERGENCY	1
64 FIRE	1
65 LOUD	2
66 MISSING PERSONS	1
67 PROBLER	1
68 RECOVERED PROPERTY	1
69 SEARCH WARRANTS	4
70 SNOWMOBILES	0
71 SUSPICIOUS COMPLAINT	14
72 TRAFFIC	22
73 MISCELLANEOUS	21
TOTAL	104

OCTOBER
DATE OF ISSUE 11/03/88
TIME 0018

33 FALCON HEIGHTS	0
37 BOATING & SWIMMING	0
38 BREATHALYZER	0
39 DOA'S	1
40 DOG'S	1
41 DOG COMPLAINTS	0
42 DOMESTIC	0
43 EMERGENCY	7
44 FIRE	3
45 LOUD	0
46 MISSING PERSONS	0
47 PROBLER	0
48 RECOVERED PROPERTY	0
49 SEARCH WARRANTS	3
50 SNOWMOBILES	0
51 SUSPICIOUS COMPLAINT	0
52 TRAFFIC	20
53 MISCELLANEOUS	16
TOTAL	120

Consent X

Agenda Item: E-6

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Authorize expenditure of \$140.00 out of Contingency Account to replace cash in Petty Cash Fund.

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

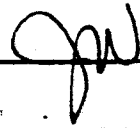
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Due to a theft in the office, we find it necessary to replace the missing funds. This cash is used to give change to customers (usually for building permits, etc.)

NOTE: The theft occurred sometime between Nov. 18-21. It was reported to Ramsey County Sheriff's Department and is being investigated.

ACTION REQUESTED:

Authorize replacement of Petty Cash Funds out of Contingency Account.



Consent X

Agenda Item: E-7

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Accept gift of Historical Photographs from Lowell Anderson

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

I had ordered copies of some of the historical photographs on display at Falcon Drug for my office. (I was planning to pay for them myself because I liked them so well!) When they arrived, Lowell Anderson wouldn't let me pay for them -- he said they are a gift to the City!

ACTION REQUESTED:

Accept donation of photographs.
Send thank you letter.

Consent _____

Policy X

Meeting Date: 12/14/88

Agenda Item: F-1

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Accessory Use Request (Utility Shed)

SUBMITTED BY:

John Burns, 1910 Asbury

REVIEWED BY:

Planning Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Mr. Burns has already constructed the utility building and was unaware permission was required.

Attachments:

- (a) Request for utility shed
- (b) Site plan
- (c) Section 9-4.01, Subd. 3(i) of the Code
- (d) Planning Commission Minutes of December 5, 1988

*+ check
TB & Gould house on Arona
we granted set back 1 year
ago - same reason (?)*


Mr. Burns ->

*Paul C -> look at rationale behind set back req. -> 15 Set Back
Reasonable? ^{logic (?)}*

** R Staff - look at surrounding corners,
* R Staff Sideyard setbacks on corner lots -> Pl. Comm.
* Come back 2nd week in Jan.*

ACTION REQUESTED:

[Signature]



City of Falcon Heights

2077 W. Larpenteur Avenue
Falcon Heights, Minn. 55113

Receipt 6517

645-8713

TO THE ZONING ADMINISTRATOR, FALCON HEIGHTS:

I-We hereby apply for (a) Rezoning - Variance - Conditional Use
Sub-Division - Platting

The subject real estate is located at

(Street Address) 1910 Asbury

Legal Description: Lot ¹⁵⁺ 16, Block 2
Juhl's Rose Lawn Addition

This application is made for the following reasons:

Utility Shed
Section 9-4.01, Subd 3(E)

Attached hereto is the applicable fee in the amount of: \$ 20.00

Rezoning Application

Variance

Conditional Use

Sub-Dividing

Platting

Accessories Use

John Burns 11/24/88
Applicant Date

Applicant's interest in the above described real estate is

Owner

RECEIPT

CITY OF FALCON HEIGHTS
2077 WEST LARPELLEUR
6517

PAYEE

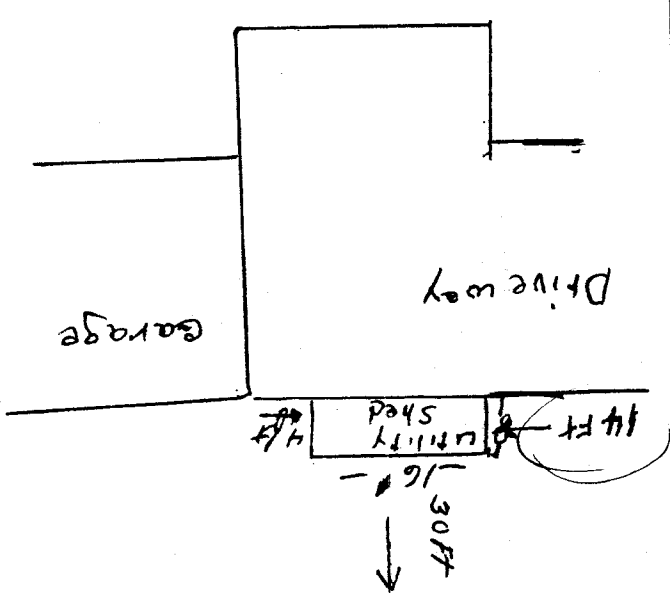
Public of Denver
11/28/88 (AMOUNT) 1011.00 DOLLARS

11/28/88 FUND

CODE	PURPOSE	AMOUNT
311	UTILITY SINK Request	20.00

CHECK _____
CASH _____
AUTHORIZED SIGNATURE *[Signature]*
CLERK ADMIN. TREAS. 2001-03

Rose lawn



**MINUTES
REGULAR PLANNING COMMISSION MEETING
DECEMBER 5, 1988**

Chairman Black called the meeting to order at 7:30 P.M.

Black, Duncan, Nestingen, Daykin, Finegan, Grittner and Barry.
Also present was Council Liaison Wallin.

PRESENT

Boche and Carroll

ABSENT

Nestingén moved, seconded by Barry, to approve the November 7, 1988 Planning Commission Minutes as presented. Motion carried unanimously.

**11/7/88
MINUTES
APPVD.**

John Burns, 1910 Asbury, requested a permitted accessory use for a storage shed. He reviewed the placement of the shed on his lot and stated that he found it to be the most convenient area in his lot for such shed. The shed is 11 feet high, is bolted to a cement slab and is enclosed behind a fence on the Roselawn side of his property. Discussion centered around the fact that the applicant was unaware that a permitted accessory use was necessary so construction had already been completed. As a result, such shed is located approximately three feet from the lot line where city ordinance requires a 30 foot setback on side lot lines of corner lots. Daykin was of the opinion that the shed is located too close to Roselawn and Nestingen stated that the reason given for placement does not fit the variance criteria for hardship (a variance would be required if such shed were placed in the area it is presently located). After further discussion, Finegan moved, seconded by Nestingen, that a variance would be granted up to the front edge of the garage or if Mr. Burns desires, a permitted accessory use would be granted for placing the shed in another location within the required setbacks. Motion approved unanimously. The Commission determined that the shed will have to be moved to another location.

**JOHN
BURNS,
1910
ASBURY,
PER-
MITTED
ACCESS-
ORY USE/
VARIANCE
APPVD.
IN NEW
LOCATION**

The Commission considered a request that Section 9-10.01, Subdivision 2, of the Municipal Code be amended to add game arcades as a conditional use in a B-2 district. The Commission then scheduled a Public Hearing on the proposed code amendment for 7:45 P.M., January 9, 1988.

**PUBLIC
HEARING
ON CODE
AMENDMEN**

A Public Hearing on a conditional use request from Joseph and James Sacco to establish a game arcade in the Northome Shopping Center was scheduled for 7:45 P.M. on January 23, 1988.

**PUBLIC
HEARING
ON COND.
USE**

Planner Tim Malloy reviewed the subdivision plan portion of

the Procedures Manual. Planning Commission members made suggestions for revision. Nestingen felt it important that the Procedures Manual and Ordinance language be consistent. Finegan moved, seconded by Duncan, that it was the consensus of the Planning Commission that changes be made in the application process in the subdivision plan, such changes being consistent with the suggestions made by Planner Tim Malloy and Planning Commission input. Motion carried unanimously.

SUBDIVISION
PLAN
PROCEDURE
APPVD.

Chairman Black adjourned the meeting at 9:00 P.M.

ADJOURNMENT

Submitted by:

Katherine J. Zimmerman

Approved: _____

Edgar Finegan, Secretary

Consent

Agenda Item: F-2

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Request to Waive TIF Application Fee

SUBMITTED BY:

Marcor Properties, Inc.

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

An application for TIF was received from Marcor Properties. Included in the application is a request that the City's fee be waived.

Attachments:

- (a) Preliminary Development Agreement
- (b) Marcor Application

ACTION REQUESTED:

Consider modification to Preliminary Development Agreement.

Jan Wiessner

PRELIMINARY DEVELOPMENT AGREEMENT

This Preliminary Development Agreement made this _____ day of _____, 1988, between the City of Falcon Heights, a municipal corporation under the laws of Minnesota (hereinafter called "City") and _____, a corporation under the laws of _____ (hereinafter called "Developer").

WHEREAS, the City has received from Developer a proposal that the City assist in financing a project by providing tax increment financing in connection to a project to be undertaken by the Developer within the City.

NOW, THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

1. The Developer shall submit to the City with this Preliminary Development Agreement an application for tax increment financing, together with an application fee in the amount of \$10,000.

2. The City shall consider the application in accordance with its policies and procedures for reviewing tax increment financing applications, as such policies and procedures currently exist or as revised from time to time by the City. The City shall have no obligation to issue tax increment financing and the City reserves the right to take any action on the application that the City, in its sole discretion, shall deem appropriate.

3. The Developer agrees to reimburse the City for any and all expenses and costs of the City in connection with the preparation of the development program, the tax increment financing plan, the development agreement and all documentation and procedures required in connection with the proposed or actual issuance of tax increment financing. Costs and expenses shall include, but not be limited to, all out-of-pocket expenses, all fees for legal services, all fees for engineering and financial services including feasibility reports, appraisal costs, and all costs of reports and hearings.

4. Three thousand dollars (\$3,000.00) of the application fee is a non-refundable administrative fee.

5. Seven thousand dollars (\$7,000.00) of the application fee is an advance to cover reimbursable expenses incurred by the City as described in paragraph 3, and the City may disburse those funds as costs and expenses are incurred by it. If costs and expenses exceed \$7,000.00, the City shall bill the Developer for the additional costs and expenses and Developer shall pay any such statements within ten days.

6. The City shall, in its sole discretion, determine the reasonableness and appropriateness of costs and expenses it incurs.

IN WITNESS WHEREOF, the undersigned have executed this Agreement the date and year first above written.

CITY OF FALCON HEIGHTS,
a municipal corporation under
the laws of Minnesota

By _____

Its _____

DEVELOPER

By _____

Its _____



M A R C O R Properties
inc.

November 21, 1988

Janet R. Wiessner
City Administrator
City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113

Re: Application - Fairview Plaza
P.U.D.
Tax Increment Financing

Dear Janet:

Together with the plans that have been submitted previously, please allow the enclosed to act as our application for P.U.D. and Tax Increment Financing approval. The following provides an introduction in summary form of the site, development program, development/ownership team and financial aspects for a proposed 150-unit rental housing and adjacent 47,000 square foot retail development. The plans as noted depict, we believe clearly, the type, style, density and quality of the proposal. The development team believes the design of this integrated project to be highly creative as well as sensitive to the site and surrounding land uses. In fact, both the architectural plans for the retail and apartment components are superior designs on a stand-alone basis. The highlights of this project, Fairview Plaza, follow:

1. Location and Site. The Fairview Plaza site is located at the southeast corner of the intersection of Snelling Avenue and Larpenteur Avenue. The approximately five-and-one-half acre site is presently improved with a two-story strip shopping center (Northome Center) and two small free-standing buildings occupied by Pizza Hut and Clark's Submarine Sandwiches. This strip shopping center is not only in poor physical condition, but it has an inherently flawed design since the majority of its parking is behind the center and not readily accessible. In addition, a considerable amount of square footage in the existing center

cont.

5775 Wapzata Boulevard

Suite 820

St. Louis Park, Minnesota 55416

612.545.2102

November 21, 1988
Janet Wiessner
Page Two

is located in second floor and basement spaces which are inappropriate for retail uses. In short, this existing center is obsolete, and it is not a candidate for rehabilitation. Demolition is necessary in order to prepare the site for new construction.

In the immediate vicinity of the site to the south are four single family houses and three 3-story apartment buildings with a total of about 30 units. These apartments, which are in excess of 20 years old, are brick of modest design and with moderate rents. To the north, across Larpenteur, is a new strip neighborhood shopping center and free standing restaurant (an Embers) which includes, in part, three additional restaurants, a dentist, video store/tanning studio, quick print shop, and golf shop.

Across Snelling Avenue, in the southwest quadrant of the intersection, is a 3-story office building which is the headquarters of Harvest States Co-op, a grain marketing and agricultural products company, and a parking lot for the Minnesota State Fairgrounds. In the northwest quadrant of the intersection, there is a complex of retail uses, including as examples: an upscale restaurant (Ciattis), a beauty salon and barber, a Tom Thumb convenience store, a drug store, and a gas station with a car wash.

To the east of the site, along Larpenteur, are a series of nine 2- and 3-story walk up apartment buildings with about 100 units which are similar to the apartments described above. The majority of the eastern border of the site is adjacent to single family homes.

One of the major strengths of the site is the convenient driving time to either the St. Paul or Minneapolis Loops (downtown areas) of approximately 15 minutes to either downtown. It has equally easy driving access, within 15 minutes, to the other northern first, second and third ring suburbs of St. Paul, and many of the northern tier of Minneapolis-related suburbs.

This self advertising site is within 1½ miles of Route 36, a major expressway to the north of the site, and it is within 3 miles of Interstate 94, a major expressway to the south of the site. At the site are bus stops with routes which serve both downtown St. Paul (including express service in 27 minutes) and Minneapolis without switching buses, along with routes which serve major employment areas in the adjacent

northern St. Paul suburbs and along the Snelling Avenue business corridor. There are 4 bus lines which serve the site.

The site is ideal for both retail and residential uses. It is at the intersection of two major arterial streets which is excellent from a retail development standpoint, while at the same time it is adjacent to good quality residential neighborhoods which directly border the site on two sides, which is excellent from a housing development standpoint.

2. Development Program. The development plan is sensitive to both market and economic considerations. While the retail and housing structures are integrated in a single structure, both uses are in building configurations with proven track records in the Twin Cities market place. The retail center is a typical one story strip center combined with a 4,800 square foot free standing, out building. The housing structure is a 4-story woodframe building with uncomplicated covered parking. The retail and housing structures have distinct building footprints in order to give each use its own identity. The two uses are not totally separated. As an example, there is a minor portion of the retail space which has 4 stories of housing on top of it, and the roof of most of the retail structure serves as the surface parking for the apartments.

The retail portion of the structure relates directly to the two arterial streets, the intersection, and adjacent retail uses. Direct access from both streets is proposed. The 11,680 square foot anchor store fronts on both streets. Besides the anchor store and previously mentioned 4,800 square freestanding building, the balance of the retail is in a straight forward linear configuration with 20' bays which are 75' deep -- 1,500 sq. ft. modules. There are 160 on grade parking spaces available to the retail project.

The four story apartments are in a single building which is oriented to the extent possible to the adjacent residential neighborhood. The building is served by its own entrance off a residential street. The unit configuration and rents for this 150 unit building follow:

<u>Number</u>	<u>Unit Type</u>	<u>Size</u>	<u>Rent</u>
44	1 bedroom	718 sq. ft.	\$600
94	2 bedrooms & 1 bedroom with den	1,000 and 1,033 sq. ft.	\$690-750
12	3 bedroom	1,390 sq. ft.	\$890

Rent includes heat but excludes electric and covered parking. The rents range from a low of 64¢ per square foot per month to a high of 84¢.

Amenities include elevators at 3 separate locations; a security entry system; large apartment and room sizes with unique floorplans; balconies and/or bay windows; 100% fire sprinkler coverage; 2 laundry rooms per floor; a party room/lounge; eating areas in all kitchens with all appliances including dishwasher and disposal provided; air conditioning units; free individual storage bins; and other standard amenities for new, good quality buildings in the marketplace ranging from wall to wall carpeting in the living areas to bathroom vanities and a large amount of closet space.

Parking includes 171 heated, underground garage spaces, a ration of 1.4 spaces per unit, and 54 surface parking spaces for residential and guest use, an overall ratio of 1.5 parking spaces per unit. Again, some joint use parking with the retail component is anticipated.

3. Development Team. A development team responsive to the unique aspects of Fairview Plaza is required. The team must understand both retail and rental housing development. It must understand Tax Increment Financing and have experience in working closely with local government on redevelopment projects. An understanding and background in mixed use development is of critical importance. Experience and an appreciation for the Twin Cities market place is necessary. A development team has been assembled which has the specialization, experience, and knowledge necessary for the complexities of this project. A summary of their backgrounds follow. A partnership will be formed to own the project which presently includes Marcor Properties, Inc. (a 30% interest), Jackson-Scott Associates (30%), Henry Hyatt and his associates (30%), and Publicorp, Inc. (10%).

a. Marcor Properties, Inc. is a Twin Cities based real estate development company whose principals, Richard Martens and James Winkels, have extensive development experience that includes retail centers, redevelopment sites and public-private joint ventures. Mr. Martens was formerly the Executive Vice President of Winfield Developments, Inc. and Senior Officer for the Twin Cities area. Overall he spent 14 years with Winfield, both in Canada and in the United States. He was one of the development leaders who spearheaded the well-known \$80 million Edinborough mixed-use project in Edina. Mr. Winkels was formerly a project manager for Winfield Developments, Inc., and in charge of all of their retail projects. Prior to that he was the Community Development Director for the City of New Brighton where he gained extensive experience in the public redevelopment process.

b. Jackson-Scott Associates is considered the premier retail leasing and management group in the Twin Cities. It has been in business since 1979, and was founded by Gary Jackson and Michael Scott, both of whom were formerly executives with Dayton Hudson Properties. At the present time, their firm is responsible for the management and leasing of 25 shopping center properties comprising approximately 1,250,000 square feet. They have also developed shopping center properties in conjunction with others and for their own account in 8 locations.

c. Henry Hyatt has over 20 years of housing and real estate experience, including in depth involvement in Chicago and the Twin Cities. He is partners with Sheldon Baskin and/or Daniel Epstein in numerous real estate ventures. Mr. Hyatt was the partner in the Edinborough project primarily responsible for Edina Park Plaza, the 18-story high rise elderly housing component, and he worked closely with Richard Martens as one of the development leaders for the entire project. He has had primary responsibility for the development of over 25 projects with over 3,000 housing units as well as office and retail projects.

Messrs. Baskin and Epstein have developed over 35 projects with more than 5,000 units of housing, and have in depth experience in real estate law, finance, management, and development spanning well over 20 years each. A management firm affiliated with the Hyatt group will manage and market the residential portion of Fairview Plaza. The firm has in depth experience in apartment marketing and management.

d. Publicorp, Inc. was a company formed to help meet the demand for leadership in the design and implementation of innovative public finance programs to stimulate economic development activities. Publicorp serves as a consultant both to cities and private developers. Sidney Inman is Director of Development Consulting for Publicorp and has an extensive background in this area that includes both the private and public sectors. Prior to the formation of Publicorp, Mr. Inman was the Assistant Director of Central Services for the City of Fridley for a period of 8 years. In the private field, Publicorp's experience includes structuring the public financing for the \$80 million Edinborough mixed-use project in Edina, and serving as the consultant on the public financing for the Minnesota Timberwolves. Publicorp's primary responsibility for Fairview Plaza will be the financial and legal structuring of the City assistance to the project.

e. Weber Consulting Associates, Inc./Tom Weber has been involved in the construction industry in various capacities since 1954. Mr. Weber will oversee the construction process for the partnership, including the selection of general and subcontractors. From 1970 to 1985 he worked for Bor-Son Construction Companies serving in various capacities with overall responsibility for the company's office functions. He was a Vice President of the Bor-Son Companies, President of Bor-Son Investment Properties, and a director of the Shelter Corporation of America. In 1985, he formed Weber Consulting Associates to advise developers on construction design, costing and contractor selection and oversight.

During Mr. Weber's career he has been involved in the construction of numerous projects including hospitals, health care facilities, nursing homes, schools, hotels, offices, plants, industrial buildings, and numerous housing projects of various types. With Bor-Son he was involved in 236 projects with a construction volume in today's market in excess of \$1.3 billion dollars. During this period they constructed 115 projects with over 20,000 units of housing of which 64 projects were elderly and handicapped housing covering in excess of 14,000 units.

f. Korsunsky Krank Erickson Architects, Inc. ("KKE") has been selected as the architect for the project. This Minneapolis based firm, founded in 1968, is well-regarded and has extensive experience relevant to Fairview Plaza.

The firm's planning, design and technical expertise has been enriched by experience and involvement in over 2,500 projects in a wide range of private and public development work, including site development master planning, multi-use complexes, residential, parking structures, office buildings, hotels and retail facilities. This includes over 25 multi-family residential projects in the last 5 years. KKE has been a national leader in design/build, negotiated bid and fast-track methods of construction, having worked on over 800 projects by these methods. The firm will also provide construction inspection services to this project, and it has a specialized Inspections Division.

4. City Assistance. City financial assistance is required in order to produce land acquisition costs normal for this type of project. The city assistance paves the way for a project with a proper economic structure. It provides a development opportunity where none existed. The City's motivation in providing this financial assistance is to clean up a blighting influence to a very sound neighborhood at the gateway and most prominent intersection in the community.

As can be seen from the attached financial analysis and pro formas, we are proposing and requesting tax increment assistance on a "pay as you go" basis. As we've indicated in our various meetings, this means that we are requesting no up-front financial assistance nor are we requesting the City to sell any bonds for this project.

As we have indicated on several occasions, this is an enormously costly venture in terms of planning, design and financial analysis. The normal redevelopment costs of acquisition, relocation and demolition are high because of the existing buildings and number of existing tenants. As we have attempted to point out on many occasions, the assistance and cooperation of the City of Falcon Heights is absolutely vital to the success of this project.

* In light of the above, the development team hereby requests that the \$10,000 escrow fee be waived. This request is specifically made for the reasons noted above and for the following reasons specifically detailed:

a. We are not requesting that the City sell any bonds or assume any debt for this project. In terms of City Assistance, the project is therefore "risk-free" for the

November 21, 1988
Janet Weissner
Page Eight

City. It is our impression that the tax increment guidelines envisioned a much greater risk to the City.

b. The development team as can be seen by the enclosed financial analysis and pro forma is supplying all of the tax increment analysis necessary for this project. This eliminates the need and cost for the City to produce this analysis.

c. We have offered our extensive experience in the financial and relocation aspects of this project.

d. The planning, design and financial analysis for this are enormous. This is a "real" redevelopment project. We are attempting to do many of the functions normally handled by a City staff.

e. It is our strong belief that a project this significant can only be dreamed of if there exists a true public/private partnership.

Prior to any final approvals, we would willingly put up the escrow amount.

A project of this scope has many requirements and pitfalls. We are aware of these requirements and believe with due diligence we can avoid many of the pitfalls. Of paramount importance now is whether the Planning Commission and Council can endorse the project concept and grant preliminary approval. This is necessary for us to accomplish many of our objectives regarding marketing and financing. We fully understand that preliminary approval is just that--preliminary. If we get to that point, the final plans and documents will certify and document clearly everything discussed and all conditions required as part of the preliminary approval.

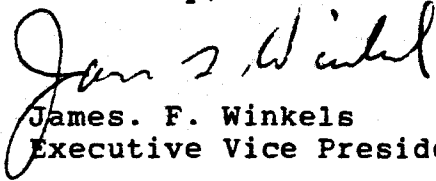
In summary, we feel Fairview Plaza is a uniquely designed and integrated project and has all the attributes necessary for a successful project. The City wants a good quality project. The development team is experienced with highly successful track records.

We look forward to discussing this project with the Planning Commission and City Council and hope for their endorsement. We very much appreciate all of the time and help you have granted as well as the audiences before the City Council and neighborhood.

November 21, 1988
Janet Weissner
Page Nine

If I can clarify any of the above, please do not hesitate to contact me or any member of the development team. We will contact you prior to the Planning Commission on December 5, 1988.

Sincerely,



James. F. Winkels
Executive Vice President

JFW:gk
Enc.

cc: Henry Hyatt
Sid Inman
Gary Jackson
Rick Martens
Mike Scott

CITY OF FALCON HEIGHTS

APPLICATION FOR TAX INCREMENT

FINANCING

**Please type
or print**

I. APPLICANT

(a) Business Name:

Fairview Plaza Limited Partnership
(to be created)

(b) Business Address:

c/o Marcor Properties, Inc.
Suite 820
5775 Wayzata Boulevard
St. Louis Park, MN 55416

(c) Telephone

(612)545-2102

(d) Business Form (corporation, partnership, sole proprietorship, etc.) and date of formation:

Limited Partnership (to be created)

(e) State of Incorporation or Organization:

Minnesota

- (f) **Brief description of nature of business, principal products, etc.**

Real Estate Development

- (g) **If project is leased, list prospective lessees, nature of lessee's business, and principal products, etc.**

N/A

- (h) **Authorized Representative (provide mailing address and telephone number(s):**

Richard Martens
Suite 820
5775 Wayzata Boulevard
St. Louis Park, MN 55416 (612)545-2102

- (i) **If applicant is corporation, state officers, directors, stockholders holding more than 5% of the stock of corporation (state name, address and relationship to applicant): [If Corporation not formed, set forth as much as possible concerning potential Officers, Directors, Stockholders]**

- (j) **If applicant is general partnership state general partners and if limited partnership state general partners and limited partners with more than 5% interest in the limited partnership: (if partnership is not formed set forth as much as possible concerning potential partners:**

General Partner - Valhalla Investments, Inc.
Limited Partners - Richard Martens Mike Scott
 Henry Hyatt Gary Jackson
 Jim Winkels Sid Inman

(k) Name, address and telephone number of Applicant's legal counsel and accountant:

James Holmes
Holmes & Graven, Chartered
470 Pillsbury Center
Minneapolis, MN 55402
337-9201

II. PROJECT

(a) Location (state street address and attach the legal description of project site):

SE quadrant of Snelling Ave. & Larpenteur Ave.

(b) Present ownership of project site. If project site is not currently owned by applicant, describe arrangements by which applicant intends to acquire or use site:

Northome Center (90% of site) currently under contract to purchase. Clark Sub-Sandwiches site to be acquired by negotiation or through condemnation.

(c) Describe Project. If Project is a building or addition to building, specify number of stories, square footage, related parking facilities, etc. If Project includes equipment, describe equipment. (Attach site plan and building elevations, if available):

45,000 sq. ft. retail center - 1 story
153 residential apartment units - 4 stories
parking to be on-grade, below grade and above grade.

(d) Zoning:

(1) What is the zoning status of project site?

P.U.D. application submitted

(2) Is zoning status appropriate for the intended use?

Yes

(3) Will rezoning, zoning variance, or conditional use permit be sought in connection with project? (See City -Administrator) Describe:

P.U.D. zoning

(4) Is the property properly subdivided for the intended use?

Property will be replatted.

(5) Has site plan approval been obtained for this project? If so, on what date by Planning Commission

No _____? By
Council _____?

Planning Commission - December 5, 1989

(6) Attach zoning map of property within 300 feet of project (see City -Administrator):

(e) Attach a financial proforma (5 year minimum) which shows an estimate of sources and uses of project funds which allows for the analysis of the following:

- (1) Project cost detail
- (2) Total debt detail
- (3) Ongoing revenue sources
- (4) Ongoing expenditure items
- (5) Inflation analysis
- (6) Vacancy analysis
- (7) Tax analysis
- (8) Sale of project analysis
- (9) Profitability, risk and interest rate of return ratios
- (10) Time period of public participation
- (11) Testing of various financial assumptions

*Pro-Forma enclosed.

- (g) Will project be occupied by applicant after completion? If not, state name of future lessees, and status of commitments or lease agreements:

tenants unknown

- (h) Names and addresses of architect, engineer and general contractor for project:

Architect: Korsunsky, Krank & Erickson Architects, Inc.

- (i) Current real estate taxes assessed on project site, and estimated real estate taxes on project site upon completion of project:

See enclosed financial analysis and pro-forma.

- (j) What is the target date for:

1. Construction start July 1, 1989 ?
2. Construction completion June 1, 1990 ?

- (k) If the applicant is proposing Planned Unit Development (PUD) status, additional information is required. (See Ch 9, Part 16 of City Zoning Code) Checklist is attached which will be used to assure completion of application.

III. TAX INCREMENT FINANCING

- (a) Demonstrate that alternative sources of financing are not available for the project and that the project could not be constructed as proposed without the assistance requested.

see enclosed
Project Pro-Forma

- (b) Amount of project expenses requested by applicant to be paid from proceeds of the tax increment financing:

- (c) Proposed date that applicant expects tax increment proceeds to be available to pay project expenses:

IV: MISCELLANEOUS

- * (a) Detail the status of any previous or current requests which applicant, its principals or affiliates have made to the City or to other municipalities for tax increment financing:

- (b) If tax increment financing has been granted to the applicant by other municipalities, please describe:

*In Minnesota, Limited Partners have been involved in successful tax increment projects in Edina, St. Paul, Fridley, New Brighton, Chanhassen, Brooklyn Park and Blaine. Projects have involved traditional bond sales as well as innovative uses of tax increment such as slow-second mortgages and "pay as you go." Partners have collectively been involved in projects totaling over \$150 million in value. Projects have included condemnation of residential and commercial properties and have included projects involving a real public/private partnership requiring a great deal of public monies.

(c) Has applicant ever been in bankruptcy? If yes, describe circumstances.

no

(d) Has applicant/^{or its officers, shareholders or partners}ever been convicted of a felony? If yes, describe conviction and sentence.

no

(e) Has applicant ever defaulted on any bond or mortgage commitment?

no

(f) Will any public official of the City, either directly or indirectly, benefit by the issuance of the City's tax increment revenue bonds for this project within the meaning of Minnesota Statutes, Sections 412.311 or 471.87? If so, specify.

no

Applicant understands and agrees that the information contained in this application and the information contained in items above is intended for use by the City of Falcon Heights, its officers, employees, and agents in connection with the City's consideration of possible tax increment financing for applicant's project; however, the City gives no assurance that this information may not be disclosed, in whole or in part, to persons other than City's officials, employees and agents.

The Undersigned, (a) (the) _____
of applicant, hereby represents and warrants to the City that
(he) (she) has carefully reviewed this application, and that
the statements and information contained herein and submitted
herewith are accurate and complete to the best of the
Undersigned's knowledge and belief.

MARCO Properties, Inc.
on behalf of

Fairview Plaza Limited Partnership

Dated: 11/18/88

Applicant

By: James J. Wukalski
Its: Executive Vice President

The City reserves the right to require additional information
and supporting data from the applicant after the filing of this
Application.

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

"Celebrate Minnesota 1990" Project and Grant Application

SUBMITTED BY: Carol Kriegler

REVIEWED BY: Jan Wiessner
Parks and Recreation Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The State of Minnesota has allocated \$700,000.00 of grant funds available to Minnesota cities interested in a "Celebrate Minnesota 1990" project. Projects are to meet one of three criteria—(1) Community Clean Up, (2) Beautification, (3) Community Improvement. The grant program would require that the city provide three dollars for every one dollar of grant funds requested and granted. The maximum amount of grant fund that can be requested is \$25,000.00.

The Park and Recreation Commission and I feel that the City of Falcon Heights would be considered a good candidate for receiving grant money for a project involving the reconstruction and improvement of the community park building.

ATTACHMENTS

A. Resolution

(A copy of the Grant Application will be available for review at the council meeting).

B. Insurance Settlement Form

*CK: Project:
1) demolish old bldg
2) reconstruct new bldg
3) landscaping*

ACTION REQUESTED:

M/S/c 5-0

1. Consideration of committing the local match funds (\$75,000.00) for the "Celebrate Minnesota 1990" project of park building reconstruction on the condition that the grant application is approved.

2. Resolution authorizing the City of Falcon Heights to apply for the "Celebrate Minnesota 1990" grant program.

3. Authorize CK as contact person.

CELEBRATE 1990 GRANT APPLICATION
RESOLUTION AUTHORIZING
APPLICATION AND PRIMARY CONTACT PERSON

BE IT RESOLVED that the City of Falcon Heights act as sponsoring unit for the project identified as Community Park Building Reconstruction to be conducted during the period June 1, 1989 through December 1, 1989.

BE IT FURTHER RESOLVED that the amount of the grant request is in addition to the amount originally budgeted for the project.

^{7H P+R Director,}
Carol Kriegler is hereby authorized to apply to the Minnesota Department of Trade and Economic Development for funding of this project on behalf of the City of Falcon Heights.

I certify that the above resolution was adopted by the City Council of Falcon Heights, Minnesota, on December 14, 1988.

SIGNED:

WITNESSED:

Signature

Signature

Title Date

Title Date

POLICY NO.

CMC 8890-9

AMOUNT OF POLICY AT TIME OF LOSS

\$ 94,380 (involved)

DATE ISSUED

1-1-88

DATE EXPIRES

1-1-89

G. A. B. FILE NO.

56542-06581

COMPANY CLAIM NO.

SWORN STATEMENT

IN

PROOF OF LOSS

AGENT

Rothchild

AGENCY AT

Jr. Paul, Minn.

To the League of Minnesota Cities Insurance Trust

of _____
At time of loss, by the above indicated policy of insurance, you insured—

City of Falcon Heights, Minnesota

Park Bld #3, 2050 Roselawn Ave., Falcon Hgts, Minn.

against loss by fire & other perils to the property described according to the terms and conditions of said policy and of all forms, endorsements, transfers and assignments attached thereto.

TIME AND ORIGIN

A fire loss occurred about the hour of _____ o'clock _____ M., on the 12 day of Sept 19 88, the cause and origin of the said loss were: fire of unknown origin

OCCUPANCY

The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: as a park bldg

TITLE AND INTEREST

At the time of the loss, the interest of your insured in the property described therein was owner. No other person or persons had any interest therein or incumbrance thereon, except: none

CHANGES

Since the said policy was issued, there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except No exceptions

TOTAL INSURANCE

THE TOTAL AMOUNT OF INSURANCE upon the property described by this policy was, at the time of the loss, \$ 94,380 as more particularly specified in the apportionment attached, besides which there was no policy or other contract of insurance, written or oral, valid or invalid.

VALUE

THE ACTUAL CASH VALUE of said property at the time of the loss was \$ 83,629.40

LOSS

THE WHOLE LOSS AND DAMAGE was \$ 83,860.05

AMOUNT CLAIMED

THE AMOUNT CLAIMED under the above numbered policy is \$ 73,860.05

STATEMENTS OF INSURED

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

The furnishing of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of its rights.

State of Minnesota X Janer R. Wiesner

County of Ramsey

Subscribed and sworn to before me this 9th day of December 19 88

Shirley C. Chenoweth
NOTARY PUBLIC - MINNESOTA
RAMSEY COUNTY
My commission expires Jan. 31, 1990

Shirley C. Chenoweth
Notary Public

Consent _____

Policy X

Agenda Item: F-4

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Street Light Replacement/Expansion in University Grove Area

SUBMITTED BY: University Grove Association

REVIEWED BY: NSP
Jan Wiessner

Mr. Blake → Street light Committee Chairman
150'-216' proposal
St. Paul → 100' apart
Jalisco

P. Bush → Are there street light standards?
Paul →

* Guidelines for Consideration in Streetlight Decisions
* What currently exists? → Big n' hood
* Process for new standards

EXPLANATION/SUMMARY (attach additional sheets as necessary):

At the Jan. 13, 1988 City Council meeting, representatives of the University Grove Association expressed concerns about inadequate street lighting. The City requested NSP to study the lighting situation to determine the needs and recommend alternative solutions. NSP concluded its study and met with City Staff and U Grove representatives.

The University Grove Association has requested that the existing street lights on Folwell be replaced and that four additional streetlights be added on Folwell (for a total of eight on Folwell), and that one street light be added to each of the North-South streets where there currently are no lights---Burton, Northrup and Vincent (3 total). Their recommendation is to implement the plans identified on NSP's sketches 1 and 3.

Estimated Costs

1. Removal of existing four street lights.	\$2,100.00
2. Installation of 8 lights on Folwell.	\$13,898.22
3. Installation of 3 lights on Burton, Northrup and Vincent.	6,912.00
TOTAL INITIAL COSTS:	\$22,910.22

After the initial installation, the monthly service rate for these recommended lights would be \$13.15/light. (compared to \$9.50 for standard overhead lights)

Monthly increased cost:

Proposal: 11 lights @ \$13.15 = \$144.65
Existing: 4 lights @ \$6.70 = 26.80
\$117.85 x 12 = \$1,414.20/year

The existing four lights on Folwell are owned by the City and are in need of repair frequently. Repair costs are assessed to the U Grove residents. Repair costs for the new lights would be included in the monthly NSP rates, as they are for the rest of the streetlights in the City.

Page 2 of Request for Council Consideration

The monthly rate of \$13.15 for the recommended streetlights is the same rate the City currently pays for the streetlights in the Falcon Woods neighborhood.

Financing

According to City's Assessment policy, street lighting systems are a Class A improvement and are to be financed from general City funds, not from special assessments. (See Attachment A).

If Council approves request, the installation costs could be financed from the City's General Capital Improvement Fund. The increased monthly cost would exceed the street light budget and would require a transfer from the contingency account.

Timing

they

Cindy Jensen from NSP has indicated that the earliest/would be able to start on this project would be Spring, 1989.

ATTACHMENTS:

- A. Excerpt of Assessment Policy
- B. Letter from S. Gehrz, 11/28/88
- C. Letter from C. Jensen, 11/30/88
- D. Letter from J. Wiessner, 1/21/88

ACTION REQUESTED:

Consider request to install additional streetlights in University Grove neighborhood of City.

If approved, authorize funding.

STREETS, PARKS, PUBLIC SAFETY & IMPROVEMENTS 3-3.05, 3.06

3-3.05 Classification of Local Improvement Projects

Subdivision 1. In General. Local improvements are divided into the three classes specified in the following subdivisions according to their respective benefits to the City as a whole and to property specially served by the improvement:

Class A. Class A improvements are those which are of general benefit to the City at large, including, by way of illustration, (1) public buildings; (2) public parks, playgrounds, or recreational facilities; (3) street lighting systems; and (4) offstreet parking facilities. Any such improvements shall be financed from general City funds and not from special assessments.

Class B. Class B improvements are those which are of both general benefit to the City at large as well as special benefit to abutting or nearby property. Class B improvements include (1) construction or reconstruction of collector or arterial streets*; (2) the construction of curb and gutter on collector or arterial streets.

COLLECTOR STREETS are those streets generally considered to those named on the City's official thoroughfare map.

ARTERIAL STREETS are those streets generally considered to collect traffic from collector streets and include those named on the City's official thoroughfare map.

Class C. Class C improvements are those which are primarily, if not exclusively, of benefit to property abutting or in the area of the improvement, including (1) the construction of sidewalks and bicycle paths; (2) the construction of storm sewers; (3) the construction or reconstruction of residential streets and alleys; and (4) the construction of curb and gutters on residential streets.

3-3.06 Financing Class B and C Improvements

It is the policy of the City of Falcon Heights to finance Class B and C improvements by the methods prescribed in Sections 7, 8 and 9 below. The apportionment of the cost between benefitted property and the City at large and the method of levying assessments prescribed in those sections shall be followed in each case unless the Council, by resolution, finds that because of special circumstances stated in the resolution, a different policy is necessary or desirable in the particular case. Any local improvement described in Minnesota Statutes, Chapter 429 and not placed in Class A, B or C by Section 2 above, shall be financed as the Council determines to be most feasible and equitable in each case.

2285 Folwell Av.
St. Paul, MN 55108
November 28, 1988

Ms. Janet Weissner
Falcon Heights City Office
2077 Larpenteur Avenue
Falcon Heights, MN 55108

Dear Jan,

At the October 25th Annual Business Meeting, the University Grove Homeowner's Association members discussed the three proposals developed by NSP to resolve the problems of inadequate and unreliable street lighting in portions of our neighborhood. After considering the advantages and disadvantages of each alternative, the members passed the following resolution unanimously:

The University Grove Homeowner's Association endorses the NSP proposal for street lighting in the western portion of the University Grove. This proposal to include:

1-Placing a street light on each of the north/south streets of Burton, Northrup, and Vincent.

2-Replacing the existing lights on Folwell between Coffman and Fulham.

We ask that the Falcon Heights administration implement this plan as quickly as possible.

We are requesting that this issue be placed on the agenda for consideration by the City Council at the earliest possible date.

Sincerely,



Sue Gehrz, President
University Grove Homeowner's
Association

City

St. Louis, Missouri

New York, New York
(Public Parks)

Detroit, Michigan

Washington, D. C.

Chicago, Illinois

Reported Effect in Areas of
City Receiving Improved
Lighting

A 40 percent reduction in stranger to stranger crime; a 29 percent drop in auto theft; and, a 13 percent reduction in commercial burglaries.

A 50 to 80 percent decrease in vandalism.

A 55 percent decrease in street crimes.

A 25 percent decrease in robbery, compared with an 8 percent decrease citywide.

An 85 percent decrease in robbery; a 10 percent decline in auto theft; and, a 30 percent reduction in purse snatching.

Suz Gehrz

2285 Fowell



Northern States Power Company

Saint Paul Division
825 Rice Street
Saint Paul, Minnesota 55117

November 30, 1988

Ms. Janet R. Wiessner
City Administrator
City of Falcon Heights
2077 W. Larpenteur
Falcon Heights, MN 55113

Dear Janet,

This letter is in response to your request to summarize the lighting options for the University Grove area of Falcon Heights.

A study was conducted and concluded that tree growth in this area eliminates any overhead wiring possibilities. Therefore, the following underground estimates were made.

With the installation of custom underground lighting a one-time charge is required by N. S. P. to cover all installed costs of the underground circuits, except for the pole, a 100 watt high pressure sodium light, the first 100 feet of cable and 20 feet of trenching, for each lighting standard installed. N. S. P. would own and maintain these lights according to our current street lighting contract with the City of Falcon Heights.

* Option #1 is to install 8 new street lights on Folwell from Coffman to Fulham, as shown on sketch #1. The one time cost is \$13,898.22. N. S. P. would not be responsible for the removal of the four existing lights owned by the city.

Option #2 is to add four lights to the existing four, as shown on sketch #2, at a one-time cost of \$9,761.24.

* Also, N. S. P. would propose to light the north-south streets as per sketch #3 for a one-time cost of \$6,912.11. There is no charge for the overhead light on Coffman, as this is a standard overhead light we install with a flat monthly rate of \$9.50.

November 30, 1988

Page 2

The flat rate for custom underground lights is currently \$13.15 per light, per month.

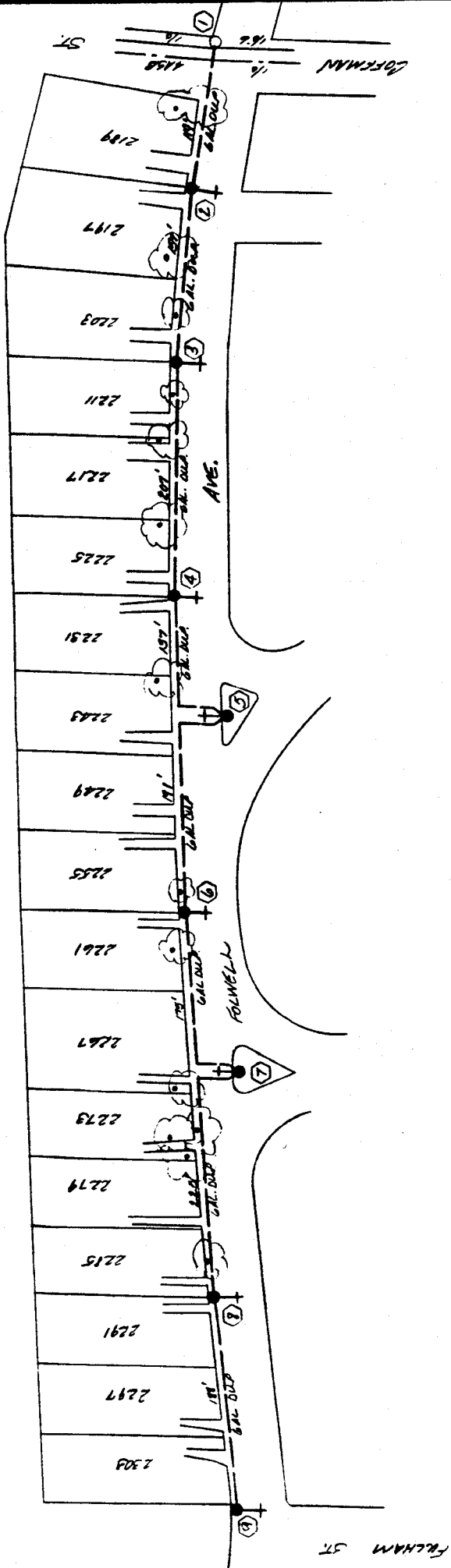
Sincerely,

A handwritten signature in cursive script that reads "Cynthia T. Jensen". The signature is written in dark ink and is positioned above the typed name.

CYNTHIA T. JENSEN
Associate Customer Service Representative

CTJ/coh

enclosure

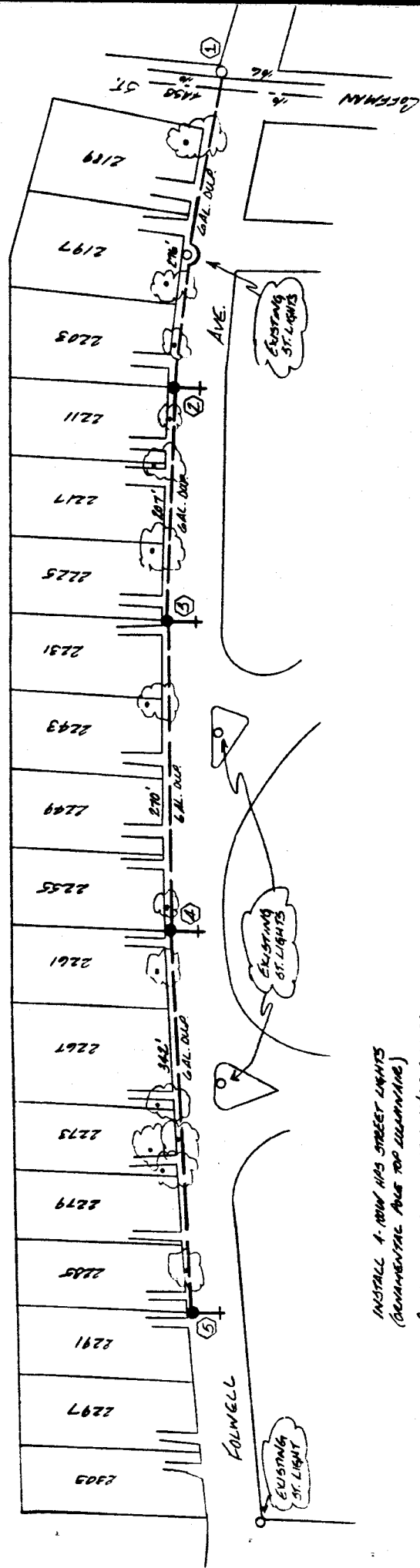


Sketch #1

INSTALL 8' HIGH W/AS STREET LIGHTS
(ORNAMENTAL POLE AND LUMINAIRE)

ALSO PLANT ALL DRIVWAYS, DRIP LINES
OF TREES, & STREET BOUNDARIES.

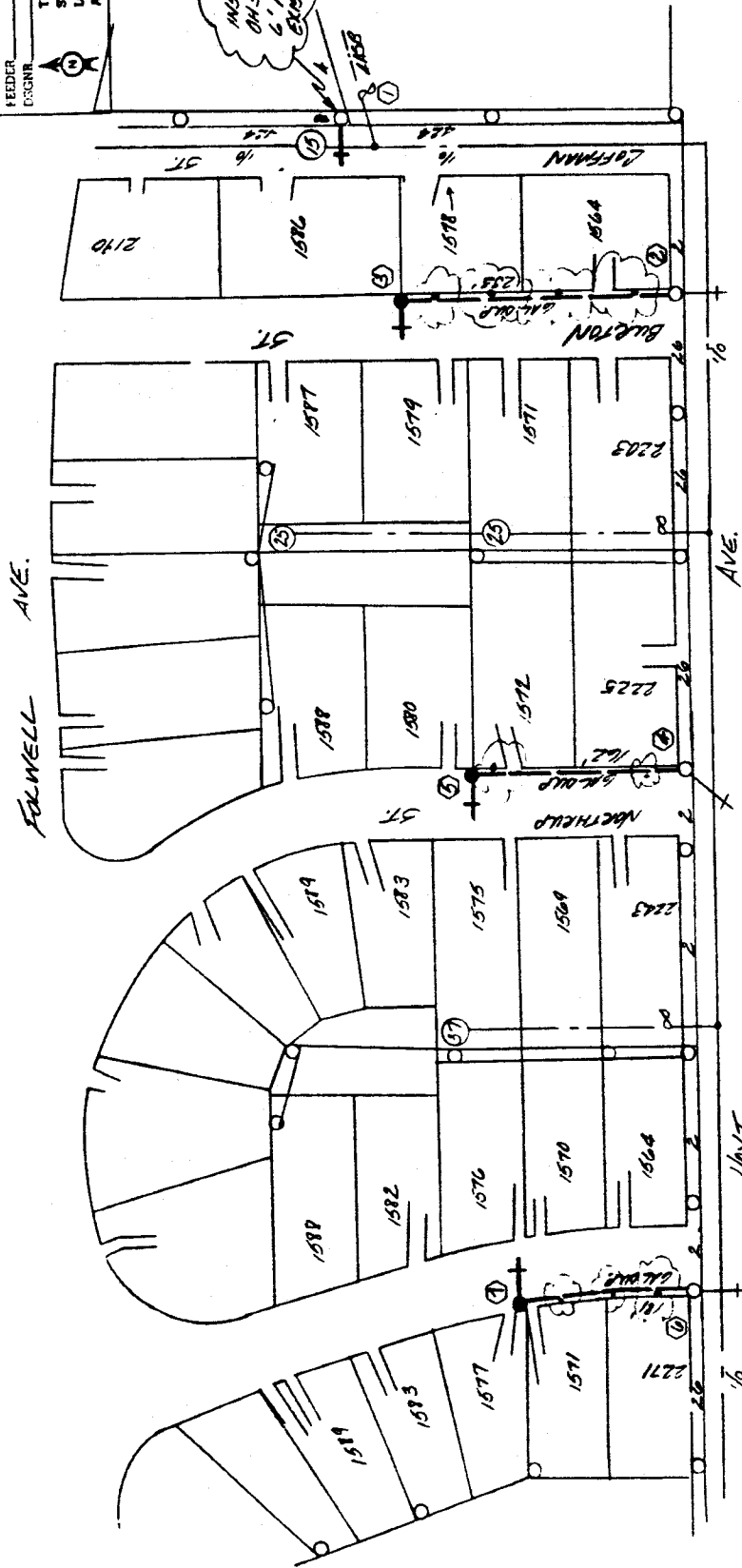
Sketch #2



INSTALL 1 ROW HAS STREET LIGHTS
 (CONVENTIONAL AND TOP COLUMNING)
 ALSO WASTE ALL DRIVEWAYS FOR LANS
 OF TREES.

Sketch #3

O H ELECT PROJ _____
 U G ELECT PROJ _____
 SKETCH _____ OF _____
 TEL. JOB # _____
 LOC _____
 AREA _____
 FEEDER _____
 DESIGNER _____
 DATE _____
 TRUCK ACCESS _____
 STAKING METHOD _____
 LOCATIONS RECD. _____
 APPROVED _____



INSTALL 3-ARM W/AS STREET LIGHTS
 (MONUMENTAL POLE FOR ILLUMINATION)
 ALSO W/ASPC ALL CURBVALLES, DEEP LOOPS
 OF TREES/DRIVEWAYS.

INSTALL 3-ARM W/AS STREET LIGHTS
 (MONUMENTAL POLE FOR ILLUMINATION)
 ALSO W/ASPC ALL CURBVALLES, DEEP LOOPS
 OF TREES/DRIVEWAYS.

Grove Street
Lighting

ATTACHMENT "D"



CITY OF
FALCON HEIGHTS

2077 W. LARPELLEUR AVENUE

FALCON HEIGHTS, MN 55113-5594

PHONE 612-644-5050

January 21, 1988

Mr. Ron Vanelli
Assistant to the General Manager
NSP-St. Paul Division
825 Rice Street
St. Paul, MN 55117

Dear Ron,

On January 13, 1988, representatives of the University Grove Association appeared before the Falcon Heights City Council and expressed their concerns about inadequate street lights on the North-South Streets in the Grove area. I understand that you have spoken with them about their concerns and indicated that NSP is willing to conduct a study of the lighting needs.

The City Council has directed me to request that you conduct this study with the objective of presenting the City with more than one option for consideration. For example, we would like to know the least expensive solution to solve the problem on the North-South Streets, as well as the ideal solution to the entire Grove Area lighting situation..

If you have any questions, Ron, don't hesitate to give me a call at 644-5050. Thanks again for your assistance.

Sincerely,

Janet R. Wiessner
Clerk Administrator

JRW:kjz

cc: Martin Dworkin

Consent _____

Agenda Item: F-5

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

Information X

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Hamline Avenue Project Update

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Ramsey County has notified the City that they intend to proceed with the Reconstruction of Hamline Avenue from Larpenteur to County Road B. Maier Stewart and Associates has been selected as the consulting engineering design firm.

Terry Maurer will be present to give a brief update on the estimated timeline and Maier Stewart's role. He will be available to answer any questions.

Attachments:

- A. City concurrence letter -- 12/7/88
- B. Wiessner memo -- 11/21/88
- C. Weltzin letter -- 11/16/88
- D. Mauer letter -- 12/2/88

ACTION REQUESTED:

Information Only

JW



CITY OF
FALCON HEIGHTS

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

December 7, 1988

Mr. Ken Weltzin
Director and County Engineer
Ramsey County Public Works
350 St. Peter Street, Suite 270
St. Paul, MN 55102

Dear Ken:

Thank you for your notice that Ramsey County intends to proceed with the reconstruction of Hamline Avenue from Larpenteur Avenue to County Road B.

The City of Falcon Heights concurs with the following:

- (a) that this project is necessary and, if feasible, will proceed to completion;
- (b) Maier Stewart and Associates, Inc. is acceptable as the consulting engineering design firm; and
- (c) the City will contribute its appropriate share of the consultant fees based on the cost distribution determined by the feasibility study.

Thank you for your cooperation, Ken. Hopefully this project will go smoothly and will be a credit to the cities and the county.

Sincerely,

Janet R. Wiessner
City Administrator

JRW:p



CITY OF
FALCON HEIGHTS

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

November 21, 1988

TO: [REDACTED] and Councilmembers
 FROM: Jan Wiessner *JW*
 RE: City Concurrence with Hamline Avenue Project

We received the attached letter from Ramsey County Public Works Director Ken Weltzin requesting the City's concurrence with their plans to proceed with the reconstruction of Hamline Avenue from Larpenteur Avenue to County Road B planned to start in 1989.

They have requested a letter stating that we concur with the following:

1. Reconstruction of Hamline Avenue from Larpenteur to County Road B is necessary,
2. Maier Stewart and Associates, Inc. is acceptable as the consulting engineering design firm, and
3. City will reimburse Ramsey County its appropriate share of consultant fees.

The County has moved this project up on its priority list based on its relatively poor condition.

Terry Maurer has assured me that their firm will have no conflict with the City in this project. He assured me that they will continue to work on the project with the City's interests in mind. (Maier Stewart has bid on other county projects in the past and this is the first one they have been awarded. They are looking forward to the opportunity to prove they can complete the project successfully).

They have requested this concurrence by December 8 which is before our next regularly scheduled council meeting. If you feel a special meeting is necessary to discuss this, we can arrange one. Otherwise, I can send the concurrence letter and place the issue on our December 14 agenda for an update.

Please let me know as soon as possible if you prefer a special meeting.

JW:pp
enclosure



Ramsey County Department of Public Works

350 St. Peter Street
 Suite 270
 Saint Paul, Minnesota 55102
 (612) 298-4127

Kenneth E. Weltzin
 Director
 and
 County Engineer
Paul L. Kirkwold
 Deputy Director
 and
 Assistant County Engineer

November 16, 1988

Janet R. Wiessner
 City of Falcon Heights
 2077 West Larpenteur Avenue
 Falcon Heights, Minnesota 55113

Steve Gatlin
 City of Roseville
 2660 Civic Center Drive
 Roseville, Minnesota 55113

Ramsey County Capital Improvement Program 1989 Consultant Selection

As you may already know, Ramsey County is making a concerted effort to expand upon its road improvement program by utilizing the sale of bonds. This program will result in a need to expedite the design process so that contracts can be awarded as soon as possible in 1989. To assist in this process, the Ramsey County Board of Commissioners authorized the Department of Public Works to solicit consultant proposals and conduct interviews to determine qualified engineering consultants who will perform the required work.

The proposed program includes a project within your city. While the project itself should be of no surprise, the advancement to 1989 construction may be. The proposed project is THE RECONSTRUCTION OF HAMLINE AVENUE FROM LARPENTEUR AVENUE TO COUNTY ROAD B. The estimated construction cost is \$700,000 (County) and \$200,000 (Municipal), totaling \$900,000.

The consultant selection committee is comprised of the following:

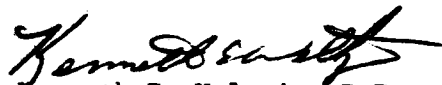
Chuck Ahl, Department of Public Works, City of Shoreview
 Steve Gatlin, Department of Public Works, City of Roseville
 Elmer Morris, Mn/DOT District State Aid Engineer
 Paul Kirkwold, Deputy Director, Ramsey County Public Works
 Wayne Leonard, Coordinating Engineer, Ramsey County Public Works

The committee has recommended the firm, Maier Stewart and Associates, Inc., to perform the engineering design for this project.

The first element of work will be the preparation of a feasibility study outlining the appropriateness of the project including alternatives and costs. The Department anticipates the study will comprise approximately one fifth of the total fees required. The consultant will not be allowed to proceed beyond the study phase until the proposal is accepted and funding arrangements are made by both you and the county.

Although the construction funds for these projects are not yet available, Ramsey County Public Works Department would like to enter into a contract with the consultant to begin this work; however, your agreement with the project concept is necessary in order for us to proceed. I am, therefore, requesting your concurrence with the following: 1) this project can, if feasible, proceed to completion, 2) the consultant recommended by the selection committee, and 3) your agency will reimburse Ramsey County its appropriate share of the consultant fees based on the project cost distribution as determined in the feasibility study. *

This contract is scheduled to be reviewed by the Ramsey County Public Works Committee on December 20, 1988; therefore, your response prior to December 8 is requested. I want to thank you for your cooperation in this effort and look forward to a program which not only benefits your city but also the citizens of Ramsey County. If you have any questions, please call Paul Kirkwold at 298-4127. *


Kenneth E. Weltzin, P.E.
Director and County Engineer

PLK:mk:vl



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

December 2, 1988

File: 330-000.00

Honorable Mayor and City Council
City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113

RE: Hamline Avenue Improvements

Dear Council Members:

As you are aware, we have been selected by Ramsey County to do the design work for the planned upgrading of Hamline Avenue between Larpenteur and County road B. We are currently negotiating a contract with Ramsey County and expect to get the notice to proceed around January 1, 1989.

There have been some questions as to whether or not working for Ramsey County on a project which directly affects the City of Falcon Heights places us in a position of conflict. We feel strongly that it does not. Hamline Avenue is on the County State Aid system and as such must be designed in accordance with MnDOT criteria. This limits the flexibility of design which could possibly present a conflict between the City and County.

The County process seems to often select the City's consultant to do the design in an effort to avoid conflict. The City of Roseville's consultant did the design work on the Roselawn Avenue project. The County looks for a close working relationship with the affected City and even asks for City Council concurrence at several points through the design process. Also the affected City will normally go through a Chapter 429 improvement process to recover the local costs and many times will add utility improvements to a county project. Both these instances would lend themselves to the City's consultant working on the project.

The County anticipates preparing plans and specifications for Hamline Avenue in 1989 and doing the actual construction in 1990. Based on our understanding of the project, we foresee the following schedule:

January 1989	Begin work on study report
March 1989	Present study report to City Council for approval of design alternative
	Informational meeting with affected City residents

Council Members
December 2, 1988
Page 2

April 1989	Complete detailed project memorandum based on alternative selected in the study report
May 1989	City hold project improvement hearing if any local costs are to be assessed
June 1989	Complete preliminary design plans and hold second informational hearing
July 1989	Complete final plans and present to City Council for approval
Aug/Sept 1989	Project review at MnDOT for State Aid funding
Oct/Nov 1989	County receive construction bids
May 1990	Construction begin
September 1990	Construction complete
October 1990	City hold assessment hearing if necessary

If you have any questions regarding this issue we would be available to attend your December 14 City Council meeting.

Sincerely,

MAIER STEWART & ASSOCIATES, INC.



Terry J. Maurer, P.E.

TJM/jt

Consent: _____

Agenda Item: F-6

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

1988 Budget Adjustment

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

ATTACHMENTS:

- A. Wiessner Memo
- B. Nov. Budget Summary

ACTION REQUESTED:

Approve recommended budget adjustments



CITY OF
FALCON HEIGHTS

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

December 9, 1988

TO: Mayor Baldwin and Councilmembers

FROM: Jan Wiessner

RE: 1988 Budget Adjustment

Each year the City Council formally adopts an Operational Budget for the City. This budget is prepared based on information available at the time (Aug.-Sept. of previous year). During the course of the year, the actual expenditures and revenue vary somewhat from what had been expected.

Staff members with input into the budget preparation process have been given the guidelines that it is okay to spend up to 10% over a line item budget without approval as long as "bottom line" for account is not exceeded. Unexpected expenditures over 10% require written approval. (This guideline is new and has been loosely enforced but has helped raise consciousness of staying within the budget.)

It is my understanding that the Council does not desire to approve every small line item modification, but would like to be informed of major differences (ie. when "bottom line" budgets for accounts are exceeded). Therefore, the following is a summary of some of the major changes in 1988 budgeted revenue and expenditures known at this time. (Note: Amounts are estimated conservatively)

A. <u>REVENUE</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT + or (-)</u>
	3011	Property Tax	(\$58,550)
As of 12/8/88, we are \$58,550 short, however the full remainder is still expected.			
	3012	Delinquent Tax	\$5,800
	3015	Local Gov't Aids	(97,502)

The remainder is still expected.

<u>REVENUE</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT + or (-)</u>
	3312	Licenses	(\$1,690)

All licenses are down due to a change made in the licensing year. (Six months) Renewals are being mailed now for calendar year 1989.

	3331	Interest Earned	\$104,000
--	------	-----------------	-----------

This amount reflects interest on all invested funds (except sinking fund). The budgeted amount was including General Fund only. At the end of the year this should be distributed among the various funds.

	3333	Hall Rental Fees	(\$1,085)
--	------	------------------	-----------

This is down primarily due to loss of church rental.

	3350	Lauderdale Fire Contract	\$12,000
	3312B	Rescur Services	\$13,000

This is up due to more calls than anticipated and an increase in rates.

	3352	County State Aid	(\$2,000)
--	------	------------------	-----------

Still expected in 1988

	3358	Recreation Fees	\$3,100
--	------	-----------------	---------

This increase is due to an increase in programs offered.

The other revenue changes indicated seem self explanatory.

TOTAL: Overall, revenue is expected to exceed budgeted projections by approximately \$180,000.

<u>B. EXPENDITURES</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>EXPECTED '88 AMOUNT + or (-)</u>
	402	<u>Administration</u>	
	12	Temp. Employees	(\$8,000)
	15	Pension & Ins. Cont.	(\$500)

This includes the student interns and part-time office help.

23	Travel Conf.&Schools	(\$2,000)
----	----------------------	-----------

This includes tuition reimbursement (new policy), two conferences for City Administrator, one for Finance Manager, various workshops for other staff members, meetings with council and staff members.

24	Maint.&Repair of Equip.	(\$1,200)
----	-------------------------	-----------

This includes costs for Software Support and copy machine repair. Both rates went up this year.

30	Office Supplies	(\$600)
----	-----------------	---------

This included a new file system and increased cost of copy paper. Also, recreation office and some program supplies were taken out of this account.

41	Insurance & Surety Bonds	\$8,500
----	--------------------------	---------

In addition to our rates going down, we received a dividend of \$9,144 from LMCIT in December.

Overall, this account is expected to exceed budget by less than \$1,000.

403	<u>Municipal Court</u>	(\$5,000)
-----	------------------------	-----------

This is directly related to number of court cases. The corresponding revenue account is up a similar amount.

<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>EXPECTED '88 AMOUNT + or (-)</u>
409	<u>Municipal Bldgs.</u>	(\$2,000)
<p>This account will be over resulting from cost of re-keying City Hall for security purposes. (Approximately \$2,000)</p>		
412	<u>Fire Dept.</u>	(Will be close to 0)
412B	<u>Rescue</u>	(\$3,000)

The two primary reasons these expenditures are more than expected are:

- (1) More calls than anticipated, and
- (2) Fire fighters are eligible for PERA now when they reach a certain monthly income

Both Fire and Rescue Revenue Accounts are up more than sufficiently to cover these overages.

414	<u>Animal Control</u>	(\$100)
-----	-----------------------	---------

We miscalculated need slightly.

429	<u>Labor Appropriations</u>	(\$2,800)
-----	-----------------------------	-----------

This is due to more overtime than expected resulting from rink flooding problems and routine off-hour calls such as sewer problems, etc. Also, part-time help was hired during regular employees' vacations.

432	<u>Storm Sewer</u>	(\$3,000)
-----	--------------------	-----------

The major unanticipated expense in this account was our share of repairing the lift station at the Godfried Pit. We share this responsibility with Ramsey County and Roseville.

<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>EXPECTED '88 AMOUNT + or (-)</u>
475	<u>Parks & Recreation</u>	(Will be close to 0)

Several line items in this account are higher than anticipated due to two major factors: (1) vandalism
(2) increased programming

Any overages can be covered by increased program revenues.

Several expenditure accounts are expected to be less than anticipated budgets. The net result will be that the overall expenditures will be slightly less than the budget. The revenues will be considerably higher than budgeted. It is recommended that the strategy for allocating carry over funds which was discussed during the Capital Improvement Budget discussion, be implemented at the end of the year.

1988 GENERAL REVENUE SUMMARY

NOVEMBER

12/ 7/1988

ACCT.	PURPOSE	'88 BUDGET	RECEIPTS	DIFFERENCE (Rec. - Budget)
3011	Property Tax	540,024.00	268,859.92	(271,164.08)
3012	Delinquent Tax	.00	5,789.98	5,789.98
3013	Interest & Penalty	.00	.00	.00
3015	Local Government Aids	195,005.00	97,502.50	(97,502.50)
3053	Reimbursements - Special Assessments	10,000.00	14,953.81	4,953.81
310	Check Cancellations	.00	25.40	25.40
311	Permits	15,000.00	20,376.55	5,376.55
312	Licenses	7,500.00	5,810.00	(1,690.00)
313	On-Sale Liquor Licenses	2,000.00	2,100.00	100.00
314	Set-Up Liquor Licenses	300.00	450.00	150.00
315	Mine Licenses	4,000.00	2,000.00	(2,000.00)
320	Municipal Court Fines	45,700.00	49,519.50	3,819.50
323	False Alarm Charges	250.00	1,600.00	1,350.00
331	Interest Earned	75,000.00	178,274.73	103,274.73
332	Interest Earned on NOW Account	3,000.00	3,173.19	173.19
333	Hall Rental Fees	5,000.00	4,915.00	(1,085.00)
350	Lauderdale Fire Contractual	10,000.00	21,560.00	11,560.00
351	Miscellaneous Receipts	500.00	3,994.30	3,494.30
352	County State Aid (Chapter 402)	2,000.00	.00	(2,000.00)
353	State Aid Street Maintenance	3,600.00	3,429.00	(171.00)
358	Recreation Fees	3,700.00	6,806.57	3,106.57
359	Pop Machine Revenue	.00	836.50	836.50
365	Water Connections	200.00	558.00	358.00
367	Fire Dept. Relief Assn. 2% Ins.	23,000.00	25,058.00	2,058.00
392	Surcharges	600.00	511.60	(88.40)
394	Cable TV Franchise Fees	1,800.00	8,194.49	6,394.49
395	Refunds & Reimbursements	5,000.00	16,392.72	11,392.72
396	Fund Reserve Transfers	.00	.00	.00
312B	Rescue Services	20,000.00	33,031.43	13,031.43
	SUBTOTAL	974,179.00	775,724.19	(198,454.81)
398	1987 Balances Forward	3,000.00	3,000.00	.00
	TOTAL REVENUES	977,179.00	778,724.19	(198,454.81)

1988 GENERAL EXPENDITURE SUMMARY
(BY DEPARTMENT)

NOVEMBER

12/ 7/1988

	'88 BUDGET	EXPENDITURES	DIFFERENCE (Budget - Exp.)
401 MAYOR AND COUNCIL	35,850.00	31,917.61	3,932.39
402 CLERK ADMINISTRATOR	141,471.00	132,569.66	8,901.34
403 MUNICIPAL COURT	10,000.00	12,954.17	(2,954.17)
404 ELECTIONS	4,200.00	1,867.98	2,332.02
405 AUDIT	5,775.00	5,700.00	75.00
406 LEGAL	11,000.00	8,683.50	2,316.50
407 PLANNING	11,000.00	7,417.71	3,582.29
408 HUMAN RIGHTS	225.00	203.14	21.86
409 MUNICIPAL BUILDING	22,400.00	29,299.61	(3,100.39)
410 CIVIL DEFENSE	1,300.00	1,098.37	201.63
411 POLICING	245,464.00	207,208.78	38,255.22
412 FIRE PROTECTION	70,502.00	60,419.52	10,082.48
412B RESCUE SERVICES	19,094.00	19,507.82	(413.82)
413 PROTECTIVE INSPECTION	11,350.00	9,149.54	2,200.46
414 FIRE MARSHALL	35,401.00	32,807.02	2,593.98
416 ANIMAL CONTRL	550.00	611.85	(61.85)
421 ENGINEERING	12,000.00	8,915.81	3,084.19
422 STREET DEPARTMENT	90,635.00	68,349.96	22,285.04
423 DISEASED TREES & TRIMMING	13,000.00	10,534.60	2,465.40
429 LABOR APPROPRIATIONS	61,329.00	59,759.99	1,569.01
432 STORM SEWER	5,200.00	8,018.95	(2,818.95)
436 WEED ERADICATION	125.00	76.70	48.30
475 PARKS AND RECREATION	41,469.00	35,436.74	6,032.26
495 MISCELLANEOUS ACCOUNTS	23,600.00	34,378.67	(10,778.67)
497 CONTINGENCY	88,000.00	22,327.82	65,672.18
498 CABLE TV	6,239.00	5,496.97	742.03
TOTAL 1988 GEN. EXPENDITURES	977,179.00	814,712.49	162,466.51

	'88 BUDGET	TOTAL EXPENDITURES	TOTAL DIFFERENCE (Budget - Exp.)	TOTAL
401 MAYOR & COUNCIL				
10 Salaries	18,900.00	17,325.00	1,575.00	
12 Temp. Employees	800.00	.00	800.00	
21 Printing & Publishing	800.00	518.05	281.95	
23 Travel, Conf. & Schools	1,800.00	1,093.60	706.40	
30 Office Supplies	2,500.00	2,674.41	(174.41)	
39 General Supplies	100.00	57.34	42.66	
43 Sub. & Memberships	10,500.00	9,891.60	608.40	
45 Pension & Ins. Contrib.	450.00	357.61	92.39	
TOTAL 401 ACCOUNT		35,850.00		31,917.61
402 CLERK ADMINISTRATOR				
10 Salaries	59,112.00	54,314.92	4,797.08	
12 Temporary Employees	15,566.00	21,238.95	(5,672.95)	
21 Printing & Publishing	500.00	287.12	212.88	
23 Travel, Conf. & Schools	2,000.00	3,787.74	(1,787.74)	
231 Travel, Personal Car	2,200.00	1,861.62	338.38	
24 Maint. & Repair of Equipment	3,500.00	4,610.01	(1,110.01)	
30 Office Supplies	3,000.00	3,468.99	(468.99)	
301 Postage	2,100.00	1,983.15	116.85	
39 General Supplies	.00	.00	.00	
40 Equip. Rental (Safe Dep. Box)	30.00	15.00	15.00	
41 Insurance & Surety Bonds	36,000.00	27,472.00	8,528.00	
43 Sub. & Memberships	1,000.00	954.53	45.47	
45 Pension & Ins. Contrib.	12,963.00	12,313.89	649.11	
49 Miscellaneous	3,000.00	242.75	2,757.25	
52 Furniture & Equipment	500.00	18.99	481.01	
54 Other Improvements	.00	.00	.00	
TOTAL 402 ACCOUNT		141,471.00		132,569.66
403 MUNICIPAL COURT				
13 Prof. & Consult. Service	10,000.00	12,954.17	(2,954.17)	
23 Travel, Conf. & Schools	.00	.00	.00	
TOTAL 403 ACCOUNT		10,000.00		12,954.17
404 ELECTIONS				
12 Temporary Employees	3,500.00	1,371.01	2,128.99	
20 Communications	.00	.00	.00	
21 Printing & Publishing	600.00	.00	600.00	
29 Contractual Services	.00	.00	.00	
30 Office Supplies	50.00	429.94	(379.94)	
301 Postage	.00	67.03	(67.03)	
39 General Supplies	50.00	.00	50.00	
TOTAL 404 ACCOUNT		4,200.00		1,867.98
405 INDEPENDENT AUDIT				
13 Prof. & Consult. Service	5,775.00	5,700.00	75.00	
TOTAL 405 ACCOUNT		5,775.00		5,700.00
406 LEGAL				
13 Prof. & Consult. Service	11,000.00	8,683.50	2,316.50	
39 General Supplies	.00	.00	.00	
TOTAL 406 ACCOUNT		11,000.00		8,683.50

	NOVEMBER	'88 BUDGET	TOTAL	EXPENDITURES	TOTAL	BALANCE	12/ 7/1988 TOTAL
407	PLANNING						
12	Temporary Employees	500.00		.00		500.00	
13	Legal	.00		.00		.00	
21	Printing & Publishing	.00		.00		.00	
23	Travel, Conf. & Schools	.00		603.20	(603.20)	
29	Contractual Services	8,500.00		6,796.56		1,703.44	
30	Office Supplies	.00		17.95	(17.95)	
81	Larp/Snelling Devel.	.00		.00		.00	
82	Larp/Snelling SE Quad	2,000.00		.00		2,000.00	
	TOTAL 407 ACCOUNT		11,000.00		7,417.71		3,582.29
408	HUMAN RIGHTS						
12	Temporary Employees	50.00		.00		50.00	
21	Printing & Publishing	50.00		.00		50.00	
23	Travel, Conf. & Schools	50.00		203.14	(153.14)	
29	Contractual Services	.00		.00		.00	
30	Office Supplies	.00		.00		.00	
39	General Supplies	.00		.00		.00	
43	Subs. & Memberships	75.00		.00		75.00	
52	Furniture & Equipment	.00		.00		.00	
	TOTAL 408 ACCOUNT		225.00		203.14		21.86
409	MUNICIPAL BUILDINGS						
12	Temporary Employees	.00		.00		.00	
20	Communications	3,800.00		4,485.85	(685.85)	
22	Utilities	12,000.00		9,327.87		2,672.13	
24	Maint. & Repair of Equipment	2,500.00		3,241.47	(741.47)	
25	Maint. & Repair of Building	1,400.00		427.78		972.22	
28	Janitor, Refuse Haul & Dump	8,000.00		7,394.54		605.46	
29	Water Cooler	100.00		99.65		.35	
291	Snow Removal	.00		.00		.00	
31	Tools & Equipment	.00		.00		.00	
39	General Supplies	600.00		1,011.62	(411.62)	
49	Miscellaneous	500.00		410.93		89.07	
52	Furniture & Equipment	500.00		.00		500.00	
53	Machinery & Equipment	.00		.00		.00	
54	Other Improvements	3,000.00		2,899.90		100.10	
541	Other Imp. - Maint. Garage	.00		.00		.00	
	TOTAL 409 ACCOUNT		32,400.00		29,299.61		3,100.39
410	CIVIL DEFENSE						
10	Salaries	.00		.00		.00	
22	Utilities	75.00		111.56	(36.56)	
23	Travel, Conf. & Schools	.00		373.00	(373.00)	
29	Contractual Services	200.00		.00		200.00	
39	General Supplies	50.00		92.81	(42.81)	
54	Other Improvements	975.00		521.00		454.00	
	TOTAL 410 ACCOUNT		1,300.00		1,098.37		201.63
411	POLICE PROTECTION						
29	Contractual Services	245,464.00		207,205.78		38,258.22	
	TOTAL 411 ACCOUNT		245,464.00		207,208.78		38,255.22

NOVEMBER	'88 BUDGET	TOTAL	EXPENDITURES	TOTAL	BALANCE	TOTAL
412 FIRE PROTECTION						
12A Drill Salaries	7,800.00		6,096.00		1,704.00	
12B Fire Salaries	10,812.00		11,704.50		(892.50)	
12C Sleeper Salaries	7,560.00		6,136.00		1,424.00	
12D Chief & Asst. Salaries	10,068.00		9,229.00		839.00	
20 Communications	814.00		744.03		69.97	
21 Printing & Publishing	75.00		139.48		(64.48)	
23 Travel, Conf. & Schools	5,020.00		4,471.90		548.10	
231 Travel, Personal Car	270.00		623.80		(353.80)	
24 Maint. & Repair of Equipment	2,575.00		1,776.49		798.51	
26 Clothing	3,653.00		3,089.56		2,563.44	
28 Cleaning, Waste Removal	820.00		348.38		471.62	
29 Training	1,300.00		235.49		1,064.51	
291 Radio Contractual	1,480.00		1,582.50		(102.50)	
30 Office Supplies	100.00		121.07		(21.07)	
301 Postage	50.00		.00		50.00	
31 Tools & Equipment	460.00		625.23		(165.23)	
33 Motor Fuel & Lube	325.00		254.04		70.96	
35 Maint. & Repair	620.00		854.31		(234.31)	
39 General Supplies - Linens	675.00		643.18		31.82	
40 Hydrant Rental	2,000.00		1,920.00		80.00	
43 Subs. & Memberships	500.00		594.20		(94.20)	
45 Pensions & Contributions	.00		1,291.96		(1,291.96)	
49 Physicals	525.00		218.00		307.00	
52 Furniture & Equipment	.00		.00		.00	
53 Machinery & Equipment	.00		.00		.00	
54 Other Improvements	11,000.00		7,720.40		3,279.60	
TOTAL 412 ACCOUNT		70,502.00		60,419.52		10,082.48
412B RESCUE SERVICES						
12B Rescue Salaries	11,900.00		12,711.75		(811.75)	
12D Officers Salaries	1,464.00		1,342.00		122.00	
23 Travel, Conf. & Schools	855.00		645.00		210.00	
24 Maint. & Repair of Equipment	1,120.00		1,060.67		39.33	
26 Clothing	300.00		22.50		277.50	
29 Contractual Services	275.00		200.00		75.00	
291 Radio Contractual	720.00		720.00		.00	
30 Office Supplies	.00		.00		.00	
301 Postage	.00		14.50		(14.50)	
33 Motor Fuel & Lube	525.00		391.92		133.08	
35 Maint. & Repair	175.00		364.50		(189.50)	
39 Rescue Supplies	770.00		1,130.98		(360.98)	
43 Subs. & Memberships	50.00		.00		50.00	
54 Other Improvements	790.00		501.00		289.00	
82 Court Fees	150.00		231.00		(81.00)	
83 Refunds & Reimburse.	.00		152.00		(152.00)	
TOTAL 412B ACCOUNT		19,094.00		19,507.82		(413.82)
413 PROTECTIVE INSPECTION						
13 General Inspections	11,250.00		9,010.90		2,239.10	
21 Printing & Publishing	.00		94.79		(94.79)	
30 Office Supplies	50.00		43.85		6.15	
43 Subs. & Memberships	50.00		.00		50.00	
TOTAL 413 ACCOUNT		11,350.00		9,149.54		2,200.46

NOVEMBER	'88 BUDGET	TOTAL	EXPENDITURES	TOTAL	BALANCE	TOTAL
414 PUBLIC SAFETY						
10 Salaries	26,420.00		24,202.24		2,217.76	
21 Printing & Publishing	.00		73.60	(73.60)	
23 Travel, Conf. & Schools	100.00		154.00	(54.00)	
231 Travel, Personal Car	780.00		785.90	(5.90)	
26 Clothing	150.00		219.81	(69.81)	
30 Office Supplies	215.00		67.18		147.82	
39 Public Safety Info	500.00		525.60	(25.60)	
43 Subs. & Memberships	50.00		35.00		15.00	
45 Pensions & Contrib.	6,761.00		6,304.90		456.10	
52 Furniture & Equip.	425.00		438.79	(13.79)	
TOTAL 414 ACCOUNT		35,401.00		32,807.02		2,593.98
416 ANIMAL CONTROL						
29 Contractual Services	500.00		611.85	(111.85)	
39 General Supplies	50.00		.00		50.00	
TOTAL 416 ACCOUNT		550.00		611.85	(61.85)
421 ENGINEERING						
13 Prof. & Consult. Services	12,000.00		8,915.81		3,084.19	
21 Printing & Publishing	.00		.00		.00	
30 Office Supplies	.00		.00		.00	
TOTAL 421 ACCOUNT		12,000.00		8,915.81		3,084.19
422 STREET DEPARTMENT						
12 Temporary Employees	.00		.00		.00	
13 Prof. & Consult. Services	.00		.00		.00	
15 General Engineering	2,500.00		3,627.53	(1,127.53)	
21 Printing & Publishing	200.00		76.43		123.57	
22 Street Lighting	22,500.00		20,147.83		2,352.17	
23 Travel, Conf. & Schools	.00		12.00	(12.00)	
231 Travel, Personal Car	.00		.00		.00	
24 Maint. & Repair of Equipment	2,500.00		1,450.03		1,049.97	
25 Street Sweeping	9,000.00		6,025.00		2,975.00	
26 Clothing	500.00		342.83		157.17	
27 Street Maint. (Sealcoat)	31,000.00		23,210.14		7,789.86	
28 Janitor Supplies	100.00		.00		100.00	
29 Radio Contractual	360.00		370.80	(10.80)	
291 Snow Removal	12,500.00		9,309.42		3,190.58	
30 Office Supplies	.00		.00		.00	
31 Tools & Equipment	750.00		594.26		155.74	
33 Motor Fuel & Lube	700.00		692.11		7.89	
35 Maint. & Repair	500.00		422.00		78.00	
39 General Supplies	150.00		564.03	(414.03)	
391 Street Signs	1,000.00		919.07		80.93	
40 Equipment Rental	250.00		120.00		130.00	
43 Subs. & Memberships	25.00		10.00		15.00	
48 Bituminous Patching	400.00		295.31		104.69	
49 Miscellaneous	.00		161.17	(161.17)	
52 Furniture & Equipment	200.00		.00		200.00	
53 Machinery & Equipment	.00		.00		.00	
54 Other Improvements	5,500.00		.00		5,500.00	
51 Lamp./Drawford Alley Imp.	.00		.00		.00	
TOTAL 422 ACCOUNT		90,635.00		68,345.95		22,289.04

NOVEMBER	'88 BUDGET	TOTAL	EXPENDITURES	TOTAL	BALANCE	12/ 7/1988 TOTAL
423 DISEASED TREES & TRIMMING						
21	Printing & Publishing	.00	.00		.00	
24	Maint. & Repair of Equipment	.00	.00		.00	
25	Trimming	.00	.00		.00	
28	Removal	8,000.00	5,803.10		2,196.90	
29	Planting	5,000.00	4,505.00		395.00	
291	Reimbursements	.00	.00		.00	
31	Tools & Equipment	.00	41.56		(41.56)	
33	Motor Fuel & Lube	.00	67.42		(67.42)	
39	General Supplies	.00	17.52		(17.52)	
40	Equipment Rental	.00	.00		.00	
TOTAL 423 ACCOUNT			13,000.00		10,534.60	2,465.40
429 LABOR APPROPRIATIONS						
10	Salaries	45,081.00	41,337.04		3,743.96	
11	Overtime	500.00	944.52		(444.52)	
12	Part Time Employees	4,000.00	6,303.25		(2,303.25)	
45	Pension & Ins. Contrib.	11,748.00	11,175.18		572.82	
TOTAL 429 ACCOUNT			61,329.00		59,759.99	1,569.01
432 STORM SEWER						
12	Temporary Employees	.00	.00		.00	
13	Prof. & Consult. Services	.00	.00		.00	
22	Utilities	.00	.00		.00	
24	Maint. & Repair of Equipment	5,000.00	7,879.30		(2,879.30)	
291	Tatum Ditch Repair	.00	.00		.00	
31	Tools & Equipment	.00	.00		.00	
33	Motor Fuel & Lube	100.00	68.84		31.16	
35	Maint. & Repair	100.00	53.77		46.23	
39	General Supplies	.00	17.04		(17.04)	
40	Equipment Rental	.00	.00		.00	
54	Other Improvements	.00	.00		.00	
TOTAL 432 ACCOUNT			5,200.00		8,018.95	(2,818.95)
436 WEED ERADICATION						
23	Travel, Conf. & Schools	25.00	.00		25.00	
29	Other Contract. Services	.00	.00		.00	
39	General Supplies	100.00	76.70		23.30	
TOTAL 436 ACCOUNT			125.00		76.70	48.30

	NOVEMBER	'88 BUDGET	TOTAL	EXPENDITURES	TOTAL	BALANCE	12/ 7/1988 TOTAL
475	PARKS & RECREATION						
12A	Winter Temp. Employees	3,000.00		3,204.88		(204.88)	
12B	Summer Temp. Employees	2,700.00		3,309.84		(609.84)	
12C	Director	8,200.00		6,082.50		2,117.50	
13	Engineering	200.00		.00		200.00	
20	Communications	625.00		542.32		82.68	
21	Printing & Publishing	600.00		952.71		(352.71)	
22	Utilities	4,600.00		4,390.20		209.80	
23	Travel, Conf. & Schools	200.00		.00		200.00	
24	Maint. & Repair of Equipment	1,000.00		1,270.44		(270.44)	
25	Maint. & Repair of Building	600.00		552.35		47.65	
26	Rink Flooding	250.00		415.00		(165.00)	
28	Waste Removal	400.00		953.76		(553.76)	
29	Non-Resident Reimbursements	3,000.00		2,766.00		234.00	
291	Snow Removal & Mowing	.00		.00		.00	
30	Office Supplies	.00		.00		.00	
301	Postage	44.00		.00		44.00	
31	Tools & Equipment	200.00		438.08		(238.08)	
33	Motor Fuel & Lube	400.00		411.81		(11.81)	
35	Maint. & Repair	700.00		646.17		53.83	
39	General Supplies	750.00		1,255.02		(505.02)	
391	Recreation Programs	.00		1,094.24		(1,094.24)	
40	Equipment Rental	250.00		.00		250.00	
43	Senior Citizens	100.00		25.00		75.00	
431	Subscriptions & Memberships	45.00		45.00		.00	
45	Pensions & Contributions	100.00		789.54		(689.54)	
49	Repair & Paint-Hockey Brds	150.00		19.51		130.49	
491	Miscellaneous	100.00		152.99		(52.99)	
52	Furniture & Equipment	300.00		.00		300.00	
53	Machinery & Equipment	800.00		935.05		(135.05)	
54	Other Improvements	12,055.00		5,184.33		6,870.67	
	TOTAL 475 ACCOUNT		41,469.00		35,436.74		6,032.26
495	MISCELLANEOUS ACCOUNT						
81	Surcharge Fees, State	600.00		392.07		207.93	
82	Refunds & Reimbursements	.00		675.45		(675.45)	
83	Health Ins.-Other	.00		2,278.26		(2,278.26)	
84	FDRA	23,000.00		25,058.00		(2,058.00)	
85	Recycling	.00		4,930.40		(4,930.40)	
86	Pop Machine	.00		844.99		(844.99)	
87	Service Charges	.00		199.50		(199.50)	
	TOTAL 495 ACCOUNT		23,600.00		34,378.67		(10,778.67)
497	CONTINGENCY FUNDS						
49	Miscellaneous	88,000.00		22,327.82		65,672.18	
52	Equipment	.00		.00		.00	
	TOTAL 497 ACCOUNT		88,000.00		22,327.82		65,672.18
498	CABLE TV						
12	Temporary Employees	1,000.00		487.00		513.00	
24	Maint. & Repair of Equipment	.00		.00		.00	
29	Contractual Services	4,939.00		4,939.28		(.28)	
39	General Supplies	300.00		70.71		229.29	
	TOTAL 498 ACCOUNT		6,239.00		5,496.97		742.03
	TOTAL 1988 GENERAL		577,178.00		614,712.49		162,465.51

FUND BALANCES

FUND	BEGINNING BALANCE 1-1-88	RECEIVED	EXPENDED	CURRENT BALANCE 11-30-88
GENERAL	1,253,554	775,724 (813,110)	1,216,168
CAPITAL IMPROVEMENT FUNDS				
GENERAL	206,845	14,029	0	220,874
FIRE & RESCUE	106,396	164	0	106,560
PARK & RECREATION	44,126	0	0	44,126
PUBLIC WORKS	10,743	0	0	10,743
ENTERPRISE FUNDS				
SANITARY SEWER	541,509	482,620 (422,087)	602,041
STORM DRAINAGE	14,288	24,410 (170)	38,528
WATER SURCHARGE	1,395	10,330	0	11,725
TIF CONSTRUCTION FUNDS				
COFFMAN/TATUM	46,325	0	0	46,325
STRATFORD	226,257	0 (18,048)	208,209
LARP/BORT./PRIOR	42,066	0	0	42,066
FALCON WOODS #3	20,469	0	0	20,469
ROAD CONSTRUCTION FUNDS				
ALBERT/PASCAL	32,875	0	0	32,875
ROSELAWN AVE.	22,062	0	0	22,062
HAMLINE AVE.	(7,347)	0	0 (7,347)
ST. MARY'S ST. PARKING	0	0 (18,193) (18,193)
DEBT RETIREMENT FUNDS	1,209,484	233,329 (574,665)	868,148
TOTAL BALANCES - ALL FUNDS	3,771,047	1,540,605 (1,846,273)	3,465,379

Consent _____

Agenda Item: F-7

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Auditor's Contract

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

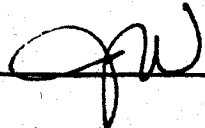
EXPLANATION/SUMMARY (attach additional sheets as necessary):

The City has received letters from several auditing firms who are interested in submitting a proposal to conduct the City's Annual Audit. Due to the change in personnel working in the City's finance area, I suggest we do not issue an RFP but retain the George M. Hansen Company for continuity this year. It may be beneficial to do so next year.

ATTACHMENT: Letter Proposal from George Hansen Company dated 9/30/88

ACTION REQUESTED:

Accept audit proposal from George M. Hansen Company



September 30, 1988

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 examination of the financial statements of the City of Falcon Heights, Minnesota for the year ending December 31, 1988.

We will examine the general purpose financial statements as of and for the year ending December 31, 1988. Our examination 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 examination 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 examination, 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 30, 1988
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 1988 audit is \$7,500. This figure also includes the work for our report on the City's legal compliance as required by the State Auditor.

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

Richard O. Ellsworth
ROE:iac
Enclosures

Approved by: _____
City of Falcon Heights, Minnesota

_____ Date

Consent _____

Meeting Date: 12/14/88

Policy X

CITY OF FALCON HEIGHTS

Agenda Item: F-8

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Proposed Ordinance Relating to Scavenging

SUBMITTED BY: Solid Waste Commission

REVIEWED BY: Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

In recent months we have received complaints that scavengers are sorting through curbside recycling items in search of aluminum cans. Other communities have also had scavenging problems and have adopted enforceable ordinances. Based on information received from other cities, the attached ordinance was drafted for your consideration.

ACTION REQUESTED:

*Phil
WLS/C*

Approve/Disapprove

SJC

CITY OF FALCON HEIGHTS
ORDINANCE

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF
FALCON HEIGHTS BY ADDING A NEW SECTION 5-4.02 PROHIBITING
SCAVENGING OF CURBSIDE RECYCLING MATERIAL

The City Code of the City of Falcon Heights is amended by adding
a new Section to read as follows:

5-4.02 CURBSIDE RECYCLING SCAVENGING PROHIBITED. Subdivision 1.
Purpose. This section is designed to prevent unauthorized collections
of recyclable materials which are set out by City residents as part
of a designated recycling program. Unauthorized collection or "scavenging"
may reduce the volumes of material collected as part of a designated
program and thereby threaten the economic viability of the authorized
program. Scavenging may also cause confusion among participating
residents and thereby disrupt the publicity and educational processes
of an authorized program. This section is also designed to insure
that a designated recycling program will be implemented in an orderly
fashion to avoid adverse effects on the public health, welfare, safety
and environment.

Subd. 2. Definitions. (a) "Recyclable materials" shall mean items
of refuse which are part of an authorized recycling program and which
are intended for transportation, processing, and manufacturing or
reuse, including, but not limited to: paper, glass, aluminum and
other metal cans and containers.

(b) "Authorized or designated recycling program" shall mean a program
for the collection and recycling of recyclable materials which is
instituted, sponsored and controlled by the City of Falcon Heights.

(c) "Scavenging" shall mean the unauthorized collection of recyclable
materials that have been set out by residents of the City specifically
for participating in curbside recycling programs.

Moved by _____

Approved by _____
Mayor

Date

YEAS

Nays

BALDWIN

CIERNIA

CHENOWETH

WALLIN

BUSH

_____ in Favor

_____ Against

Attested by _____
City Administrator

Date

Adopted by Council _____

Subd. 3. Ownership. Ownership of recyclable materials set out for the purpose of participating in curbside recycling programs shall remain in the person or household from which the materials originated until collected by authorized collector. Upon removal by the City or its designated agents or contractors from a designated collection point, ownership of properly prepared and stored recyclable materials intended for a City authorized collection program shall be vested in the authorized collector. Materials not prepared, cleaned or stored according to City specifications shall remain the responsibility and properly of the individuals or household from which the materials originated. Nothing in this ordinance shall abridge the right of any individual or household to give or sell their recyclable materials to any recyclable materials program.

Subd. 4. Unauthorized Collection. It shall be unlawful for any person who is not authorized by the City to take or collect recyclable material set out for authorized collection programs within the City.

Subd. 5. Penalty. Any person violating the provisions of this Section shall be guilty of a misdemeanor.

This ordinance passed the 14th day of December, 1988, shall become effective on the _____ day of _____, 1988.

Consent _____

Agenda Item: F-9

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Appointment of City Accountant

SUBMITTED BY:

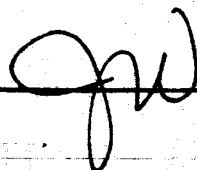
Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The Interview Committee will be interviewing six candidates Monday afternoon, December 12. Hopefully, a recommendation for appointment will be ready for the council meeting.

ACTION REQUESTED:



Consent _____

Agenda Item: F-10

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Appointment of Pat Phillips for Secretary Position

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The City Council approved the addition of a full-time Secretary position for the 1989 budget. Pat Phillips has been working part-time for the City since 9/30/88. She has proved to be very efficient, an excellent typist, a quick learner and a pleasant co-worker.

K. Zimmerman will not be available during the last two weeks of December. I recommend that Pat be appointed full-time Secretary effective December 15, 1988 at an annual salary of \$18,000.

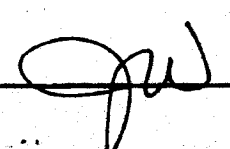
Mike Thompson and I are working on salary ranges for all City positions which would be consistent with comparable worth points. (It is anticipated that this job's range will be approximately \$18,000-\$21,000). This position would have the same job description as K. Zimmerman's (see attached) with the exception of Planning Commission responsibilities which Kitty will retain. Specific work assignments have been evolving based on individual interests and abilities.

ATTACHMENTS:

- A. Phillips Application
- B. Secretary Job Description

ACTION REQUESTED:

Appoint Pat Phillips as full-time Secretary.



application for employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion or national origin.

PERSONAL INFORMATION

Date 9/21/88 Social Security Number 471-40-2104

Name Phillips Patricia A.
Last First Middle

Present Address _____

Permanent Address 1740 ARONA St. Falcon Heights MN 55113
Street City State Zip

Phone No. 644-9135

Referred By Shirley Chenoweth

EMPLOYMENT DESIRED

Position Secretary Date You Can Start Immediate Salary Desired Open

Are You Employed Now? No If So May We Inquire of Your Present Employer? _____

Ever Applied to this Company Before? yes Where City Hall When Past summer (August)

EDUCATION	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School	<u>Washington Grade School</u> <u>So. ST. PAUL, MN</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
High School	<u>South St. Paul High</u> <u>u u u, MN.</u>	1 2 3 <u>4</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>H.S. Diploma</u>
College	<u>U of M</u> <u>Mpls., MN. (night school)</u>	<u>1</u> 2 3 4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>General Courses</u>
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Subjects of Special Study or Research Work Word processing training, 1/85, CPT Corporation, Bloomington; Enrolled in additional word processing/computer classes, 10/88, Roseville Community Education.

Activities Other Than Religious (Civic, Athletic, etc.) Children's Hospital Organization

EXCLUDE ORGANIZATIONS. THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, AGE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

FORMER EMPLOYERS List Below Last Four Employers, Starting With Last One First

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From 4/86 To 4/88	Adornments 1740 ARONA	200/mo	Partner	Need more income
From 4/78 To 11/85	H. B. Fuller Company 2400 Energy Park Dr. ST. PAUL, MN. 55108	\$10/hr. started at 4.50/hr.	Adm. Secretary	To pursue own business
From 6/57 To 3/64	LEVANDER LAW FIRM 200 Drovers Bank Bldg So. ST. PAUL, MN. 55075	?	Legal Secretary	Moved out of state due to husband's employment
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted
1 Susan Marriman	2400 Energy Park Dr. ST. PAUL, MN. 55108	General Counsel H. B. Fuller	6 1/2
2 Bruce Harden	1777 Simpson Falcon Heights	Ramsey Co. Probation Officer	13
3 Karen Sall	1947 Hamline Ave. Roseville, MN	Homemaker	10

PHYSICAL RECORD: Do you have any physical condition which may limit your ability to perform the job applied for? This question is voluntary, and any answers will be kept confidential.

No

In Case of Emergency Notify Neil Phillips 1740 Arona St. 644-9135
Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date 9/21/88 Signature Patricia Phillips

DO NOT WRITE BELOW THIS LINE

Interviewed By Jan Wiessner and Shirley Chenoweth Date 9/29/88

REMARKS: Excellent experience, typing ability, familiar with Falcon Heights

Neatness <u>Ek.</u>	Ability <u>Ek.</u>
---------------------	--------------------

Hired 9/30/88 For Dept. Admin. Position Part-time Secretary Will Report to Schenoweth Salary/Wages \$7.00/hour.

Approved: 1 Jan R. Wiessner 2 _____ 3 _____
Employment Manager Dept. Head General Manager

Comp. Worth Points: 125
(113-125)
Stat. Job match: Clerk Typist 2

SECRETARY

KIND OF WORK: Secretarial and clerical work including: transcription; typing; composing, editing, proofreading correspondence, minutes and other materials; compiling and maintaining information for records and reports; duplicating, assembling and distributing materials; filing and indexing; answering phones and acting as office receptionist; interacting with public on requests for information and assistance.

DIFFICULTY AND RESPONSIBILITY: Under general supervision and procedural control, provides secretarial and clerical support to City administration involving selection and use of varied clerical procedures requiring basic knowledge of program operations and procedures. Attendant clerical and public contact responsibilities require modest degree of independent judgment regarding proper handling/response.

RESPONSIBILITIES:

- ~~Serves as secretary to Planning Commission~~ attends meetings and takes minutes; transcribes and types minutes; types resolutions.
- Performs general typing duties for City administration for correspondence, minutes, licenses/certificates, forms, reports and other documents.
- Assists in preparing and processing licensing applications for City Council approval: informs service providers of licensing, insurance and bonding requirements; processes and organizes application materials for review by Executive Secretary; maintains licensing records and performs attendant follow-up on pending and approved applications.
- Provides secretarial assistance to City Council: assists in preparing agenda materials and distributing information/documents following Council action; attends Council meetings, takes, transcribes and types minutes in absence of Executive Secretary.
- Maintains office filing system for active and stored records; assists in maintaining City Council records including indexing Council minutes.
- Performs general clerical duties for City administration: photocopies, assembles and distributes/mailed documents; answers telephones and acts as receptionist as needed.
- Assists in performing other clerical or administrative duties including: ordering supplies and assigning purchase orders; voter registration record keeping; preparing newsletter and other informational materials; performing other clerical duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of:

- City program operations, policies, and code (ordinances) sufficient to apply and explain program procedures/content in assigned areas of work.

- Office procedures, practices and equipment sufficient to handle work assignments independently.
- Standard typing formats for business documents sufficient to set up and type letters, memos, minutes, forms and other standard material.
- Business English, spelling and grammar sufficient to compose and proofread correspondence, minutes and other materials.
- Filing and recordkeeping systems sufficient to maintain office files and clerical records.

Skill in:

- Typing
- Taking minutes during meetings, proceedings, etc.

Ability to:

- Transcribe dictation.
- Compose correspondence and minutes.
- Code and file material using an established indexing system.
- Understand and carry out written and oral instructions regarding work assignments, and organize and prioritize work.
- Work effectively with others.
- Interact tactfully with the public.

DATE: October 10, 1985

Consent _____

Agenda Item: F-11

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Consider Schedule ^{ing} and Council Workshop

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

At the Strategic Planning retreat on Nov. 25 and 26, all agreed to a series of Saturday morning Council Workshops to pursue the ideas generated at the retreat.

* Revenue Issues - Review

* Cap. Imps -

ACTION REQUESTED:

Consider scheduling a Workshop for January 7, 1989,
8:00 - 10:00 A.M.

JW

Consent _____

Agenda Item: F-12

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 12/14/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Consider Cancellation of December 28th Meeting

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The last meeting in December falls between Christmas and New Years.
Do you wish to cancel it as has been the practice in the past few years?

*Open → Marco
special mtg.*

ACTION REQUESTED:

m/ Phil