

CITY OF FALCON HEIGHTS  
AGENDA  
JUNE 22, 1988

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

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

*Addendum to Consent Agenda*

C. APPROVAL OF MINUTES:

Regular Council Meeting of May 25, 1988.

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

Special Council Meeting of June 14, 1988

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

d. PUBLIC HEARINGS:

1. 7:15 P.M. - HEARING ON AMENDMENT TO CHAPTER 9 RE: PARKING REQUIREMENTS

ACTION: *Paul C. moved adoption as rec.*

E. CONSENT AGENDA: *5-0*

1. Fire/Ambulance Runs
2. Disbursements
  - a. Disbursements through 6/22/88, \$92,428.54
  - b. Payroll, 5/16/88 - 5/31/88, \$7,599.59
  - c. Payroll, 6/1/88 - 1/15/88, \$10,220.80
  - d. Maier Stewart & Associates, \$3,250.57
  - e. Jensen, Hicken, Gedde & Soucie, April, 1988, \$3,552.25
  - f. Jensen, Hicken, Gedde & Soucie, May, 1988, \$7,787.90
3. Commission Minutes
  - a. Park & Recreation Minutes of May 9, 1988
  - b. Human Rights Commission Minutes of May 19, 1988
  - c. Planning Commission Minutes of June 6, 1988
4. Human Rights Resignation/Appointment
  - a. Resignation of Richard Gauger, 1815 Fairview
  - b. Appointment of Richard Talbot, 1531 W. Idaho, to Replace Gauger, Term to Expire 12/31/90
5. Permitted Use Request from Keith D. & Mary Jo Hobbie, 1878 Albert, to Construct a Utility Building
6. Ramsey County Sheriff's Report for May, 1988
7. Licenses

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

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. 1987 Audit Report

ACTION: *p 26*

2. Presentation by Arkel Development Corporation

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

3. Authorize Sale of Old Squad Car (1985 Dodge Diplomat)

ACTION: ml Phil - authorize sale of 1985 Dodge Dip

4. Mutual Aid Agreement (Fire Department)

ACTION: ml Pat - authorize Admin to enter

5. Designation of Linda M. Treeful as City Forester Effective 7/1/88

ACTION: ml Wallin

6. Schedule Public Hearing on Proposed Code Amendment - Chapter 9-2.02 Relating to Dimensionally Sub-standard Buildings

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

7. Administrative Matters: Organizational Lines of Responsibility, Position Responsibilities and Job Titles

ACTION: Admin. Clerk

G. ANNOUNCEMENTS AND UPDATES:

H. ADJOURNMENT:

*Fireman Assoc. / AA*

*Leave job descr. for PW only  
all city employees  
Develop policy for employees  
Who makes dec. whether he can leave*



Workshop 6:15

1.8 Acres

\* Jim W. Clark

Jim Winkels - Mayor	5 Council
Syd Inman - Publicorp	SC
Henry Hyatt -	TQ
	JW

Current center = 70,000 sq ft.  
Another 70,000 sq ft. center won't work.

1 year Option

- \* don't have a site plan
- \* need to do market test
- \* need city's involvement → TIF
  - only city can condemn
  - they can't break leases
- \* must have high profile, high density project

Finished architectural interviews today

60-90 days → Concept Plan  
(Sept)

Best guess → under construction in 1989

Issues to address:  
concept  
traffic  
risk - minimize

→ don't need city's involvement until everything is in place  
financing commitments

- Method
- 1) Landscaping
  - 2) Design of Bldg
  - 3) Set Backs

Syd Inman - "but for" test legislation as positive  
they will be able to show us why TIF is needed

Hyatt - prefer not to disturb single family houses  
- talked to City Mgr

Do City officials want The Corner Re-developed?

Paul - 2 red flags  
1) high density  
2) condemnation

Current leases - 1 is max 5 year. cap on lease expansion → 2 yrs.  
option language includes tenants - under tax increment

\* Want City to Relocate tenants → condemnation  
7 story concrete

Upper middle income } minimum wood, pkg undergrad } → min 100' units  
Lower Density } 3 story wood - \$550 PBR }  
                          } 4 story wood - \$450 2BR }

Administrative Update

June 22, 1988

Reminder: Fire Department Annual Steak Fry will be held this Saturday, June 25, 6:30p.m.

Seal Coating Project

The Northwest quadrant of the City will be sealcoated this year, starting on Thursday June 23.

St. Mary's Street Project

A pre-construction meeting was held on Monday. Construction will begin on Monday, June 27

Tatum Street Sod Replacement

This project has been delayed indefinitely due to the drought conditions. -sod is currently not available

4th of July Traffic Control

The Sheriffs Reserves Unit will again be providing additional patrol services along Larpenteur Ave. during the 4th of July celebration (4 P.M.-Midnight). The State Fair has agreed to pay 50% of the cost of this service. They will arrange for their own controlling of the intersection at Underwood and Larpenteur as they did last year.

Recreation Program

The summer recreation program is underway. Response has been excellent. No programs have been cancelled for lack of registrations.

Newsletter

Any Newsletter articles should be submitted by June 30th.

Recycling

May	18.20 Tons - 580households
	<u>3.72 Tons - Coffman</u>
	21.92 Tons
June	11.18 Tons - 368 households
	Coffman not available as of 6/22

gw  
Sprinkling Ban?  
TB → Newspaper Article

Phil Human Rights Comm. — M'ship  
Home Share \* New Agreement to be approved by Sept.

Paul — No Report  
Pat

— requested piece of equip. to be removed from park for safety reasons  
bumpers — replace w/ concrete.

\* → Code Amendment  
on City Commission M'ship

Tom B —  
out of town on 25th

~~Tom Giddie~~  
Tom Giddie

Phil Now

# Brown and Smith chosen as Roseville Area High School's Athletes of the Year

By LAUREL RUDD  
Staff Writer

Karen Brown and Rod Smith have been voted Roseville Area High School's Athletes of the Year. The two Roseville seniors were presented with plaques at their graduation rehearsal on June 3.

In order to be eligible for consideration for the Athlete of the Year award, the students must earn letters in at least two sports during their senior year. From that list of students, Roseville Area High School's head coaches choose the athletes who will be on the ballot. All athletic letter winners at the high school then vote: the girls vote for female Athlete of the Year and the boys vote for male Athlete of the Year.

Brown, daughter of George and Carol Brown of Falcon Heights, lettered in soccer in 1985, '86 and '87. She was All-Conference, M.V.P., and All-State Honorable Mention in 1987. She lettered in gymnastics 1986-88. She was voted most improved in 1985, was manager in 1986, and captain in 1988. She was All-Conference Honorable Mention and All-American in 1987 and 1988. Brown lettered in track four years, from 1985 to 1988. She was Rookie-of-the-Year and All-Conference in 1985, All-Conference in 1987 and captain in 1988. She is also an academic letter winner, a member of the National Honor Society and she graduated with honors. She will be attending St. Cloud College in the fall.

Smith, son of Marc-Paul Smith and Rose Smith of Shoreview, lettered in football in 1986 and 1987.



Karen Brown



Rod Smith

He was All-Conference, All-Metro and Most Valuable Player-Back in 1986 and 1987. He was also MVP, All-State, Metro All-Star Team, Scholastic Coach's First Team All-American and recognized by Parade Magazine, Bally, Gatorade in 1987. He lettered in basketball in 1985 through 1987 and was captain, All-Conference and All-Metro in 1987. Smith lettered in track four years, from 1985 to 1988. He was All-Conference and All-State in track from 1986 to 1988, and team captain in 1988. He was state champion in the 100-meter dash, the 200-meter dash and the long jump in 1987. He will be attending the University of Notre Dame on a

football scholarship in the fall.

"What you need to know about these two young people is the addition to being outstanding young athletes, they are outstanding young people," said Roseville Athletic Director Hans Peter. "They are respected by faculty and students both inside and outside of the classroom. They are leaders in the school."

The other girls nominated for Female Athlete of the Year were Lisa Acosta, Teri Schweizer, I. Stenwedel and Terry Warren. The boys nominated for Male Athlete of the Year were I. Bensen, Bill Collette, I. Ericksen, Jim Guenter, I. Hansen, Scott Marshall and I. Skie.

## Car show planned

From classic 1930s styling to youthful 1960s muscle cars, Rosedale's Classic Car Show Friday, June 17 through Sunday, June 19, will have something to catch the eye of every age group. The car show is sponsored by the Minnesota Packard Car Club. Ray Coles, show coordinator.

**BILL PICKERING . . .**  
**Over 18 Years in Building**  
**& Real Estate Experience**  
• In the Top 40 Agents



Photo by Truman Olson

Falcon Heights mayor Tom Baldwin reads a proclamation for the day, before balloons are released on Cities Day May 4.

# Falcon Heights shows its stuff

By Kathy Heidrich

How much do you know about the City of Falcon Heights? City officials hope it's a lot more after May 4-7.

Falcon Heights was one of 100 Minnesota cities participating in "Cities Week" May 1-7, an event intended to recognize cities for their services and provide interesting and entertaining ways for residents to learn more about their own city and its functions. Falcon Heights scheduled several events during the week including a spring cleanup in the park, a kids essay and poster contest and a city hall open house on May 4. At the open house several residents and visitors saw a film from the Ramsey County Sheriff's Department Canine Division on its "search and seizure" operations aided by German Shepherds, were shown a demonstration of the Fire Department apparatus, met their commission members and saw a CPR demonstration and film.

Mayor Tom Baldwin joined in the festivities with a discussion of Falcon Heights' past, present and future. Did you know, for example, that of the 1,900 acres in Falcon Heights, only 500 are privately owned? (Think about it: the University of Minnesota's campus, family housing cooperative, golf course and

the State Fairgrounds and Gibbs Farm Museum are all in Falcon Heights!) Did you know that the naming of the city had nothing to do with falcons at all? It was named in the 1930's after a real estate agent, Mr. Faulkner, who platted the area. (These days, though, there are some real falcons residing temporarily at the University's Raptor Rehabilitation Center.)

As for the future of Falcon Heights, Mayor Baldwin said he believes the survival of smaller U.S. cities is a "government crisis of the 21st century. We have to find a way to make it economically viable for the smaller cities to exist alongside the larger ones." A major concern within Falcon Heights, he said, will be to balance the needs of businesses with those of residents.

As part of the celebration, nine elementary school youngsters were awarded prizes for drawing posters depicting their favorite places in Falcon Heights. (Kids liked the fairgrounds, the parks and even the sidewalks in front of their own houses!)

"Cities Week" was sponsored by the League of Minnesota Cities to help celebrate its 75th anniversary. Falcon Heights hopes to get more people involved in community activities by making "Cities Week" an annual affair.

**At last! At last!** The St. Anthony Park Branch Library is set to reopen in June, just in time to get in gear for the annual summer reading program for children. According to librarian Kathy Heidrich, she and other library staff will swing open the new front door on Mon., June 6 at 12:30 p.m.

The lower level will be ready for the book sale during the Arts & Crafts Fair and Festival on Sat., June 4. An official "grand reopening" party is being planned for September.

By Mary Mergenthal

It's more than a rite of spring. It's more than an it's-almost-summer hiatus. It's the St. Anthony Park Festival and Arts and Crafts Fair. Both events have become an annual tradition marking the beginning of June in a way which brings neighbors together, welcomes people from all over the city to St. Anthony Park, and gives all a chance to demonstrate their support of local businesses.

There will be lots of familiar options - musicians, jugglers, fencing, art and dancers. There will be some new twists as well - quilting, peace posters and more.

## Pie & ice cream & Sousa music

The kick-off event Fri., June 3 is one which was begun several years ago by the Northern Lights 4-H Club. The club they'd experienced in the "old days" when there'd been dancing on the parking lot when the Phillips 66 station was used to make room for the Drive-In Bank.

The dancing now is mainly done by young children but everyone's toes will tap to the energetic tunes played by the St. Anthony Park Community Band. Toes will tap as stomachs fill with 4-H home-baked pies. This all happens in the Drive-In Bank parking lot, 7-8:30 p.m.

## Pancakes for breakfast

Another traditional part of the annual weekend is eating hearty pancakes at the

Methodist Church. Show up at 7 a.m. for a pancake from the first batch off the griddle, or come anytime during the morning until 11 a.m. to get a "stick-to-your-ribs" breakfast under your belt before you start shopping, watching, listening, and eating again...in the Como business area.

## In the library at last!

Books withdrawn from St. Paul libraries will be sold in the St. Anthony Park Branch Library again, starting at 9 a.m. That's a regular feature but the unique feature this year will be that at last Park residents and friends will get inside the "new" library. After more than six months in exile because of library renovation, area book lovers are "chomping at the bit" to get inside. Granted, it's not likely those bibliophiles will get upstairs (although that's close) but they will see the new auditorium on the lower level. That, in itself, is a sight worth seeing. Add the attraction of thousands of used books and it's sure to be a sale not to miss! Look for adult and children's books, both fiction and non-fiction at these prices: hardcover, 50¢ each or five for \$2; paperbacks, 30¢ each or eight for \$2.

## Arts & crafts on the lawn

Just as buying books inside the library has been a "regular," so has buying mats and paintings and bracelets at the library lawn. This year, though, the traditional Arts and Crafts Fair has faced new challenges.

"We've been on tenterhooks about where to do it," says chairperson Lindy Westgard. "Necessity is the mother of

invention. Library lawn necessitates the space.

By mid-exhibition their war lawn in front of all across will be closed (year). And all the way to the bank. Westgard Gerber has interesting woodblock photographs, artisans a lot of old "new blood" begins at

## Draw a yourself!

The Arts drawing for children near the St. Anthony Park Community Center, children depict their favorite poster. Peace posters are displayed in window July 4. Invited posters Park banner parade the poster display.

## Festival



Photo by Truman Olson

St. Anthony Park Neighbors for Peace are starting posters to carry in the 4th Neighbors shown here are David Jones, Tim Walling, Joan Jones, Dennis H. Layson and Regina Russell. They'll be inviting other neighbors to make posters for the festival.

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BALDWIN \_\_\_\_\_ WIESSNER \_\_\_\_\_ S.CHENOWETH \_\_\_\_\_ ATTORNEY \_\_\_\_\_ ENGINEER \_\_\_\_\_

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1. Regular Council Meeting of May 25, 1988.

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

2. Special Council Meeting of June 14, 1988

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1. 7:15 P.M. - HEARING ON AMENDMENT TO CHAPTER 9 RE: PARKING REQUIREMENTS

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E. CONSENT AGENDA:

1. Fire/Ambulance Runs

2. Disbursements

a. Disbursements through 6/22/88, \$92,428.54

b. Payroll, 5/16/88 -5/31/88, \$7,599.59

c. Payroll, 6/1/88 - 1/15/88, \$10,220.80

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

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

7. Administrative Matters: Organizational Lines of Responsibility, Position Responsibilities and Job Titles

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

G. ANNOUNCEMENTS AND UPDATES:

H. ADJOURNMENT:

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

PRESENT

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

ABSENT

Baldwin.

ADDENDUM TO AGENDA

Council approved addition of Item F(8), Resolution Approving Plans and Specifications, and Authorizing Advertisement for Bids for the St. Mary's Street Parking Project.

MINUTES OF MAY 11, 1988 APPROVED

Council approved the Minutes of May 11, 1988 as presented.

CONSENT AGENDA APPROVED

The following Consent Agenda was approved:

1. Fire/Ambulance Reports
2. Disbursements:
  - a. General Disbursements through 5/25/88, \$62,219.39
  - b. Sinking Fund, \$10,712.50
  - c. Payroll 5/1/88 - 5/15/88, \$ 9,589.42
  - d. Dahlgren, Shardlow & Uban through 4/29/88, \$168.49
  - e. Maier, Stewart & Assoc. through 4/33/88, \$2,224.05
3. Human Rights Commission Minutes of 4/21/88

RESOLUTION ADOPTED APPROVING PLANS AND SPECIFICATIONS FOR ST. MARY'S STREET PARKING PROJECT

Maurer presented the plans and specifications which Council reviewed and suggested some modifications. Possible problems with stockpiling of snow were discussed and Council directed staff to discuss the matter with Ramsey County, Ciatti's and Bucks Unpainted Furniture. Chenoweth then moved adoption of Resolution R-88-10 which carried unanimously.

RESOLUTION R-88-10

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE ST. MARY'S STREET PARKING PROJECT AND AUTHORIZING ADVERTISEMENT FOR BIDS

ORDINANCE ESTABLISHING A SOLID WASTE COMMISSION ADOPTED

Council reviewed the proposed ordinance establishing a Solid Waste Commission and made some amendments, after which Chenoweth moved adoption of Ordinance O-88-11. Motion carried unanimously.

ORDINANCE O-88-11

AN ORDINANCE ESTABLISHING A SOLID WASTE COMMISSION  
AND ADDING SECTION 2-9.01 TO THE CITY CODE

APPROVAL OF REQUEST FROM SOLID WASTE COMMISSION FOR FUNDING OF  
PUBLIC EDUCATION ITEMS

Walsh moved approval of the expenditure of up to \$1,000 (to be taken from the Contingency Fund) as operating funds for the newly established Solid Waste Commission. Motion carried unanimously.

CODE AMENDMENT LIMITING HOURS OF REFUSE PICK UP APPROVED

Staff explained that many complaints have been received from residents regarding early morning refuse pick-ups and presented a proposed ordinance setting specific hours for refuse haulers. Following a brief discussion, Bush moved adoption of Ordinance O-88-12. Motion carried unanimously.

ORDINANCE O-88-12

AN ORDINANCE AMENDING SECTION 5-4.01 OF THE MUNICIPAL  
CODE RELATING TO REFUSE HAULERS

WORKSHOP WITH FIRE DEPARTMENT SCHEDULED FOR JUNE 14, 1988, 7:00  
P.M.

Council scheduled a Workshop with the Fire Department for June 14th at 7:00 P.M. The purpose of the workshop is to discuss Fire Department financial matters.

JUNE 8, 1988 COUNCIL MEETING CANCELLED

Due to the fact that Council Members and staff will be attending the League of Minnesota Cities Conference the week of June 7th, Wallin moved that the June 8th Council meeting be cancelled. Motion carried unanimously.

BUDGET ADJUSTMENTS APPROVED

Wallin moved approval of the budget adjustments for purposes requested by staff, as documented by Wiessner in the memo dated May 25, 1988. Motion carried unanimously.

STRATFORD OFFICE PARK UPDATE

Wiessner explained that at the foreclosure sale Commercial State Bank bid on and purchased the property, and Stratford has six months to regain the property.

ADJOURNMENT

Council adjourned the meeting at 8:36 P.M.

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Paul Ciernia, Acting Mayor

ATTEST:

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Janet R. Wiessner, Clerk Administrator

MINUTES  
SPECIAL CITY COUNCIL MEETING  
JUNE 14, 1988

Baldwin called the meeting to order at 6:45 P.M.

PRESENT

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

ABSENT

P. Chenoweth.

ADOPTION OF RESOLUTION AWARDING THE BID FOR THE ST. MARY'S  
STREET PARKING PROJECT

Council reviewed the following bids for the St. Mary's Street parking project: 1) Bituminous Consulting & Contracting Co., Inc., \$11,787.50, 2) Munn Blacktop, Inc., \$14,101.50, 3) Bituminous Roadways, Inc., \$16,259.25, 4) Valley Paving, Inc., \$18,401.25, 5) Ashbach Construction Co., \$19,845.00, and 6) Northern Asphalt Co., \$31,462.00. Based on the engineer's recommendation in his letter dated June 14, 1988, Ciernia moved adoption of Resolution R-88-12 awarding the bid to the low bidder, Bituminous Consulting & Contracting Co. Motion carried unanimously.

RESOLUTION R-88-12

A RESOLUTION AWARDING THE BID FOR THE 1988 ST.  
MARY'S STREET PARKING PROJECT

The meeting was adjourned at 6:51 P.M.

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Tom Baldwin, Mayor

ATTEST:

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Janet R. Wiessner, Clerk Administrator

Consent   x  

Meeting Date: 6/22/88

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Agenda Item: E1

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Fire Department Reports

**SUBMITTED BY:**

Shirley Chenoweth

**REVIEWED BY:**

Leo Lindig

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

**FALCON HEIGHTS FIRE DEPARTMENT CALLS -**

       Fire Calls  
  8   Rescue Calls  
  2   False Alarms  
 10   TOTAL

**LAUDERDALE**

  4   Fire Calls  
  2   Rescue Calls  
       False Alarms  
  6   TOTAL

**ACTION REQUESTED:**

*SJK*

Consent X

Agenda Item: E 2

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 6-22-88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Al Rolek

REVIEWED BY: Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (A) General Disbursements through 6/22/88, \$92,428.54
- (B) Payroll - 5/16/88 - 5/31/88, \$7,599.59
- (C) Payroll - 6/1/88 - 6/15/88, \$10,120.80
- (D) Maier Stewart & Associates, \$3,250.57
- (E) Jensen, Hicken, Gedde & Soucie, April, 1988, \$3,552.25
- (F) Jensen, Hicken, Gedde & Soucie, May, 1988, \$7,787.90

ACTION REQUESTED:

\_\_\_\_\_  
SJC

CHECK NO.	ISSUED TO	REASON	AMOUNT
21804	Wholesale Club	Copier Paper	114.30
21805	Shirley Chenoweth	Council Workshop Supplies	17.18
21806	League of Minnesota Cities	Luncheon - Wiessner, Bush & S. Chenoweth	28.50
21807	Janet Wiessner	Meetings, May Car Allowance & Mileage	254.08
21808	Ramsey County Conciliation Court	Court Fees - J. Peterson, J. Harlander & S. Johnson	43.00
21809	Anoka County Conciliation Court	Court Fees - Lisa Weiler	15.00
21810	North Star State Bank	FWH, FICA & Medicare	3,330.24
21811	PERA	PERA	1,428.84
21812	ICMA Retirement Corp.	Deferred Compensation	802.09
21813	Commissioner of Revenue	SWH	791.00
21814	Colonial Life & Accident Insurance Co.	Accident Insurance	61.50
21815	Minnesota Benefit Assn.	Cancer Insurance	5.85
21816	PERA Life Insurance	Life Insurance	18.00
21817	League of Minnesota Cities	Annual Conference Registrations	464.00
21818	Shirley Chenoweth	Meeting - Staff	21.95
21819	Dick Larson	May Bldg. Inspections	300.00
21820	Government Training Service	Leadership Institute - Baldwin	125.00
21821	Madden's Pine Portage	Room Reservation - Baldwin	188.84
21822	U. S. Postmaster	Postage Stamps	250.00
21823	Ramsey County Conciliation Court	Court Fees - D. Spangler & T. Miller	32.00
21824	Northern States Power Co.	Gas & Electricity	2,711.79
21825	Fullers Radio	Radio Equipment & Repair of Equipment	826.09
21826	Post Publishing Co.	Publish Ordinance 0-88-6	14.35
21827	Assn. of Metropolitan Municipalities	Annual Meeting (Chenoweth/Baldwin)	60.00
21828	Government Training Service	Workshop for Jan	12.00
21829	Janet Wiessner	June car allowance and parking	164.50
21830	C&G Office Products	Office Supplies	165.89
21831	Frederick Sherry Office Supply	Office Supplies	52.66
21832	St. Paul Pioneer Press Dispatch	26 - Week Subscription	35.10
21833	MCFOA	One Year Membership	15.00
21834	ICMA	One-year Membership	142.30
21835	Ramsey Co. Personnel	Administrative fee	41.60
21836	MN Mutual Life	Life, Health, Dental	1685.55
21837	Jensen, Hicken, Gedde & Soucie, P.A.	April and May Attorney fee	7,787.90
21838	George M. Hansen Co. P.A.	Audit fees	2,600.00
21839	AT&T	Long Distance Calls	11.78
21840	AT&T Credit Corp.	Telephones	150.16
21841	Northwestern Bell	Telephone, siren	218.10
21842	St. Paul Board of Water Commission	Water	99.09
21843	AT&T	Maintenance of phones	37.00
21844	Suburban True Value Hardware	Maintenance of equip., tools	111.50
21845	Tonson Corporation	Tire disposal dump	117.00
21846	Glenwood Inglewood	Water	10.50



GENERAL DISBURSEMENTS

MINUTES OF June 22, 1988

CHECK NO.	ISSUED TO	REASON	AMOUNT
21847	Custom Property Services, Inc.	Janitorial Service	279.00
21848	Browning Ferris Industries	Dump	2,956.48
21849	Browning Ferris Industries	Waste Removal	141.94
21850	Ramsey County	Load limit signs	20,550.14
21851	AT&T Consumer Products Division	Telephones	18.53
21852	Insty Prints	Print permits, print fire reports	151.51
21853	Kevin Anderson	Fire School Per Diem, Mileage	166.20
21854	Doug Kayser	Fire School Per Diem, Mileage	166.20
21855	Jim Fuller	Fire Convention, room and per diem, mileage	496.44
21856	Toll Company	Maintenance of equipment	26.97
21857	Blomberg Pharmacy	Film and Processing	7.58
21858	Super America	Motor Fuel	163.43
21859	Fullers Radio	Interest Charges on Radio Rep.	14.52
21860	American Linen Supply Co.	Linen	90.23
21861	Harvest States Cooperatives	Maintenance Equipment, motor fuel	55.55
21862	Terry Iverson	2nd Quarter car allowance and mileage	113.00
21863	Brighton Veterinarry Hospital	Animal Control	25.00
21864	Maler Stewart & Associates	Seal Coating and Street Main. Study, May Eng. Clattl's	3,250.57
21865	Wear-Guard Work Clothes	Clothes	31.49
21866	Brighton Excavating Co.	Black Dirt	35.00
21867	Specialty Screening	Decals	135.00
21868	Bro Tex Inc.	Hand Towels	87.47
21869	Capital Printing	No Parking Signs	401.50
21870	City of St. Paul	Bituminous	138.00
21871	T.A. Schifsky & Sons, Inc.	Bituminous, sand and limestone for park	476.15
21872	J.O. Thompson, Inc.	Paint and sundries	107.01
21873	Wendy Maler	Tree Removal	325.00
21874	Judy Dodds	Calligraphy Instruction	175.00
21875	Vadnais Motors	Maintenance of Equipment	49.37
21876	Joan Paulson	Non-Resident Reimbursements	24.00
21877	Millie Ascerno	Non-Resident Reimbursements	24.00
21878	Donna Daykin	Non-Resident Reimbursements	12.00
21879	Pat Bush	Non-Resident Reimbursements	12.00
21880	John Roeller	Non-Resident Reimbursements	12.00
21881	Ramona Jorgenson	Non-Resident Reimbursements	16.00
21882	Greyton Becker	Non-Resident Reimbursements	5.00
21883	Mark Suppes	Non-Resident Reimbursements	12.00
21884	Kathy Ciernta	Non-Resident Reimbursements	12.00
21885	Karen Wald	Non-Resident Reimbursements	12.00
21886	Cloria Rusch	Non-Resident Reimbursements	12.00
21887	Kathy Fuller	Non-Resident Reimbursements	4.00

GENERAL DISBURSEMENTS

MINUTES OF June 22, 1988

CHECK NO.	ISSUED TO	REASON	AMOUNT
21888	R.L. Davis	Non-Resident Reimbursement	12.00
21889	Joyce Hebert	Non-Resident Reimbursement	12.00
21890	Javed Bhatly	Non-Resident Reimbursement	12.00
21891	Mrs. H. Loos	Non-Resident Reimbursement	12.00
21892	Kyle McClintick	Non-Resident Reimbursement	20.00
21893	Roseville Area Schools	Janitor Service	68.00
21894	Mark Brink	Refund of overpaid building permit	24.65
21895	Voss Plumbing	Refund of license fee	17.50
21896	Katie Jo Kuhens	Refund - Discovery	16.00
21897	Diane Mosler	Refund - Twins game	5.00
21898	Royal Crown Beverage Co.	Pop for machines	163.80
21899	Super Cycle	Recycling	417.00
21900	Chapin Publishing Co.	St. Mary's Clattl's Parking	64.60
21901	Kehoe Office Furnishings, Inc.	Chairs for Council	3,504.62
21902	B&J Midway Floral	Flowers - Appreciation Dinner	18.00
21903	Target	Smoke Alarms	59.90
21904	Linder Company	Tools	134.00
21905	Metropolitan Waste Control Comm.	sewer charge	31,714.96

TOTAL

\$92,428.54

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
016549			0			0.00	31-May-88	VOID
016550			0			0.00	31-May-88	VOID
016551	000000002	Wiessner, Janet R.	10	01	semi-monthly	1,087.28	31-May-88	Outstanding
016552	000000004	Kriegler, Carol J.	10	01	semi-monthly	251.98	31-May-88	Outstanding
016553	000000011	Chenoweth, Shirley G.	10	01	semi-monthly	663.77	31-May-88	Outstanding
016554	000000020	Iverson, Terry D.	10	01	semi-monthly	757.02	31-May-88	Outstanding
016555	000000027	Morgan, Jay M.	10	01	semi-monthly	631.06	31-May-88	Outstanding
016556	000000031	Rolek, Alan J.	10	01	semi-monthly	686.39	31-May-88	Outstanding
016557	000000035	Zimmerman, Katherine	10	01	semi-monthly	377.52	31-May-88	Outstanding
016558	000000038	Wright, Vincent D.	10	01	semi-monthly	807.98	31-May-88	Outstanding
016559	000000001	Baldwin, Thomas M.	5	03	monthly 2	346.84	31-May-88	Outstanding
016560	000000003	Baumann, Nicholas B.	5	03	monthly 2	48.90	31-May-88	Outstanding
016561	000000005	Berndt, Ross	5	03	monthly 2	39.32	31-May-88	Outstanding
016562	000000007	Bianchi, Joseph D.	5	03	monthly 2	66.00	31-May-88	Outstanding
016563	000000008	Brown, Raymond F.	5	03	monthly 2	61.00	31-May-88	Outstanding
016564	000000009	Bush, Patti J.	5	03	monthly 2	232.04	31-May-88	Outstanding
016565	000000010	Chenoweth, Philip E.	5	03	monthly 2	286.39	31-May-88	Outstanding
016566	000000012	Ciernia, Paul C.	5	03	monthly 2	250.00	31-May-88	Outstanding
016567	000000018	Holmgren, John M.	5	03	monthly 2	130.00	31-May-88	Outstanding
016568	000000022	LeMay, Dennis G.	5	03	monthly 2	53.08	31-May-88	Outstanding
016569	000000024	Lindig, Leo	5	03	monthly 2	294.29	31-May-88	Outstanding
016570	000000033	Schauffert, Craig F.	5	03	monthly 2	127.73	31-May-88	Outstanding
016571	000000036	Vainovskis, Victor	5	03	monthly 2	61.00	31-May-88	Outstanding
016572	000000037	Wallin, Gerald E.	5	03	monthly 2	300.00	31-May-88	Outstanding
016573	000000039	Morgan, Jay	5	03	monthly 2	40.00	31-May-88	Outstanding

Grand Total

7,599.59

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
016574			0			0.00	15-Jun-88	VOID
016575			0			0.00	15-Jun-88	VOID
016576			0			0.00	15-Jun-88	VOID
016577	00000002	Wiessner, Janet R.	11	01	semi-monthly	1,087.28	15-Jun-88	Outstanding
016578	00000004	Kriegler, Carol J.	11	01	semi-monthly	340.16	15-Jun-88	Outstanding
016579	00000011	Chenoweth, Shirley G.	11	01	semi-monthly	663.77	15-Jun-88	Outstanding
016580	00000020	Iverson, Terry D.	11	01	semi-monthly	906.89	15-Jun-88	Outstanding
016581	00000027	Morgan, Jay M.	11	01	semi-monthly	615.06	15-Jun-88	Outstanding
016582	00000031	Rolek, Alan J.	11	01	semi-monthly	677.39	15-Jun-88	Outstanding
016583	00000035	Zimmerman, Katherine	11	01	semi-monthly	361.73	15-Jun-88	Outstanding
016584	00000038	Wright, Vincent D.	11	01	semi-monthly	802.13	15-Jun-88	Outstanding
016585	00000041	Neumann, Kristine L.	11	01	semi-monthly	408.71	15-Jun-88	Outstanding
016586	00000048	Marshall, Timothy	11	01	semi-monthly	300.69	15-Jun-88	Outstanding
016587	00000050	Kubes, Jon E.	11	01	semi-monthly	296.77	15-Jun-88	Outstanding
016588	00000003	Baumann, Nicholas B.	6	02	monthly 1	345.33	15-Jun-88	Outstanding
016589	00000005	Berndt, Ross	6	02	monthly 1	183.75	15-Jun-88	Outstanding
016590	00000006	Bianchi, David P.	6	02	monthly 1	58.00	15-Jun-88	Outstanding
016591	00000007	Bianchi, Joseph D.	6	02	monthly 1	101.50	15-Jun-88	Outstanding
016592	00000008	Brown, Raymond F.	6	02	monthly 1	361.29	15-Jun-88	Outstanding
016593	00000013	Clarkin, Michael D.	6	02	monthly 1	74.71	15-Jun-88	Outstanding
016594	00000014	Don, Michael J.	6	02	monthly 1	92.16	15-Jun-88	Outstanding
016595	00000015	Dowdell, Ralph L.	6	02	monthly 1	43.06	15-Jun-88	Outstanding
016596	00000016	Fuller, James D.	6	02	monthly 1	116.50	15-Jun-88	Outstanding
016597	00000018	Holmgren, John M.	6	02	monthly 1	160.00	15-Jun-88	Outstanding
016598	00000021	Kurhajetz, Clement M.	6	02	monthly 1	123.50	15-Jun-88	Outstanding
016599	00000022	LeMay, Dennis G.	6	02	monthly 1	171.03	15-Jun-88	Outstanding
016600	00000023	LeMay, Douglas	6	02	monthly 1	93.32	15-Jun-88	Outstanding
016601	00000024	Lindig, Leo	6	02	monthly 1	89.64	15-Jun-88	Outstanding
016602	00000025	McDermond, Cindy K.	6	02	monthly 1	49.00	15-Jun-88	Outstanding
016603	00000026	McNabb, Gerald	6	02	monthly 1	74.00	15-Jun-88	Outstanding
016604	00000029	Olson, Joseph E.	6	02	monthly 1	69.00	15-Jun-88	Outstanding
016605	00000032	Schaefer, Richard A.	6	02	monthly 1	81.00	15-Jun-88	Outstanding
016606	00000033	Schaeffert, Craig F.	6	02	monthly 1	90.44	15-Jun-88	Outstanding
016607	00000034	Smida, Gail	6	02	monthly 1	203.75	15-Jun-88	Outstanding
016608	00000036	Vainovskis, Victor	6	02	monthly 1	58.00	15-Jun-88	Outstanding
016609	00000039	Morgan, Jay	6	02	monthly 1	166.00	15-Jun-88	Outstanding
016610	00000040	Kaysar, Douglas	6	02	monthly 1	173.00	15-Jun-88	Outstanding
016611	00000042	Stolz, Steven P.	6	02	monthly 1	37.50	15-Jun-88	Outstanding
016612	00000044	Blanchard, Patricia M.	6	02	monthly 1	97.07	15-Jun-88	Outstanding
016613	00000045	Gilbert, Jerome J.	6	02	monthly 1	91.42	15-Jun-88	Outstanding
016614	00000046	Holmgren, John M.	6	02	monthly 1	166.00	15-Jun-88	Outstanding
016615	00000047	McNabb, Kevin	6	02	monthly 1	109.00	15-Jun-88	Outstanding
016616	00000049	Anderson, Kevin L.	6	02	monthly 1	181.25	15-Jun-88	Outstanding

Grand Total

10,120.80



CONSULTING ENGINEERS

**Maier Stewart & Associates Inc.**

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

**Summary of Engineering Services Rendered**  
**April 24 through May 28, 1988**

<u>Project #</u>	<u>Project Description</u>	<u>Invoice #</u>	<u>Amount Due</u>
330-000-00	Falcon Heights General Services	520	\$ 82.21
330-007-70	Ciatti's Parking Issues	521	\$ 1,586.84
330-008-20	1988 Street Seal Coating	522	\$ 397.80
330-009-70	Street Maintenance Program	523	\$ 1,097.97
330-010-80	N.W. Area Drainage Study	524	\$ 85.75

**TOTAL ENGINEERING SERVICES THIS PERIOD**      **\$ 3,250.57**  
=====

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

Project: 330-000-00 FALCON HEIGHTS GENERAL SERVICE Invoice No. 520  
 June 10, 1988  
 Page number 1

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

For Engineering Services Rendered From April 24 through May 28, 1988

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Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount	
Project Engineer							
Terry J. Maurer							
Other Billable							
4-30-88	1.50	22.00	1.00	22.00	2.45	80.85	
Staff Labor Expense:	1.50					80.85	80.85

Direct Expenses

	Date	Amount	
POSTAGE & DELIVERY			
	5-28-88	1.36	
POSTAGE & DELIVERY total		1.36	
Direct Expenses Total:		1.36	1.36
<b>TOTAL THIS INVOICE</b>			<b>82.21</b>

Tatum Street Sod Issue

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

Project: 330-007-70 CIATTI'S PARKING ISSUES

Invoice No. 521  
 June 10, 1988  
 Page number 1

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

For Engineering Services Rendered From April 24 through May 28, 1988

Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount
<b>Project Engineer</b>						
Terry J. Maurer Project Design						
5-14-88	1.50	22.00	1.00	22.00	2.45	80.85
5-28-88	8.00	22.00	1.00	22.00	2.45	431.20
Other Billable						
4-30-88	3.50	22.00	1.00	22.00	2.45	188.65
<b>Surveyor</b>						
Marvin W. Bimberg Surveying & Staking						
5-07-88	6.50	17.20	1.00	17.20	2.45	273.91
<b>Technician I</b>						
Merlin R. Jewell Drafting						
5-21-88	3.00	19.50	1.00	19.50	2.45	143.33
5-28-88	3.00	19.50	1.00	19.50	2.45	143.33
Michael C. Austinson Surveying & Staking						
5-07-88	7.50	10.60	1.00	10.60	2.45	194.78
<b>Clerical</b>						
Karla J. Noonan Clerical						
5-28-88	1.00	10.00	1.00	10.00	2.45	24.50
Off Labor Expense:						34.00
						1,480.55
						1,480.55

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**Direct Expenses**

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	Date	Amount	
REPRODUCTION			
	5-28-88	1.59	
	REPRODUCTION total	1.59	
PERSONAL VEHICLE			
	5-21-88	3.00	
	PERSONAL VEHICLE total	3.00	
COMPANY TRUCK			
	5-07-88	11.70	
	COMPANY TRUCK total	11.70	
AUTOCAD			
	5-21-88	45.00	
	5-28-88	45.00	
	AUTOCAD total	90.00	
	Direct Expenses Total:	106.29	106.29
	TOTAL THIS INVOICE		1,586.84

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

Project: 330-008-20 1988 STREET SEAL COATING

Invoice No. 522  
 June 10, 1988  
 Page number 1

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

For Engineering Services Rendered From April 24 through May 28, 1988

Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount	
<b>Project Engineer</b>							
Terry J. Maurer Construction Administration							
5-14-88	2.00	22.00	1.00	22.00	2.45	107.80	
<b>Staff Engineer</b>							
Mark J. Graham Specifications							
5-14-88	3.00	12.80	1.00	12.80	2.45	94.08	
Other Billable							
5-07-88	3.00	12.80	1.00	12.80	2.45	94.08	
<b>Clerical</b>							
Jeanne M. Trudeau							
Clerical							
5-07-88	1.00	8.20	1.00	8.20	2.45	20.09	
5-14-88	1.50	8.20	1.00	8.20	2.45	30.14	
5-21-88	1.00	8.20	1.00	8.20	2.45	20.09	
Karla J. Noonan							
Clerical							
5-14-88	1.00	10.00	1.00	10.00	2.45	24.50	
Staff Labor Expense:	12.50					390.78	390.78
<b>Direct Expenses</b>							
POSTAGE & DELIVERY							
				5-28-88		1.68	
						POSTAGE & DELIVERY total	1.68

Direct Expenses

	Date	Amount	
PHOTOCOPYING			
	5-28-88	3.75	
	PHOTOCOPYING total	3.75	
REPRODUCTION			
	5-28-88	1.59	
	REPRODUCTION total	1.59	
	Direct Expenses Total:	7.02	7.02
	TOTAL THIS INVOICE		<u>397.80</u>

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

Project: 330-009-70 STREET MAINTENANCE PROGRAM

Invoice No. 523  
 June 10, 1988  
 Page number 1

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

For Engineering Services Rendered From April 24 through May 28, 1988

Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount	
<b>Technician I</b>							
David R. Thompson							
Inspection 4-30-88	10.50	11.70	1.00	11.70	2.45	300.98	
5-07-88	1.50	11.70	1.00	11.70	2.45	43.00	
5-14-88	14.00	11.70	1.00	11.70	2.45	401.31	
5-21-88	2.50	11.70	1.00	11.70	2.45	71.66	
5-28-88	4.50	11.70	1.00	11.70	2.45	128.99	
<b>Technician III</b>							
Gregory R. Lennox							
Inspection 5-14-88	3.50	9.00	1.00	9.00	2.45	77.18	
Staff Labor Expense:	36.50					1,023.12	1,023.12
<b>Direct Expenses</b>							
<b>PERSONAL VEHICLE</b>							
				5-14-88		5.25	
				<b>PERSONAL VEHICLE total</b>		5.25	
<b>PERSONAL TRUCK</b>							
				4-30-88		15.00	
				5-14-88		33.00	
				5-21-88		10.80	
				5-28-88		10.80	
				<b>PERSONAL TRUCK total</b>		69.60	
				<b>Direct Expenses Total:</b>		74.85	74.85
				<b>TOTAL THIS INVOICE</b>		1,097.97	

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

Project: 330-010-80 N.W. AREA DRAINAGE STUDY

Invoice No. 524  
June 10, 1988  
Page number 1

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

For Engineering Services Rendered From April 24 through May 28, 1988

Professional Services

Date	Hours	Cost Rate	DPE Mult	Rate	Profit Mult	Amount	
Professional Engineer							
Brian D. Miller							
Report Preparation							
5-21-88	.50	17.50	1.00	17.50	2.45	21.44	
5-28-88	1.50	17.50	1.00	17.50	2.45	64.31	
Staff Labor Expense:	2.00					85.75	85.75
						TOTAL THIS INVOICE	85.75

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.  
HICKEN, JEFFREY P.  
HOWARD, ROBERT A.  
JENSEN, DAVID L.  
MATKE, PAUL E.  
MULVAHILL, JAMES P.  
SCOTT, MICHAEL J.  
SOUCIE, FRED M.

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

TELEPHONE (612) 421-4110

May 19, 1988

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

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

Dear Ms. Wiessner:

Enclosed are our itemized statements for the City of Falcon Heights for the month of April, 1988. The total charges for all statements this month are:

Professional Services	\$ 3,305.50
Expenses	246.75
	<hr/>
Current Amount Due	\$ 3,552.25

Sincerely,



De Etta Vigstol  
Finance Director

enc.

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

STATEMENT DATE: 04/30/88

300 ANOKA OFFICE CENTER  
2150 THIRD AVENUE  
ANOKA, MINNESOTA 55303-2298  
TELEPHONE (612) 421-4110

800201 CITY OF FALCON HEIGHTS-CIVIL

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

INVOICE NO. 8252

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

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

--DATE--	-ITEM-	-----ITEM DESCRIPTION-----	AMOUNT	BALANCE
		BEGINNING BALANCE		\$2391.45
04/27/88	000000	PHOTOCOPIES	\$14.70	
		PROFESSIONAL SERVICES (SEE ATTACHED SUMMARY OF TIME RECORDS)		\$921.50
		EXPENSES		\$14.70
		TOTAL CHARGES THIS STATEMENT		\$936.20
		PAYMENT		
		\$ .00		
		CHARGES		
		\$936.20		
		CURRENT BALANCE		\$3327.65
		Less payment 5/3/88		(\$2391.45)
		Current Balance		\$936.20

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

STATEMENT DATE: 04/30/88

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. LARPEN TEUR AVE.  
FALCON HEIGHTS, MN 55113

INVOICE NO. 8253

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

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

--DATE--	-ITEM-	-----ITEM DESCRIPTION-----	AMOUNT	BALANCE
		BEGINNING BALANCE		\$2147.20
04/29/88	012965	MILEAGE AND PARKING P.E. MATTKE	\$6.00	
		PROFESSIONAL SERVICES (SEE ATTACHED SUMMARY OF TIME RECORDS)		\$1270.50
		EXPENSES		\$6.00
		TOTAL CHARGES THIS STATEMENT		\$1276.50
		PAYMENT		
		\$ .00		
		CHARGES		
		\$1276.50		
		CURRENT BALANCE		
				\$3423.70
		Less payment 5/3/88		(\$2147.20)
		Current Balance		<u>\$1276.50</u>

05/18/88

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
040588	PEM	01	2 PHONE CONF'S W/TY PETERSONS RE WARRANT PROCEDURE	.50	\$30.00BILLED
040688	KLS	04	PHONE CONF W/UNIVERSITY POLICE DEPT	.20	\$5.00BILLED
040688	MJS	04	LETTER FROM UNIVERSITY OF MINNESOTA POLICE; LETTER FROM DEF MILLETT	.40	\$24.00BILLED
040788	KLS	05	2 PHONE CONF'S W/CLERK OF COURT	.30	\$7.50BILLED
040888	KLS	05	PHONE CONF W/CLERK OF COURT; PHONE CONF W/SHERIFF'S PATROL STATION; DRAFT NOTICE OF TRIAL TO OFFICERS; OFFICE CONF W/ATTY SCOTT RE STATUS OF FILE	1.00	\$25.00BILLED
040888	MJS	06	REVIEW ST V HOLMBERG FILE; PHONE CONF W/ATTY BOWEN	.40	\$24.00BILLED
041188	PEM	02	ATTEND JURY TRIAL FOR HOLMBERG	2.00	\$120.00BILLED
041188	KLS	04	PHONE CONF W/SHERIFF'S OFFICE	.20	\$5.00BILLED
041188	MJS	13	PHONE CONF W/U OF M POLICE	.30	\$18.00BILLED
041288	KLS	04	REVIEW INCOMING REPORTS	.30	\$7.50BILLED
041288	MJS	11	PHONE CONF W/DEF PETERSON; REVIEW REPORTS & LETTERS TO RAMSEY COUNTY SHERIFF	.40	\$24.00BILLED
041388	MJS	05	COURT APPEARANCE AT ARRAIGNMENTS IN MAPLEWOOD; REVIEW COURT ASSIGNMENT CALENDAR FOR MAY COURT	4.50	\$270.00BILLED
041888	KLS	05	PREPARE FILES FOR TRIAL; RESEARCH	3.20	\$80.00BILLED
041888	KLS	06	PHONE CONF W/DEFENDANT	.20	\$5.00BILLED
041888	MJS	03	REVIEW FILES FOR 4/27 PRETRIALS & COURT TRIALS	.60	\$36.00BILLED
041988	PEM	07	RESEARCH RECENT CASES ON PROBABLE CAUSE FOR POLICE OFFICERS' STOPS	1.20	\$72.00BILLED
041988	MJS	09	PHONE CONF W/DEF WEISMAN	.20	\$12.00BILLED
042288	KLS	04	RESEARCH ST V MEYERS	1.00	\$25.00BILLED
042688	KLS	06	RESEARCH ST V MEYERS; PHONE CONF W/CLERK OF COURT	.50	\$12.50BILLED
042788	PEM	03	REDRAFT DOG CONTROL ORDINANCE; REDRAFT CRIMINAL PENALTY ORDINANCE	2.00	\$120.00BILLED
042788	MJS	05	REVIEW FILES; PREPARE FOR & ATTEND FALCON HEIGHTS COURT TRIALS & PRETRIALS IN MAPLEWOOD; PHONE CONF W/DEF KATH	5.80	\$348.00BILLED

TOTAL FOR FILE: 800202	BILLED	UNBILLED	TOTAL
TIME	25.20hrs.	.00hrs	25.20hrs.
CHARGES	\$1270.50	\$ .00	\$1270.50

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

STATEMENT DATE: 04/30/88

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

800203 C/F.H.-STRATFORD INV OFF PARK CONDO PROJ

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

INVOICE NO. 8254

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

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

--DATE--	-ITEM-	-----ITEM DESCRIPTION-----	AMOUNT	BALANCE
		BEGINNING BALANCE		\$1119.95
04/13/88	000000	PHOTOCOPIES	\$8.05	
04/29/88	012938	ABSTRACT COST MINNESOTA TITLE INS CO ORDER # A88-15308	\$88.00	
04/29/88	012938	ABSTRACT COST MINNESOTA TITLE INS CO ORDER # A88-15306	\$130.00	
		PROFESSIONAL SERVICES (SEE ATTACHED SUMMARY OF TIME RECORDS)		\$1113.50
		EXPENSES		\$226.05
		TOTAL CHARGES THIS STATEMENT		\$1339.55
		PAYMENT		
		\$0.00		
		CHARGES		
		\$1339.55		
		CURRENT BALANCE		
				\$2459.50
		Less payment 5/3/88		(\$1119.95)
		Current Balance		\$1339.55

05/18/88

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

.....  
.....  
BILLED & UNBILLED TIME RECORDS FOR FILE: 800203

FILE NAME: C/F.H.-STRATFORD INV OFF PARK CONDO PROJ  
CLIENT NAME: CITY OF FALCON HEIGHTS

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
040488	PEM	03	PHONE CONF W/LESLIE GILLETTE RE CURRENT STATUS OF REAL ESTATE PURCHASE; CONSIDER CITY'S STRATEGY	.70	\$59.50BILLED
040488	EAB	02	REVIEW STRATFORD FORECLOSURE OPTIONS	.30	\$25.50BILLED
040688	EAB	02	REVIEW FORECLOSURE OPTIONS RE STRATFORD; DRAFT MEMORANDUM RE STRATFORD FORECLOSURE	2.50	\$212.50BILLED
040688	PEM	07	REVIEW DOCUMENTS RE COMMERCIAL STATE FORECLOSURE; CONSIDER ALTERNATIVE CITY STRATEGIES	1.50	\$127.50BILLED
040688	PEM	08	DRAFT MEMORANDUM TO COUNCIL RE LATEST DEVELOPMENTS	1.20	\$102.00BILLED
040788	EAB	04	NOTES RE MEMORANDUM TO CITY COUNCIL ON STRATFORD	.30	\$25.50BILLED
040788	TAG	07	REVISE MEMORANDUM TO COUNCIL RE STRATFORD ISSUES & REVIEW RECENT DEVELOPMENTS & ALTERNATIVES AVAILABLE TO CITY	2.50	\$212.50BILLED
041188	EAB	04	ORDER MEMORANDUM ABSTRACTS RE STRATFORD	.20	\$17.00BILLED
042288	EAB	06	FOLLOW UP ON MEMO ABSTRACTS	.10	\$8.50BILLED
042688	EAB	05	PHONE CONF W/T FORSYTHE RE APPRAISAL; PHONE CONF W/T FORSYTH; PHONE CONF W/FORSYTHE APPRAISERS	.80	\$68.00BILLED
042788	TAG	06	REVIEW STATUS OF STRATFORD FORECLOSURE ACTION	.80	\$68.00BILLED
042788	EAB	08	2 PHONE CONF'S W/T FORSYTHE	.70	\$59.50BILLED
042888	EAB	03	PHONE CONF W/T FORSYTHE RE APPRAISAL, PRELIMINARY REVIEW OF MEMO ABSTRACTS	1.50	\$127.50BILLED

TOTAL FOR FILE: 800203	BILLED	UNBILLED	TOTAL
TIME	13.10hrs.	.00hrs	13.10hrs.
CHARGES	\$1113.50	\$0.00	\$1113.50

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

ATTORNEYS AND COUNSELORS AT LAW

BOCK, EDWARD A., JR.  
BUCHMAN, JOHN T.  
GEDDE, THOMAS A.  
HICKEN, JEFFREY P.  
HOWARD, ROBERT A.  
JENSEN, DAVID L.  
MATTKE, PAUL E.  
MULVAHILL, JAMES P.  
SCOTT, MICHAEL J.  
SOUCIE, FRED M.

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

TELEPHONE (612) 421-4110

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

June 9, 1988

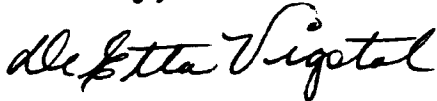
Ms. Jan Wiessner  
Clerk Administrator  
City of Falcon Heights  
2077 W. Larpenteur Avenue  
Falcon Heights, MN 55113

Dear Ms. Wiessner:

Enclosed are our itemized statements for the City of Falcon Heights for the month of May, 1988. The total Charges for all statements this month are:

Professional Services	\$ 4,188.00
Expenses	47.65
	<hr/>
Total of May invoices	4,235.65
Balance due from April invoices	3,552.25
	<hr/>
Please pay	\$ 7,787.90

Sincerely,



De Etta Vigstol  
Finance Director

enc.

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

STATEMENT DATE: 05/31/88

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

800201 CITY OF FALCON HEIGHTS-CIVIL

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

INVOICE NO. 8531

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

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

DATE	ITEM	ITEM DESCRIPTION	AMOUNT	BALANCE
05/03/88	000000	PHOTOCOPIES	\$3.15	
05/03/88	000000	PAYMENT RECEIVED-SERVICES	\$2315.50-	
05/03/88	000000	PAYMENT RECEIVED-EXPENSES	\$75.95-	
05/06/88	000000	PHOTOCOPIES	\$9.80	
05/18/88	000000	PHOTOCOPIES	\$4.20	
05/31/88	013250	MILEAGE AND PARKING P.E. MATTKE	\$6.00	

PROFESSIONAL SERVICES (SEE ATTACHED SUMMARY OF TIME RECORDS)	\$1357.50
EXPENSES	\$23.15
TOTAL CHARGES THIS STATEMENT	\$1380.65

PAYMENT	CHARGES	CURRENT BALANCE
\$2391.45-	\$1380.65	\$2316.85

06/09/88

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

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.....  
SUMMARY OF TIME RECORDS FOR FILE: 800201

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

-DATE-	ATTY	SER	-----TRANSACTIONS-----	TIME	CHARGES
050288	PEM	13	PHONE CONF W/JAN WIESSNER RE NORTHOME, STRATFORD & PHONE CONF RE AGENDA ITEMS; PREPARE FOR PLANNING COMMISSION MEETING	1.50	\$127.50BILLED
050288	PEM	14	ATTEND PLANNING COMMISSION MEETING	3.50	\$297.50BILLED
050388	TAG	09	PHONE CONF W/ADMINISTRATOR RE ASSESSMENT AGREEMENT; REVIEW ASSESSMENT ISSUES	.90	\$76.50BILLED
050388	PEM	11	WORK ON STRATFORD OPTIONS	.80	\$68.00BILLED
050488	TAG	03	PHONE CONF W/ADMINISTRATOR RE ASSESSMENT AGREEMENT	.30	\$25.50BILLED
050588	PEM	03	PHONE CONF W/JAN WIESSNER RE UPCOMING AGENDA ITEMS	.20	\$17.00BILLED
050688	TAG	07	EDIT PROPOSED ASSESSMENT AGREEMENT; PHONE CONF'S W/ADMINISTRATOR	1.30	\$110.50BILLED
050688	PEM	02	DRAFT AGREEMENT RE SPECIAL ASSESSMENTS FOR PARKING IMPROVEMENTS ADJACENT TO CIATTI'S; DRAFT REVISED C.U.P. ORDINANCE	3.00	\$255.00BILLED
051188	TAG	01	ATTEND COUNCIL MEETING	2.30	\$125.00BILLED
051188	PEM	04	PREPARE FOR COUNCIL MEETING	.80	\$68.00BILLED
051288	TAG	03	REVIEW PUBLICATION ISSUES	.20	\$17.00BILLED
051788	PEM	09	REVIEW STATUTORY CITY ORDINANCE PUBLICATION REQUIREMENTS; DRAFT RESOLUTION, SUMMARY OF C.U.P. ORDINANCE & LETTER TO CHENOWETH	1.20	\$102.00BILLED
052088	TAG	03	PHONE CONF W/ADMINISTRATOR RE ORDINANCE ON RECYCLING & MISCELLANEOUS ISSUES	.30	\$25.50BILLED
052588	PEM	08	PHONE CONF W/JAN WIESSNER RE PARK/BEER PERMIT	.30	\$25.50BILLED
052788	TAG	01	PHONE CONF W/ADMINISTRATOR RE ALCOHOLIC BEVERAGE LICENSES	.20	\$17.00BILLED

TOTAL FOR FILE: 800201

TIME  
CHARGES

16.80hrs.  
\$1357.50

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

STATEMENT DATE: 05/31/88

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. LARPEUR AVE.  
FALCON HEIGHTS, MN 55113

INVOICE NO. 8532

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

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

DATE	ITEM	ITEM DESCRIPTION	AMOUNT	BALANCE
		BEGINNING BALANCE		\$3423.70
05/03/88	000000	PAYMENT RECEIVED-SERVICES	\$2037.50-	
05/03/88	000000	PAYMENT RECEIVED-EXPENSES	\$109.70-	
05/04/88	000000	PHOTOCOPIES	\$1.05	
05/13/88	000000	PHOTOCOPIES	\$1.75	
05/19/88	000000	PHOTOCOPIES	\$0.70	
05/19/88	000000	PHOTOCOPIES	\$6.30	
05/19/88	000000	PHOTOCOPIES	\$14.00	
05/26/88	000000	PHOTOCOPIES	\$0.70	

PROFESSIONAL SERVICES	
(SEE ATTACHED SUMMARY OF TIME RECORDS)	\$1173.00
EXPENSES	\$24.50
TOTAL CHARGES THIS STATEMENT	\$1197.50

PAYMENT	CHARGES	CURRENT BALANCE
\$2147.20-	\$1197.50	\$2474.00

06/09/88

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

SUMMARY OF TIME RECORDS FOR FILE: 800202

FILE NAME: CITY OF FALCON HEIGHTS-CRIMINAL

CLIENT NAME: CITY OF FALCON HEIGHTS

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
050288	KLS	07	PHONE CONF W/DEFENDANT ST V WALKER; PHONE CONF W/ATTY OSTROW'S OFFICE; DOCKET COURT DATES	.70	\$17.50BILLED
050388	KLS	05	LETTER TO ATTY CELIA RE ST V LOFQUIST	.30	\$7.50BILLED
050988	MJS	13	PHONE CONF W/ATTY BLONDIN	.20	\$12.00BILLED
051188	MJS	04	COURT APPEARANCE AT ARRAIGNMENTS IN MAPLEWOOD	4.60	\$276.00BILLED
051288	KLS	07	DOCKET COURT CALENDAR	.30	\$7.50BILLED
051288	MJS	09	LETTER FROM ATTY CEISEL; LETTER FROM CLERK OF COURT	.30	\$18.00BILLED
051388	KLS	09	LETTER TO ATTY CELIA CEISEL; LETTER TO DEPT OF PUBLIC SAFETY	.60	\$15.00BILLED
051688	KLS	02	PREPARE 5/25 FILES FOR TRIAL; PREPARE ATTY COURT SHEET FOR 5/25 TRIALS	1.30	\$32.50BILLED
051788	KLS	05	PHONE CONF W/CLERK OF COURT; REVIEW FILES FOR 5/25 W/ATTY SCOTT; LETTERS TO SHERIFF'S DEPUTIES FOR TRIAL NOTICE	1.50	\$37.50BILLED
051788	KLS	06	LETTER TO OFFICER JEROME	.30	\$7.50BILLED
051788	MJS	11	REVIEW FILES; PREPARE FOR COURT TRIALS; WITNESS LISTS; PHONE CONF W/PUBLIC DEFENDER ED CLEARY	.90	\$54.00BILLED
051788	PEM	06	PHONE CONF W/NORTH ST PAUL PROSECUTOR RE ARRANGEMENTS FOR ARRAIGNMENTS	.30	\$18.00BILLED
051888	MJS	08	PHONE CONF W/NORTH ST PAUL CITY ATTORNEY	.20	\$12.00BILLED
051888	KLS	04	GROSS COMPLAINT ST V INGVALSON; RESEARCH	.90	\$22.50BILLED
051988	KLS	04	RESEARCH ST V CARDINAL	.30	\$7.50BILLED
052388	PEM	08	PHONE CONF W/DEPUTY GIBBS RE WEDNESDAY COURT TRIALS	.30	\$18.00BILLED
052488	MJS	06	REVIEW FILES; PREPARE FOR PRETRIALS & COURT TRIALS; PHONE CONF W/WITNESSES; PHONE CONF W/DEFENSE ATTY; PHONE CONF W/DEPUTY GIBBS	2.60	\$156.00BILLED
052488	DAA	04	PREPARE PROBABLE CAUSE MEMORANDUM FOR RASMUSSEN HEARING	5.80	\$145.00BILLED
052488	KLS	02	OFFICE CONF W/ATTY SCOTT RE 5/25 TRIALS; PHONE CONF W/DEPT OF MOTOR VEHICLES	.40	\$10.00BILLED
052588	MJS	03	ATTEND COURT TRIALS & PRETRIALS	4.00	\$240.00BILLED
052588	G W	03	DEPT OF TRANSPORTATION RECORD PICKUP	.90	\$22.50BILLED
052588	KLS	03	PHONE CONF W/DEPUTY WEHRMAN; OFFICE CONF W/ATTYSCOTT RE ST V CARDINAL	.50	\$12.50BILLED
053188	MJS	07	MEMORANDUM FROM RAMSEY COUNTY SHERIFF RE THEFT CHARGING PROCEDURES	.40	\$24.00BILLED

TOTAL FOR FILE: 800202

TIME  
CHARGES

27.60hrs.  
\$1173.00

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

STATEMENT DATE: 05/31/88

300 ANOKA OFFICE CENTER  
 2150 THIRD AVENUE

800203 C/F.H.-STRATFORD INV OFF PARK

ANOKA, MINNESOTA 55303-2296  
 TELEPHONE (612) 421-4110

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

INVOICE NO. 8533

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

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

DATE	ITEM	ITEM DESCRIPTION	AMOUNT	BALANCE
		BEGINNING BALANCE		\$2459.50
05/03/88	000000	PAYMENT RECEIVED-SERVICES	\$1037.00-	
05/03/88	000000	PAYMENT RECEIVED-EXPENSES	\$82.95-	
		PROFESSIONAL SERVICES (SEE ATTACHED SUMMARY OF TIME RECORDS)		\$1657.50
		EXPENSES		\$ .00
		TOTAL CHARGES THIS STATEMENT		\$1657.50
		PAYMENT	\$1119.95-	
		CHARGES	\$1657.50	
		CURRENT BALANCE		\$2997.05



06/09/88

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

SUMMARY OF TIME RECORDS FOR FILE: 800203

FILE NAME: C/F.H.-STRATFORD INV OFF PARK CONDO PROJ  
CLIENT NAME: CITY OF FALCON HEIGHTS

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
050388	EAB	13	LETTER FROM FORSYTHE APPRAISALS; DEVELOP FORECLOSURE STRATEGIES; PHONE CONF W/BILL GRAHAM (FORSYTHE)	1.20	\$102.00BILLED
050688	EAB	05	PHONE CONF W/ATTY M CLEMENS	.20	\$17.00BILLED
050988	EAB	04	PHONE CONF W/B GRAHAM RE APPRAISAL VALUES	.30	\$25.50BILLED
051188	TAG	02	REVIEW FACTS & OPTIONS AVAILABLE TO COUNCIL RE MORTGAGE FORECLOSURE SALE	3.40	\$289.00BILLED
051188	EAB	04	REVIEW APPRAISAL FIGURES & FORECLOSURE OPTIONS; ATTEND COUNCIL EXECUTIVE SESSION	4.00	\$340.00BILLED
051188	EAB	05	PHONE CONF W/ATTY MARK CLEMENS	.20	\$17.00BILLED
051188	PEM	03	ANALYZE CITY'S OPTIONS RE STRATFORD FORECLOSURE SALE	2.70	\$229.50BILLED
051388	EAB	07	PHONE CONF W/ATTY A LEVIN; PHONE CONF W/SHIRLEY C RE MINUTES	.50	\$42.50BILLED
051688	EAB	08	PHONE CONF W/ATTY A LEVIN	.40	\$34.00BILLED
051788	EAB	10	PHONE CONF W/J WIESSNER; PHONE CONF W/ATTY LEVIN RE FORECLOSURE	.60	\$51.00BILLED
051888	EAB	07	ATTEND FORECLOSURE SALE; CONF W/JAN WIESSNER	4.00	\$340.00BILLED
051988	EAB	14	REVIEW APPRAISAL; PREPARE MEMORANDUM RE FORECLOSURE SALE	2.00	\$170.00BILLED

TOTAL FOR FILE: 800203

TIME	19.50hrs.
CHARGES	\$1657.50

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05/18/88

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

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

FILE NAME: CITY OF FALCON HEIGHTS-CIVIL

CLIENT NAME: CITY OF FALCON HEIGHTS

-DATE-	ATTY	SEQ	-----TRANSACTIONS-----	TIME	CHARGES
040888	TAG	07	CONF W/ADMINISTRATOR RE VARIOUS ISSUES	1.00	\$85.00BILLED
041388	PEM	03	REVIEW AGENDA MATERIALS; PREPARE FOR COUNCIL MEETING	1.50	\$127.50BILLED
041388	TAG	04	ATTEND COUNCIL MEETING	4.50	\$125.00BILLED
041388	TAG	06	REVIEW AGENDA ITEMS; PREPARE FOR COUNCIL MEETING; PHONE CONF W/ADMINISTRATOR	1.50	\$127.50BILLED
042088	PEM	03	ORGANIZE INVESTIGATIVE EFFORTS RE STRATFORD	.60	\$51.00BILLED
042688	TAG	06	PHONE CONF W/ADMINISTRATOR RE AGENDA ITEMS & OTHER ISSUES	1.10	\$93.50BILLED
042788	TAG	07	PHONE CONF'S W/MANAGER RE PARKING ISSUE; REVIEW PROPOSED ORDINANCES FOR COUNCIL MEETING	.90	\$76.50BILLED
042788	TAG	08	ATTEND COUNCIL MEETING	3.00	\$125.00BILLED
042788	PEM	07	PREPARE FOR COUNCIL MEETING RE STRATFORD	.40	\$34.00BILLED
042988	TAG	08	DISCUSSIONS W/ADMINISTRATOR RE NEGOTIATIONS W/CIATTI'S & ASSESSMENT ISSUES	.90	\$76.50BILLED

TOTAL FOR FILE: 800201	BILLED	UNBILLED	TOTAL
TIME	15.40hrs.	.00hrs	15.40hrs.
CHARGES	\$921.50	\$ .00	\$921.50

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Consent X

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 6-22-88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Commission Minutes

SUBMITTED BY: Park and Recreation, Human Rights, Planning Commissions

REVIEWED BY: Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (A) Park & Recreation Commission minutes of May 9, 1988
- (B) Human Rights Commission minutes of May 19, 1988
- (C) Planning Commission minutes of June 6, 1988

ACTION REQUESTED: Approval

\_\_\_\_\_  
SAC

MINUTES  
PARK AND RECREATION COMMISSION  
May 9, 1988

MEMBERS PRESENT: Bob Gehrz, Paul Nelson, Linda McLoon, Connier Lasser, Carol Kriegler, Lloyd Jacobson, and Pat Bush, Council Liaison

MEMBERS ABSENT: Kirsten Eckberg

1. Summer Program - Enrollment seems to be going well. Carol may look into a program for toddlers with parents on Friday morning.
2. Ice Cream Social - Date set is July 28, 1988. The Senior Club has been notified for bringing cakes. Carol will check on the possibility and availability of a band and the Roseville Puppet Wagon.
3. Idaho Snelling Park - Some discussion was held regarding the possibility of putting in some playground equipment in this park. Carol will do some research on a location and type of equipment suitable.
4. Grove Park - The Commission recommends that the City have someone check on the problem of the rocks that keep surfacing. Alternate proposals could then be studied.
5. Golf Tournament - Carol mentioned she is looking into the possibility of hiring some kind of tournament at the University of Minnesota Golf Course. More later.

MINUTES  
HUMAN RIGHTS COMMISSION  
MAY 19, 1988

MEMBERS PRESENT: GROFF, CHENOWETH, KOSTERS, VAVOULIS, BOGER, FURTON

ABSENT: LAMB, WRAY

Last month's Minutes were read and approved. Pat moved, Tina seconded.

Pins were received from Falcon Heights.

Tsippi Wray - No committee member has heard anything and no letter was received at the City Hall. Phil will discuss with the City Council for their recommendation or action.

**LAST MONTHS PROGRESS:**

-Cable - Jan did not find anything that we could use for speech and hearing.

-Cities Week - Pat reviewed the week, we did have tables set up for display with posters and hand-outs. Jan and Beth also attended.

\* dinner was very nice - Jan, Pat, and Beth attended.

\* next year will be 15 years that Falcon Heights has been a city and 40 years since it was a village.

-Newspaper - Beth did try but got no response.

Newspaper column in local Focus Paper and Falcon Heights newsletter.

-detailing ongoing events

-standard statement regarding Human Rights

-once a month in local paper

-Pat will contact paper and get information and give them ideas for June and July.

-Phil will mention to City Council

NEW MEMBER - someone is interested from Commonwealth Terrace - she does not actually reside in Falcon Heights - a group agreed to look at her application.

**LEAGUE OF HUMAN RIGHTS:**

Tina is on the committee - workshop on October 1st, at the St. Paul Radisson. Tentative workshops are:

1. Government Task Force on prejudice and violence

2. Minnesota AIDS Project

Luncheon speaker, Sharon Anderson on leadership.

**REVIEW OF GENERAL PROVISIONS-ORDINANCES**

Questions that the group has:

\*Chapter 2 (2-3.01)

Subd.2 - Membership

-able-bodied needs better wording

-read and write English - what level of proficiency

-firefighters - exempt from the revision of ADE Act?

-good moral character

- preferable property owners
- physical exam (covers what is able-bodied)

Subd. 11

- activated instead of sounded-H.I. drivers

(2-5.01) Subd. 4

- change "him" to "the mayor"

(2-5.03) Subd. 1

- should be reviewed - has it been amended recently?

Subd. 4

- Firearms - does our Council have the authority?

(2-5.07)

- "he" - change to "he/she" - perhaps statement at the beginning.

(2-7.01) Subd. 2a

- Mandatory retirement age?

Next month continue on with Part 8.

Next meeting is on June 16, 1988 at 7:30.

Jan moved to adjourn and Pat seconded.

MINUTES  
REGULAR MEETING OF FALCON HEIGHTS  
PLANNING COMMISSION  
JUNE 6, 1988

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

Black, Boche, Carroll, Daykin, Grittner, Barry and Duncan. Council Liaison Wallin was also present.

Finegan, Nestingen.

Boche moved, seconded by Daykin, approval of the May 3, 1988 Minutes as presented. Motion carried unanimously.

Keith and Mary Jo Hobbie, 1878 North Albert Street, requested an accessory use permit to construct a utility building. Mr. Hobbie advised the utility building will essentially replace an existing building which had deteriorated over the years. Construction will be of cedar siding and will match the roof of his house. The utility building will be placed in the same location as the existing building. After a short discussion, Boche moved, seconded by Barry to approve the accessory use permit as requested. Motion carried unanimously.

Discussion ensued as to whether the language in Chapter 9-2.02 should be changed deleting the last sentence and how it would affect the requirement of variances (practice vs. state law). Grittner moved to delete the last sentence (beginning with the words "However any lawful.....") as suggested by Council. Barry seconded the motion and upon a vote being taken, the following voted in favor thereof: Boche, Daykin, Grittner and Barry, and the following voted against the same: Carroll and Black. Motion carried.

Duncan arrives at 8:10 P.M.

Wallin advised that the City Council authorized up to \$5,000 to hire a consultant/planner to work with the Planning Commission. Lengthy discussion ensued as to how to proceed with code revisions. Members were in favor of not having the planner on a monthly retainer but on an on-call basis. The first step to be taken was that Chairman Black will notify each Planning Commission member to review the code and make whatever suggestions they have to change to the code. Such suggestions should be submitted to City staff who will type and distribute with the next Planning Commission agenda.

Grittner moved, seconded by Duncan, to adjourn the Planning Commission meeting at 9:05 P.M.

Submitted by:

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

APPROVED: July 11, 1988

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

Consent   X  

Agenda Item:   E4  

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date:   6-22-88  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

Human Rights Resignation/Appointment

**SUBMITTED BY:**

Mayor Baldwin

**REVIEWED BY:**

Shirley Chenoweth

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

- a) Resignation of Richard Gauger, 1815 Fairview, from the Commission. He is unable to participate at this time.
- b) Appointment of Richard Talbot, 1531 W. Idaho, to replace Richard Gauger. Term to expire December 31, 1990.

**ACTION REQUESTED:**

\_\_\_\_\_  
*Jae*



FALCON HEIGHTS COMMISSION/COUNCIL APPLICATION

DATE 5-6-88

NAME: RICHARD TALBOT

ADDRESS: 1531 W. IDAHO PHONE 646 6624

HOW LONG AT ABOVE ADDRESS? 3 YEARS

IN WHAT CAPACITY DO YOU WISH TO SERVE? HUMAN RIGHTS COMMISSION

REASON YOU WISH TO SERVE ON ABOVE: AS AN OPPORTUNITY TO BE INVOLVED  
IN CITY GOVT., ALSO A CHANCE TO SHARE A MUTUAL EXPERIENCE  
WITH MY WIFE JAN TALBOT

PRIOR PUBLIC (OR RELATED) SERVICE: CORONOR'S INVESTIGATOR RAMSEY CO.  
PUBLIC HEALTH DEPT. ST PAUL, VENEREAL DISEASE CLINIC,  
VITAL STATISTICS DEPT. ST. PAUL

OTHER RELEVANT BACKGROUND (OR COMMENTS): I HAVE RETURNED TO THE UOPM  
TO FINISH A DEGREE PROGRAM IN SPEECH COMMUNICATION. I WOULD  
LOOK FORWARD TO AN OPPORTUNITY TO APPLY WHAT I STUDY  
AND <sup>SERVE</sup> ~~SERVE~~ ~~CONTRIBUTE~~ MY COMMUNITY.

Thank you for your consideration  
*Richard Talbot*

Consent X

Agenda Item: E5

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

*Permitted use Request for Construction of a Utility Building*

SUBMITTED BY:

*Keith D. and Mary Jo Hobbie, 1878 N. Albert*

REVIEWED BY:

*Planning Commission*

EXPLANATION/SUMMARY (attach additional sheets as necessary):

*At the June 6th Planning Commission meeting, the Commission unanimously approved this request for construction of a utility building, and requested that Council be polled so the applicants would not be forced to wait until the June 22nd Council Meeting for approval. The poll resulted in unanimous approval. It was suggested that this be placed on the Consent Agenda for the purpose of documentation.*

Attachments:

- A. Request for Permitted Accessory Use*
- B. Copy of Planning Commission Minutes*

ACTION REQUESTED:

*JAC*



# City of Falcon Heights

2077 W. Larpentour Avenue  
Falcon Heights, Minn. 55113

Receipts # 5708<sup>A</sup>  
Approved by  
Ol. Connor  
Mayor  
6/6/88

## TO THE ZONING ADMINISTRATOR, FALCON HEIGHTS:

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

The subject real estate is located at

(Street Address) 1878 N. Albert Street

Legal Description: Lot 5, Block 1  
Klatt's Addition

This application is made for the following reasons:

Replace a rusted metal utility shed  
with a wood storage building with  
self-sealing asphalt shingles.

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

Rezoning Application

Variance

Conditional Use

Sub-Dividing

Platting

SPECIAL USE

Kate D. Holm 5/25/88

Applicant Dary-J. Fobbie Date

Applicant's interest in the above described real estate is

owner of property at 1878 N. Albert Street

MINUTES  
REGULAR MEETING OF FALCON HEIGHTS  
PLANNING COMMISSION  
JUNE 6, 1988

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

Black, Boche, Carroll, Daykin, Grittner, Barry and Duncan. Council Liaison Wallin was also present.

Finegan, Nestingen.

Boche moved, seconded by Daykin, approval of the May 3, 1988 Minutes as presented. Motion carried unanimously.

Keith and [REDACTED]  
[REDACTED]  
[REDACTED] building will essentially replace an existing building which had deteriorated over the years. Construction will be of cedar siding and will match the roof of his house...The utility building will be placed in the same location as the existing building. After a short discussion, Boche moved, seconded by Barry to approve the accessory use permit as requested. Motion carried unanimously.

Discussion ensued as to whether the language in Chapter 9-2.02 should be changed deleting the last sentence and how it would affect the requirement of variances (practice vs. state law). Grittner moved to delete the last sentence (beginning with the words "However any lawful.....") as suggested by Council. Barry seconded the motion and upon a vote being taken, the following voted in favor thereof: Boche, Daykin, Grittner and Barry, and the following voted against the same: Carroll and Black. Motion carried.

Duncan arrives at 8:10 P.M.

Wallin advised that the City Council authorized up to \$5,000 to hire a consultant/planner to work with the Planning Commission. Lengthy discussion ensued as to how to proceed with code revisions. Members were in favor of not having the planner on a monthly retainer but on an on-call basis. The first step to be taken was that Chairman Black will notify each Planning Commission member to review the code and make whatever suggestions they have to change to the code. Such suggestions should be submitted to City staff who will type and distribute with the next Planning Commission agenda.

Grittner moved, seconded by Duncan, to adjourn the Planning Commission meeting at 9:05 P.M.

Submitted by:

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

APPROVED: July 11, 1988

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

Consent   X  

Agenda Item:   E6  

Policy           

**CITY OF FALCON HEIGHTS**

Meeting Date:   6/22/88  

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

*Ramsey County Sheriff's report for May, 1988*

**SUBMITTED BY:**

*Sheriff's Department*

**REVIEWED BY:**

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

**ACTION REQUESTED:**

*[Signature]*

DATE OF ISSUE 06/06/88  
TIME 0828

RAMSEY COUNTY  
SHERIFFS INCIDENT REPORTING SYSTEM

PAGE NO 1  
PROGRAM NO SH-0394

REPORT BY INCIDENT WITHIN CITY FOR PERIOD FROM 02-01-88 TO 05-31-88

33 FALCON HEIGHTS

01 CRIMIAL HOMICIDE	0
02 FORCIBLE RAPE	0
03 ROBBERY	0
04 ASSAULT	0
05 BURGLARY-RESIDENCE	1
06 BURGLARY-NON RES	0
07 BURGLARY-ATTEMPTED	0
08 BURGLARY-POSSIBLE	0
09 THEFT-OVER \$50	7
10 THEFT-UNDER \$50	4
11 THEFT-ATTEMPTED	0
12 THEFT-POSSIBLE	0
13 AUTO THEFT-RECOVERED	0
14 AUTO THEFT-ATTEMPTED	1
15 AUTO THEFT-POSSIBLE	0
16 ARSON	0
17 FORGERY & C-FEITING	0
18 FRAUD	1
19 EMBEZZLEMENT	0
20 STOLEN PROPERTY-BUY	0
21 STOLEN PROPERTY-REC	0
22 ABDUCTION	0
23 VANDALISM	3
24 WEAPONS	0
25 PROSTITUTION & VICE	0
26 SEX OFFENCE	3
27 NARCOTIC DRUG LAWS	0
28 GAMBLING	0
29 OFFENSE-FAN & CLDRN	0
30 DRIVING UNDER INFLUE	3
31 LIQUOR LAWS	0
32 DISORDERLY CONDUCT	6
33 VAGRANCY	0
34 ALL OTHER OFFENSES	2
50 ACC-PROPERTY DAMAGE	7
51 ACC-PERSONAL INJURY	2
52 ACC-FATAL	0
53 STREET LIGHTS	1
54 ALARMS	17
55 ANIMALS (OTHERS)	3
56 ASSIST A CITIZEN	6

DATE OF ISSUE 06/06/88  
TIME 0828

RAMSEY COUNTY  
SHERIFFS INCIDENT REPORTING SYSTEM

PAGE NO 2  
PROGRAM NO SHF03P4

REPORT BY INCIDENT WITHIN CITY FOR PERIOD FROM 05-01-88 TO 05-31-88

33 FALCON HEIGHTS

57 BOATING & SWIMMING	0
58 BREATHALYZER	0
59 DOB'S	1
60 DOB'S	1
61 DOG COMPLAINTS	3
62 DOMESTIC	2
63 EMERGENCY	5
64 FIRE	2
65 LOUD	4
66 MISSING PERSONS	1
67 PROWLER	2
68 RECOVERED PROPERTY	3
69 SEARCH WARRANTS	0
70 SNOWMOBILES	0
71 SUSPICIOUS COMPLAINT	20
72 TRAFFIC	16
73 MISCELLANEOUS	17
TOTAL	144

Consent   x  

Agenda Item:   E7  

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

*Licenses*

SUBMITTED BY:

*Shirley Chenoweth*

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

*Licensing has been dramatically streamlined this year. One example: Instead of issuing individual licenses to Falcon Heights Amoco for a filling station, car wash, and grocery, one inclusive license is prepared. Only licenses governed by State Statute will receive individual licenses, ie: liquor/wine/bottle club. This is only one of our "labor saving" changes.*

Attachment:

*List of Licenses*

ACTION REQUESTED:

*SJC*



June 22, 1988  
Consent Agenda  
Licenses

GENERAL CONTRACTORS

Pacific Pools #1  
6922 - 55th Street  
Oakdale, MN 55109

Lidstrom Cleaning and Construction  
9621 Tenth Avenue N. #2  
Plymouth, MN 55441

Hart Masonry, Inc. #3  
7230 - 153rd Lane NW  
Ramsey, MN 55303

Midwest Roofing Co. #4  
829 East 7th Street  
St. Paul, MN 55106

Miesen Roofing #6  
751 Payne  
St. Paul, MN 55101

Midwest Concrete Driveway #8  
1464 West Idaho  
Falcon Heights, MN 55108

NCI of Minnesota, Inc #10  
14000 - 21st Avenue North  
Minneapolis, MN 55441

Midwest Fence & Mfg. Co.  
525 East Villaume Avenue #15  
South St. Paul, MN 55075

Phalen Siding and Trim, Inc. #19  
1821 University, #179  
St. Paul, MN 55105

Wayne Concrete Company, Inc. #23  
526 Reaney Avenue  
St. Paul, MN 55106

J and D builders #25  
2355 Greenbriar Circle  
St. Paul, MN 55117

Asphalt Driveway Co. #26  
1211 East Highway 36  
St. Paul, MN 55109

GENERAL CONTRACTORS CON'T

American Remodeling, Inc. #32  
3700 Annapolis Lane  
Minneapolis, MN 55441

Marco Construction Co. #33  
2233 N. Hamline, Suite 125  
Roseville, MN 55113

Buck Blacktop, Inc. #35  
32 S. Owasso Blvd.  
St. Paul, MN 55126

Twin City Storm Sash Co. #43  
10825 Greenbrier Rdf.  
Minnetonka, MN 55343

REFUSE HAULERS

Walter's Rubbish, Inc. #5  
P.O. Box 34128  
Blaine, MN 55434

Gene's Disposal Service #18  
6806 - 117th Street N  
White Bear Lake, MN 55110

Keith Kruppeny & Son Disposal #37  
1214 Hall Avenue  
West St. Paul, MN 55118

Wiley's Remove-All #42  
P.O. #65706  
St. Paul, MN 55165

TREE TRIMMERS

Pohl's Tree Service #7  
974 Western Avenue  
St. Paul, MN 55117

Northern Arborists #30  
1932 Sherwood Avenue  
St. Paul, MN 55119

Ceres Tree Company #38  
2196 Carter Avenue  
St. Paul, MN 55108

CONSENT AGENDA, CON'T  
LICENSES

MECHANICAL CONTRACTORS

Falcon Properties #9  
1583 North Hamline  
Falcon Heights, MN 55113

Midwestern Mechanical #11  
9103 Davenport Street NE  
Blaine, MN 55434

Voss Plumbing & Heating #14  
of MN, Inc.  
11360 K-Tel Drive  
Minnetonka, MN 55343

American Burner Service, Inc. #22  
601 North Prior Avenue  
St. Paul, MN 55104

Standard Heating and Air Conditioning #24  
410 West Lake Street  
Minneapolis, MN 55408

Sedgwick Heating and Air Conditioning Co. #27  
8910 Wentworth Avenue South  
Minneapolis, MN 55420

Hedman Plumbing and Heating Company #36  
404 S. Snelling Ave.  
St. Paul, MN 55105

Total Energy, Inc. #41  
8455 Center Drive NE  
Spring Lake Park, MN 54432

CORPORATE

Grocer's Choice #12  
1718 North Fry  
Falcon Heights, MN 55113

Suburban Credit Plan, Inc. #13  
1701 North Snelling  
Falcon Heights, MN 55113

MSP Veterinary Pathology #16  
1583 North Hamline  
Falcon Heights, MN 55108

Hair Designs Unlimited #20  
1703 North Snelling Avenue  
Falcon Heights, MN 55113

Thatcher Chiropractic Clinic #21  
1347 West Larpenteur  
Falcon Heights, MN 55113

CORPORATE CON'T

Design Modern Interiors, Inc. #28  
1709 North Snelling Avenue  
Falcon Heights, MN 55113

Hamline Hoyt Service #29  
1565 North Hamline  
Falcon Heights, MN 55108

Sandy's Corner Stylists #31  
1583 N. Hamline  
Falcon Heights, MN 55108

One Hour Martinizing #509 #34  
1407 W. Larpenteur  
Falcon Heights, MN 55113

Ann's Tailoring #39  
1548 W. Larpenteur  
Falcon Heights, MN 55113

Pan-O-Gold Baking Co., #44  
P.O. Box 848  
St. Cloud, MN 56302

Ciatti's Italian Restaurant #45&#46  
1611 W. Larpenteur  
Falcon Heights, MN 55113  
(restaurant and cigarette license)

SEWER AND DRAIN CLEANERS

Ken's Sewer Service Co. #40  
1900 Grand Ave.  
St. Paul, MN 55105

SUNDAY LIQUOR LICENSE

Ciatti's Italian Restaurant #15  
1611 West Larpenteur  
Falcon Heights, MN 55113

ON-SALE LIQUOR LICENSE

Ciatti's Italian Restaurant #16  
1611 West Larpenteur  
Falcon Heights, MN 55113

June 22, 1988  
Addendum to Consent Agenda  
E(7) Licenses

Falcon Lanes  
1550 W. Larpenteur Ave.  
Falcon Heights, MN 55113

Bottle Club #69  
Corporate: #70  
-6 pin ball machines  
-2 pool tables  
-on-sale liquor  
-bowling lanes

Paisano's (formerly Shakey's)  
1552 W. Larpenteur  
Falcon Heights, MN 55113

Wine License #17  
On-sale Non Intoxicating Malt Liquor #66  
Corporate #68



CITY OF  
**FALCON HEIGHTS**

---

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

---

March 10, 1988

TO: ~~Mayor Tom Baldwin~~  
Jan Wiessner

FROM: Shirley Chenoweth *SC*

RE: Bottle Clubs (Consumption & Display Certificates)

On March 9, 1988, I talked to John Muer, Liquor Control, regarding the number of Bottle Clubs/Set-Up Clubs. He estimates there are about 1,000 licenses in place statewide and that they are prevalent in the Metro area. They are quite common in bowling alleys, VFWs and similar clubs, ballrooms, and used frequently instead of Sunday Liquor Licenses.

John explained that in the past there were approximately 1,200 but with liquor licenses becoming more available, the number decreased.

SC:kjz

Consent \_\_\_\_\_

Agenda Item: D-1

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

7:15p.m. Public Hearing on Amendment to Chapter 9 RE: Parking Requirements

SUBMITTED BY: John Uban

REVIEWED BY: Planning Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

John Uban had submitted a proposed amendment to the City's Parking Regulations in 1986. This amendment was not acted upon at that time. The Planning Commission discussed the amendment at their April 4, 1988 meeting and recommended adoption.

- Attachments:
- (1) Memorandum from John Uban
  - (2) Proposed Amendment
  - (3) Planning Commission Minutes of April 4, 1988
  - (4) Existing Code

ACTION REQUESTED:

SAC

FILE COPY

#1501

## MEMORANDUM

DATE: 17 January 1986

TO: Falcon Heights City Council and Planning Commission

FROM: C. John Uban

RE: Proposed Amendment to Parking Regulations

In review of the parking situation with Bullseye, as well as other parking regulation concerns particularly with restaurants that we have experienced in the City of Roseville, I am enclosing some recommended amendments to Falcon Heights zoning code. From our extensive research on restaurants, we have found that many of the newer restaurants are not being adequately addressed in the zoning ordinances within the Metropolitan community (particularly, the new restaurants which include large lounge areas that serve liquor and attract a singles clientele). This waiting area or the bar/lounge area can create a demand for parking that is not foreseen under the normal regulations within the zoning code. Additionally, we are finding that more restaurants are providing a unique service in the form of either extensive home delivery, as typically found in pizza operations, or providing mobile restaurants which cater to crowds commonly found at campuses or other areas not adequately served by commercial development. This new trend is being launched successfully by Burger King.

LARGE RESTAURANTS

Most cities in the Metropolitan area are not requiring enough parking for the very large restaurants that are now being built. The large amount of space devoted to non-dining uses, including lounges, bars, and waiting areas, allow people to stand and mill around. This causes parking lots to fill up beyond what would normally be required. These facilities appeal to younger crowds for which there is a trend for singles coming one per vehicle to fill up the lot and not cause the building capacity to be exceeded. The relationship of liquor to this problem may account for some of the parking problem, but the ability for people to stand up instead of sitting down seems to be the greatest factor. This indicates that these areas should not have parking requirements based on seating but rather on occupancy.

Outdoor areas, while not popular in the past, are starting to be seen in other communities and may be proposed in the City in the future. It is estimated that an outdoor area has about sixty useful days in an average year. Our climate is obviously the primary reason that the use is so limited.

Parking requirements are not generally based on the high peak use. Rather, they are based on an average peak use. This is the reason that parking at shopping centers is so tight during the peak Christmas shopping days but still adequate on the typical Saturday shopping day. Parking requirements for outdoor areas should therefore be based first on the primary use. If the use is lounge, then that requirement should be used. If the use is dining, then that requirement should be used. The requirement should then be cut in half to reflect the limited use of the outdoor area. The City must also guard against the potential for outdoor areas to be converted to indoor areas. A restaurant owner may initially have an outdoor area and decide later that he would like to enclose it for year-round use. This, of course, could lead to a parking problem. In the approval of the outdoor areas, the City should designate the area as dining or lounge. Lounge areas require more parking, even if it is seasonally limited. Conversion from dining to lounge should not be permitted unless adequate parking is available.

Banquet facilities within restaurants also generate a different demand than would normally be found in a restaurant. This demand should be based upon the actual use and the tendency considered for the banquets to attract a lot of people who are from a specialized group lending themselves to multiple riders in each car. For this reason, each banquet facility should be studied individually to identify the parking need.

When uses are not anticipated within the City Ordinance, the City Council should have the ability through the use of professional consultants to directly calculate the realistic parking ratio for that particular use. We have added an item for your consideration which will allow the City Council to do that without going through the variance process.

**FAST FOOD**

Convenience or fast food restaurants are constantly on the increase and adequate parking ratios must be addressed. The present ordinance falls within the normal calculations for fast food restaurants but an item should be added to properly address the drive-thru or pick-up lanes that are being added to the fast food restaurants. The storage space for these lanes is the critical element and a minimum storage space should be addressed in the ordinance. We have enclosed an item for your consideration in addressing that also.

Delivery vehicles for restaurants that offer primarily a carry-out product must be parked at some time on the premises. The difference is when those vehicles are owned and operated by the employees and are stored off the site versus a situation in which the businesses actually own the vehicles and these delivery vans are parked permanently on the site. We have included an ordinance suggestion that addresses whether or not the cars are stored on the site and also provides for loading of each of those vehicles. We believe this ordinance will address the proposed use now being installed in the Bullseye Center.

**MEMORANDUM**

**DATE:** 15 January 1986  
**TO:** Falcon Heights City Council & Planning Commission  
**FROM:** C. John Uban  
**RE:** Proposed Amendment to Parking Requirements,  
Falcon Heights Zoning Code

9-13.04

AMEND-9-10.01 PARAGRAPH 16

**Restaurant and/or Cafeteria**

One space per 2.50 seats, plus 1 space per 20 square feet of the combined area of bar, lounge, and public space, minus the first 250 square feet, plus 1 space per 50 square feet of banquet dining area, plus 1 space per 5 seats outdoor dining.

**ADD:**

Based on a professional analysis of parking for any specific use, the City Council may determine a reasonable parking ratio for such use.

**ADD: (11. Drive-In Food) or (Fast Food)**

Drive-thru lanes for food pick up must be able to stack 8 cars on site without interfering with the site parking.

**ADD: Mobile Food Vendors**

The use of any public or private area for the purpose of operating a mobile food vendor must be reviewed by the city prior to issuing a vendor's permit. Parking requirements are 1 stall per 10 square feet of gross vehicle size.



The concept of shared parking, we believe, works very well particularly when we have office, retail, and restaurant uses all sharing the same facility. The Bullseye Center should work reasonably well with a mix of uses. Careful attention must be paid to whether or not one segment of the commercial operation generates a demand too high for the shared aspects of this relationship. The problem really comes down to whether or not there are too many restaurants for the same parking area. At this point, we see no problem with either the pizza delivery service or Embers. Other restaurants should be looked at closely to determine their ability to share parking with other retail facilities.

Enclosed separately is a memo outlining our suggested additions to the zoning ordinance. These have been sent to the City Attorney for her review as well. I will be happy to further discuss and review these parking requirements with you.

**ADD: Food Delivery Restaurants**

Parking requirements are 1 stall per employee, 1 stall per seat should be provided, 1 stall per 2 delivery vehicles when owned, operated, and stored by employees, 1 stall per delivery vehicle when owned, and operated by the restaurant. One loading bay per store is required.

MINUTES  
 PLANNING COMMISSION  
 APRIL 4, 1988  
 PAGE 3

Carroll moved, seconded by Daykin, that the conditional use request to allow a Pool Hall in a B-2 District be approved. Finegan moved, seconded by Duncan, to add the following conditions: the pool hall will maintain the hours of opening at 9:00 A.M. and closing at 12:00 Midnight and there will be no alcoholic beverages sold or consumed on the premises. Motion carried unanimously. A vote was then taken on the main motion and it was approved unanimously.

CONDIT-  
 IONAL USE  
 TO  
 APPROVE  
 POOL HALL

Wallin reviewed the issue raised regarding driveway/lawn parking during the Minnesota State Fair. Barry was of the opinion that such parking should not be allowed in Falcon Heights as it would only increase congestion, such parking could damage the curbs, city property could be damaged, alleys could be clogged, foot traffic through yards would increase and he agreed with the reasons already pointed out in Councilmember Wallin's memorandum—especially from a fire and safety standpoint.

DRIVEWAY/  
 LAWN  
 PARKING  
 DURING  
 STATE  
 FAIR -  
 MAKE NO  
 CHANGE  
 TO  
 PRESENT  
 CODE

Finegan moved to table the issue. Motion died for lack of a second.

Barry moved, seconded by Duncan, to make no change to the existing ordinance which prohibits such parking. Upon a vote being taken, the following voted in favor thereof: Black, Duncan, Nestingen, Daykin, Grittner, and Barry, and the following voted against the same: Finegan and Carroll. Motion carried.

Councilmember Wallin reviewed the background information concerning problems residents are encountering with traffic generated by Ciatti's customers and what action is being taken by the City Council. After further discussion, Carroll moved, seconded by Finegan, to adopt language contained on a proposed amendment to parking requirements contained in the Falcon Heights Zoning Code contained in a memorandum prepared by Planner C. John Uban dated January 15, 1986. Motion carried unanimously.

PARKING  
 PROBLEMS  
 ST. MARYS  
 STREET

Finegan moved, seconded by Nestingen, adjournment at 10:59 P.M. Motion carried unanimously.

ADJOURN-  
 MENT

Submitted by:

*Katherine J. Zimmerman*  
 Katherine J. Zimmerman

APPROVED: \_\_\_\_\_  
 May 2, 1988

Date

*Edgar Finegan*  
 Edgar Finegan, Secretary

(Garage requirements may be waived for apartment projects designed and intended for occupancy by low income families).

3. Churches, Theaters, Auditoriums, Mortuaries, and other places of assembly. One (1) space for each three (3) seats or for each five (5) feet of pew length. Based upon maximum design capacity.

4. Offices. One (1) space for each two hundred (200) square feet of gross floor space.

5. Hotel, Motel One (1) space per unit, plus one (1) space per employee, plus one (1) space for each three (3) persons who may be accommodated in a bar, restaurant, meeting room, swimming pool, convention facility or similar place of public assembly based upon maximum design capacity.

6. Schools, Elementary and Junior. Three (3) spaces for each classroom.

7. High School through College. One (1) space for each four (4) students based on design capacity plus three (3) additional spaces for each classroom.

8. Hospitals. One (1) space for each three (3) hospital beds, plus one (1) space for each three (3) employees other than doctors, plus one (1) space for each resident and regular staff doctor. Bassinets shall not be counted as beds.

9. Sanitarium, Convalescent Home, Rest Home, Nursing Home, or Institution. One (1) space for each six (6) beds, for which accommodations are offered, plus one (1) space for each two (2) employees on maximum shift.

10. Additional parking shall be provided for all schools with theaters, auditoriums, swimming pools, gyms, football stadiums, or other places of public assembly or participation in the amount of one (1) space for each three (3) persons based upon maximum design capacity.

11. Drive-in food establishment. One (1) space for each fifteen (15) square feet of gross floor space in the building allocated to drive-in operation, plus additional space as may be determined by the zoning administrator based upon advice from the Planning Commission.

12. Bowling Alley. Six (6) spaces for each alley, plus additional spaces as may be required herein for related uses such as a restaurant.

13. Motor Fuel Station. Two (2) spaces plus three (3) spaces for each service stall.

14. Retail. One (1) space for each one hundred fifty (150) square feet of gross floor area.

15. Medical or Dental Clinic. Six (6) spaces per doctor or dentist or one (1) space for each two hundred (200) square feet of gross floor area whichever is greater.

~~16. Amusement, Recreation, Tavern, or Night Clubs.~~  
Clubs. One (1) space for each two and one-half (2-1/2) seats, based on maximum capacity design.

17. Furniture Store, Wholesale, Auto Sales, Repair Shops. Three (3) spaces for each one thousand (1,000) square feet of gross floor area. Open sales lots shall provide two (2) spaces for each five thousand (5,000) square feet of lot area, but not less than three (3) spaces.

18. Industrial, Warehouse, Storage, Handling of Bulk Goods. One (1) space for each two (2) employees on maximum shift or one (1) for each two thousand (2,000) square feet of gross floor area, whichever is the larger.

19. Uses Not Specifically Noted. As determined by the Planning Commission.

20. Planned Unit Developments and Conditional Uses. Spaces to be provided in amounts and locations as per approved site development plans and permit conditions imposed by the Planning Commission.

21. Auto Repair, Bus Terminal, Taxi Terminal, Boats and Marine Sales and Repair, Bottling Co., Shop for a Trade Employing Six (6) or fewer People, Garden Supply, Store, Building Material Sales in Structure. Eight (8) off-street parking spaces, plus one (1) additional space for each eight hundred (800) square feet of floor area over one thousand (1,000) square feet.

Consent \_\_\_\_\_

Agenda Item: F1

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

1987 Audit report

SUBMITTED BY: George M. Hansen Company, P.A.

REVIEWED BY: Jan Wiessner  
Al Rolek

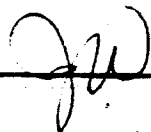
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Dick Ellsworth of George M. Hansen Company will make a brief presentation on the 1987 audit.

(Each Council Member previously received a copy of the complete audit)

ACTION REQUESTED:

Approve audit report

  
\_\_\_\_\_

Consent \_\_\_\_\_

Agenda Item: F2

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

6

ITEM DESCRIPTION:

Presentation by Arkel Development Corp.

SUBMITTED BY:

Jan Wiessner


REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Mr. Mark Clemens of Arkel Development Corporation has requested an opportunity to discuss a plan for development of the Stratford property with the City Council. My understanding is that Arkel is interested in purchasing the property from Stratford with the intent to build below market-rate rental townhomes for the elderly on the undeveloped land. They would like to know if this type of project would be acceptable to the City Council (in general) and whether the existing development agreement with Stratford could be amended.

Carol Seavik  
Arkel, owned by John Arkel

ACTION REQUESTED:

  
\_\_\_\_\_

Arkell Dev. Corp.

6-22-88

Pres. at Council mtg

The Cottages Concept → Stillwater 97% occupied  
Single story, rental  
L-Shape - built in grade.

10 units / Acre

Need to build 60' units → 4 1/2 Acres  
→ would need combination single / 2 story

Maplewood Project 80% leased  
breaking ground

Provide morning health check → sign in window  
Social Director

Ⓢ They are in the process of buying 2 bldgs  
+ under. land

		Other Apts	Arkell
Charge	1 BR	\$ 500	385
	2 BR	\$ 600	485

\* Can only work w/ City involvement

68% are rented by community members

Turnover - 4 Alths

\* Age 62-64

Low-Med. Income

Option → younger people

\* Co. gets tax credits



Existing Bldgs

→ Sr. Center (?)

Lots → (?) not use lot betw. City Hall

15 Units/Acre





# Beltline Motor Center

1020 SOUTH 25TH AVE.  
HIGHWAY 20 & B1 (SHERMAN ST. EXIT)  
WAUSAU, WIS. 54401  
PHONE (715) 842-0738



TO: Falcon Heights Police Department  
2077 W. Larpenter Avenue  
Falcon Heights, MN 55113

DATE June 8, 1988

We bid as follows on the used vehicles you have for sale. This bid is valid for 30 days from the above date.

QUANTITY	YEAR	MAKE	MODEL	PRICE BID PER UNIT
1	1985	Dodge	Dip	\$1707.00

Beltline Motor Center

Ed Demhinger

Consent \_\_\_\_\_


Policy X

Agenda Item: F4

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

<b>ITEM DESCRIPTION:</b> [REDACTED] (Fire Department)
<b>SUBMITTED BY:</b> Leo Lindig
<b>REVIEWED BY:</b> Jan Wiessner Al Rolek
<b>EXPLANATION/SUMMARY (attach additional sheets as necessary):</b>  The Mutual Aid Agreement with the Capitol City Mutual Aid Association is up for renewal. There have been [REDACTED] on the contract. The contract runs for a period of 5 years. No problems with the contract have been found. The city meets or exceeds all conditions set under this contract.
<b>ACTION REQUESTED:</b>  Approval for renewal of the 5 year Mutual Aid Contract.  

**CAPITOL CITY MUTUAL AID ASSOCIATION  
RECIPROCAL FIRE SERVICE AGREEMENT**

**1. Definition of Terms**

- Subd. 1 "Party" means a political subdivision, or, in the case of a private non-profit provider of fire protection, the governing body of such a provider.
- Subd. 2 "Requesting Official" means a party's fire chief and/or that fire chief's delegates who is/are empowered to request assistance from other parties.
- Subd. 3 "Responding Official" means a party's fire chief and/or that fire chief's delegates who is/are empowered to determine whether and to what extent assistance can or should be provided.
- Subd. 4 "Assistance" means fire and/or emergency medical services personnel and equipment provided by a fire department as defined by Minnesota Statutes Chapter 69.011, and includes such personnel and equipment as maybe needed for stand-by protection by a party to this agreement.
- Subd. 5 "Emergency" means a sudden and unforeseen situation requiring immediate action and assistance.

**2. Authority**

- Subd. 1 The parties to this agreement acknowledge their authority to enter into this agreement pursuant to provisions of the Joint Exercises of Powers Act, Minnesota Statutes Chapter 471 et seq, to provide each other on a reciprocal basis assistance in the event of emergencies beyond the ability of any single party to control.

**3. Capitol City Mutual Aid Association**

- Subd. 1 Each party's fire department shall, upon execution of this agreement, become members of the Capitol City Mutual Aid Association for the purpose of furthering the intent of this agreement, and shall abide by the Constitution and by-laws of the Capitol City Mutual Aid Association.

**4. Identification of Parties**

- Subd. 1 The Secretary/Treasurer of the Capitol City Mutual Aid Association shall maintain a current list of all parties to this agreement and shall furnish said list to each party to the agreement. Whenever there is a change in parties to this agreement, said Secretary/Treasurer shall furnish a revised list of parties including such change. Said lists shall be furnished upon receipt of a properly executed copy of this agreement by said Secretary/Treasurer

**5. State-Wide Fire Mutual Aid Channel**

- Subd. 1 Parties to this agreement hereby agree to furnish each of their engines with a pumping capacity of one thousand gallons per minute or more and each of their aerial ladder trucks with a mobile or portable radio capable of transmitting and receiving radio messages on the frequency designated by the Tele-communications Division, Minnesota Department of Transportation as the "state wide fire mutual aid channel" two years from the date this agreement is executed.

**6. Procedure**

- Subd. 1 If one or more emergencies occur within the jurisdiction of any party to this agreement, that party's requesting official is authorized to request assistance from one or more of other parties to this agreement.
- Subd. 2 Upon receipt of a request for assistance, a party's responding official may authorize and direct such assistance, PROVIDED that whether such assistance shall be provided or to what extent such assistance shall be provided shall be determined solely by the responding official, and FURTHER PROVIDED that the responding official may at any time recall such assistance if the responding official deems such recall as necessary to provide for the safety and protection of the party under which authority the responding official is acting.
- Subd. 3 Assistance provided under this agreement shall be under the command of the officer-in-charge of the emergency for which the assistance was summoned immediately upon arrival at the emergency.
- Subd. 4 No charge will be levied by any party to this agreement for assistance rendered to another party under the terms of this agreement.

**7. Insurance**

- Subd. 1 Each of the parties will maintain insurance policies providing coverage for:
- (a) Accidental death of firemen (covered by workmen compensation) who is a member of said parties' fire department, the coverage of said policy extending to protect said parties when engaged in the performance of duties under this agreement outside the boundary of the party of whose fire department he is a member, and
- (b) Damage or injury caused by negligent operation of its fire department vehicles to the extent of at least \$50,000.00 property liability, and at least \$300,000.00 personal injury liability, the coverage of such policies extending to accidents which may occur while the said party's fire department is engaged in the performance of duties under this agreement outside the boundaries of said party.

**8. Liability**

Subd. 1 No party to this agreement nor any officer or employee of any party shall be liable to any other party or to any person on account of failure of any party to this agreement to furnish assistance to any other party, or on account of recall, both as described in Article 6, Subd. 2 Supra.

Subd. 2 The party for whom assistance is requested under the terms of this agreement shall not be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of a party providing assistance under the terms of this agreement, nor shall the responding party be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of the party for whom assistance is requested under the terms of this agreement or the personnel of any other party providing assistance under the terms of this agreement.

**9. Subsidy**

Subd. 1 This agreement shall not be construed as a fire protection subsidy, either direct or indirect, by any party to this agreement.

**10. Duration and Withdrawal**

Subd. 1 This agreement shall be in force for a period of five years following the date of execution.

Subd. 2 Any party may withdraw from this agreement at any time upon thirty (30) days' written notice to the Secretary/Treasurer of the Capitol City Mutual Aid Association. The Secretary/Treasurer shall thereupon give notice of such withdrawal and of the effective date thereof, as provided in Article 4, Subd. 1 supra.

**11. Filing**

Subd. 1 Each party to this agreement shall maintain a copy of an executed copy of this agreement. Such copy shall be provided by the Secretary/Treasurer of the Capitol City Mutual Aid Association within thirty (30) days of receipt of an executed copy of the agreement and execution by the President and Secretary/Treasurer of the Capitol City Mutual Aid Association.

IN WITNESS WHEREOF, the undersigned, on behalf of their political subdivision or their fire department corporation have executed this agreement pursuant to authorization by the City Council of the City of \_\_\_\_\_, or the governing body of the \_\_\_\_\_ Fire Department, Inc. on the date of \_\_\_\_\_, 1988.

City of \_\_\_\_\_

by \_\_\_\_\_, its Mayor

by \_\_\_\_\_, its City Manager or Clerk

Fire Department of \_\_\_\_\_

by \_\_\_\_\_, its Fire Chief

by \_\_\_\_\_, its Secretary

Capitol City Mutual Aid Association

by \_\_\_\_\_, its President

by \_\_\_\_\_, its Secretary/Treasurer

**CAPITOL CITY MUTUAL AID ASSOCIATION  
RECIPROCAL FIRE SERVICE AGREEMENT**

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**3. Capitol City Mutual Aid Association**

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**7. Insurance**

- Subd. 1 Each of the parties will maintain insurance policies providing coverage for:
- (a) Accidental death of firemen (covered by workmen compensation) who is a member of said parties' fire department, the coverage of said policy extending to protect said parties when engaged in the performance of duties under this agreement outside the boundary of the party of whose fire department he is a member, and
- (b) Damage or injury caused by negligent operation of its fire department vehicles to the extent of at least \$50,000.00 property liability, and at least \$300,000.00 personal injury liability, the coverage of such policies extending to accidents which may occur while the said party's fire department is engaged in the performance of duties under this agreement outside the boundaries of said party.

8. Liability

- Subd. 1 No party to this agreement nor any officer or employee of any party shall be liable to any other party or to any person on account of failure of any party to this agreement to furnish assistance to any other party, or on account of recall, both as described in Article 6, Subd. 2 Supra.
- Subd. 2 The party for whom assistance is requested under the terms of this agreement shall not be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of a party providing assistance under the terms of this agreement, nor shall the responding party be responsible for any injuries, losses or damage to persons or property arising out of the acts or omissions of any of the personnel of the party for whom assistance is requested under the terms of this agreement or the personnel of any other party providing assistance under the terms of this agreement.

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City of \_\_\_\_\_

by \_\_\_\_\_, its Mayor

by \_\_\_\_\_, its City Manager or Clerk

Fire Department of \_\_\_\_\_

by \_\_\_\_\_, its Fire Chief

by \_\_\_\_\_, its Secretary

Capitol City Mutual Aid Association

by \_\_\_\_\_, its President

by \_\_\_\_\_, its Secretary/Treasurer



Consent \_\_\_\_\_

Agenda Item: F5

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

<p><u>ITEM DESCRIPTION:</u> Designation of Linda [redacted] effective July 1, 1988</p>
<p><u>SUBMITTED BY:</u> Shirley Chenoweth</p>
<p><u>REVIEWED BY:</u></p>
<p><u>EXPLANATION/SUMMARY</u> (attach additional sheets as necessary):</p> <p>Our present Forester, Scott Enebak, will be leaving the Twin Cities at the end of June and Linda is willing to fill the position. Linda is a certified tree inspector and is presently working on a Ph.D in Plant Pathology at the University of Minnesota.</p>
<p><u>ACTION REQUESTED:</u></p> <p>Approval</p> <p style="text-align: right;"><u>JC</u></p>

# 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	March 19, 1988	Social Security Number	380-60-6774
Name	TREEFUL	LINDA	MARIE
	<small>Last</small>	<small>First</small>	<small>Middle</small>
Present Address	2203 Valley View Place	St. Paul	Minnesota 55119
	<small>Street</small>	<small>City</small>	<small>State</small> <small>Zip</small>
Permanent Address	same as above		
	<small>Street</small>	<small>City</small>	<small>State</small> <small>Zip</small>
Phone No.	731-1378		
Referred By	Scott Enebak, Falcon Heights City Forester		
EMPLOYMENT DESIRED			
Position	City Forester	Date You Can Start	immediately
		Salary Desired	\$10/hour
Are You Employed Now?	yes	If So May We Inquire of Your Present Employer?	yes
Ever Applied to this Company Before?	no	Where	--- When ---

EDUCATION	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School	Washington Elem., Ferndale, MI		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Taft Elem., Ferndale, MI			
High School	Ferndale H.S., Ferndale, MI	1 2 3 4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
College	Alma College, Alma, MI	1 2 3 4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Biology B.S.
	Univ. of Wisc.-Milwaukee		<input type="checkbox"/> Yes <input type="checkbox"/> No	Botany M.S.
Trade, Business or Correspondence School	Univ. of Minnesota	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Plant Pathology Ph.D

Subjects of Special Study or Research Work

Activities Other Than Religious (Civic, Athletic, etc.)

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 April, 1987 To present	Dial-U Clinic University of Minnesota	\$7/hour	Lab. Tech.	-----
From Sept., 1981 To present	Department of Plant Pathology University of Minnesota	\$10/hour	Res. Asst.	-----
From May, 1985 To Sept., 1985	Agric. Extension Service University of Minnesota	\$10/hour	Field Scout	Part time only
From Jan., 1981 To July, 1981	Department of Agronomy University of Illinois	\$7/hour	Tech. Asst.	Moved to Minn.

**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 Cynthia Ash	University of Minnesota	624-5353 Dial-U Clinic Supervisor	1
2 Scott Enebak	University of Minnesota	625-4204 graduate student	3
3 Mary Moberg	CENEX, St. Paul, MN	451-5151	6

**PHYSICAL RECORD:** Do you have any physical condition which may limit your ability to perform the job applied for? **NO** This question is voluntary, and any answers will be kept confidential.

In Case of  
Emergency Notify Robert Skarjune 2203 Valley View Place 731-1378  
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 March 19, 1988 Signature Linda M. Truesel

**DO NOT WRITE BELOW THIS LINE**

Interviewed By \_\_\_\_\_ Date \_\_\_\_\_

**REMARKS:** \_\_\_\_\_

Neatness	Ability
----------	---------

Hired	For Dept	Position	Will Report	Salary Wages
-------	----------	----------	-------------	--------------

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Employment Manager Dept. Head General Manager

Consent \_\_\_\_\_

Agenda Item: F6

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

~~Public Hearing~~ on proposed Code Amendment-  
chapter 9-2-02 relating to dimensionally sub-standard  
buildings.

SUBMITTED BY: Shirley Chenoweth

REVIEWED BY: Planning Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

At the May 11th council Meeting the above item was referred to the  
Planning Commission, and on June 6th the Commission approved the  
proposed amendment.

Attachment: Planning Commission Minutes of June 6th.

ACTION REQUESTED:

Schedule Public Hearing for July 13th, 1988

7:15

SAC

MINUTES  
REGULAR MEETING OF FALCON HEIGHTS  
PLANNING COMMISSION  
JUNE 6, 1988

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

Black, Boche, Carroll, Daykin, Grittner, Barry and Duncan. Council Liaison Wallin was also present.

Finegan, Nestingen.

Boche moved, seconded by Daykin, approval of the May 3, 1988 Minutes as presented. Motion carried unanimously.

Keith and Mary Jo Hobbie, 1878 North Albert Street, requested an accessory use permit to construct a utility building. Mr. Hobbie advised the utility building will essentially replace an existing building which had deteriorated over the years. Construction will be of cedar siding and will match the roof of his house. The utility building will be placed in the same location as the existing building. After a short discussion, Boche moved, seconded by Barry to approve the accessory use permit as requested. Motion carried unanimously.

Discussion ensued as to whether the language in Chapter 9-2.02 should be changed deleting the last sentence and how it would affect the requirement of variances (practice vs. state law). Grittner moved to delete the last sentence (beginning with the words "However any lawful.....") as suggested by Council. Barry seconded the motion and upon a vote being taken, the following voted in favor thereof: Boche, Daykin, Grittner and Barry, and the following voted against the same: Carroll and Black. Motion carried.

Duncan arrives at 8:10 P.M.

Wallin advised that the City Council authorized up to \$5,000 to hire a consultant/planner to work with the Planning Commission. Lengthy discussion ensued as to how to proceed with code revisions. Members were in favor of not having the planner on a monthly retainer but on an on-call basis. The first step to be taken was that Chairman Black will notify each Planning Commission member to review the code and make whatever suggestions they have to change to the code. Such suggestions should be submitted to City staff who will type and distribute with the next Planning Commission agenda.

Grittner moved, seconded by Duncan, to adjourn the Planning Commission meeting at 9:05 P.M.

Submitted by:

APPROVED: July 11, 1988

Katherine J. Zimmerman

Edgar Finegan, Secretary

Consent \_\_\_\_\_

Agenda Item: F-6

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/25/88

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

[REDACTED]

SUBMITTED BY: Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

As discussed at the Council Workshop on May 19, 1988, the staff has recommended that the following budget amendments be made:

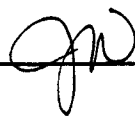
407	\$5,000	<u>Planning Commission</u> - Consultation on process and code revision
402	\$3,000	<u>Administration</u> - Student intern to assist with special projects
431	\$18,500	<u>Sanitary Sewer</u> - \$ 12,500 - Office Remodeling (partitions, holding cell renovation) \$ 6,000 - Office Equipment \$ 18,500
	<u>\$26,500</u>	TOTAL ADJUSTMENT

These expenditures will be off-set by increases in revenue in the following areas:

313	\$ 2,000	On-Sale Liquor License
394	\$ 300	Cable Franchise Fees
320	\$ 7,700	Court Fines
Sanitary Sewer Fund	<u>\$18,500</u>	Sanitary Sewer Fees
	<u>\$26,500</u>	

ACTION REQUESTED:

Authorize expenditure of up to \$26,500 for the purposes as described.



Return to  
Council Book

Consent \_\_\_\_\_

Agenda Item: F7

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 6/22/88

REQUEST FOR COUNCIL CONSIDERATION

**ITEM DESCRIPTION:**

Administrative [REDACTED]

**SUBMITTED BY:** Jan Wiessner

**REVIEWED BY:** Staff Members

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

As discussed at the workshop on 5-12-88, there has been some confusion in job roles and responsibilities among City employees. Attached is a [REDACTED] depicting lines of accountability and [REDACTED] as discussed at the workshop.

- A. City Administrator- job titles only
- B. City Clerk- title and some wording modifications
- C. Finance Manager/Administrative Assistant- title and elimination of clerical responsibilities
- D. Public Worker/Fire Fighter- title, inclusion of fire department responsibilities
- E. Fire Marshal- see \* for additions to job description

**ACTION REQUESTED:**

          
[Handwritten mark]

POSITION DESCRIPTION

CITY OF FALCON HEIGHTS

POSITION: City Administrator

OBJECTIVE AND SCOPE

Plan and direct the administration of city functions to ensure efficient municipal services and development in line with objectives and general guidelines established by the City Council.

Supervises the municipal office, administration of all departments placed within his/her jurisdiction which includes city clerk responsibilities, treasurer, parks and recreation, building inspection, public works and administrative functions of the fire department. Responsible for coordinating the city activities with the city attorney, engineering consultant, Ramsey County Sheriff, and planning consultant. Works in an advisory capacity with the commissions and committees. Operates with considerable discretion in normal administrative functions and in implementing policies of the Council. Responsible for effective recommendations in areas of policy, staffing, expenditures, etc. where Council action is required.

RELATIONSHIPS

Reports to: City Council

Supervises: Finance Manager/Administrative Assistant  
Foreman, Maintenance and Public Works  
Park and Recreation/Director Community Services  
Fire Chief in Administrative functions of the Department  
Fire Marshall  
City Clerk  
Inspectors  
Through these subordinates, he/she indirectly controls additional city employees.

Coordinates: City Attorney  
Engineering Consultant  
Planning Consultant  
Ramsey County Sheriff

SPECIFIC RESPONSIBILITIES

1. Direct and control all municipal operations.
  - a. Works closely with subordinate managers to plan and coordinate their functions.
  - b. Follows up to ensure effective service to the public and efficient conduct of all municipal affairs within overall City objectives.



2. Develop and ensure effective utilization of administrative planning, budgeting, and control procedures.
  - a. Utilizes input from department managers to develop plans.
  - b. Prepares annual budgets for Council decision.
  - c. Controls expenditures within approved budgetary guidelines. Includes ensuring proper control of all purchasing functions.
3. Develop and maintain an effective organization.
  - a. Evaluates operations and makes or recommends changes in organization structure to best achieve City objectives.
  - b. Supervises the selection of all employees, ensures proper employee utilization and motivation, reviews employee performance, recommends salary treatment, and determines replacement needs.
  - c. Recommends employee benefit and personnel policy programs and coordinates all phases of personnel administration.
4. Ensure effective management and utilization of all physical assets.
  - a. Plans for replacement or upgrading of equipment and other assets as appropriate.
  - b. Directs efficient use and proper care of all existing assets.
5. Ensure effective management of financial assets.
  - a. Oversees all fund management and investment activities.
  - b. Ensures effective accounting practices to properly control financial assets and provide accurate information for financial planning.
  - c. Develop plans to meet current and future financial needs.
6. Provide effective support to the City Council.
  - a. Performs all functions of a City Clerk under the Plan A form of municipal government.
  - b. Prepares agendas and supporting data for all Council meetings, relieves the Council of other administrative work, and implements Council decisions.
  - c. Provides reports, recommendations, and advice as appropriate to keep the Council fully informed and assist its policy making role.

7. Ensure proper public relations.

- a. Ensures that public services are efficiently provided and that all complaints are effectively handled.
- b. Directs communications activities to keep the public informed of City plans and operations.
- c. Represents the City in local, regional, and state meetings and functions as delegated by the Council.

8. Keep abreast of developments in municipal operations and administrative technology.

- a. Research improved methods for possible use in Falcon Heights.
- b. Cooperate with other governmental units and municipalities on matters of mutual interest.
- c. Assist and coordinate with various City commissions as appropriate.
- d. Cooperate with the State Fairgrounds Board and with University Management.

9. Perform other duties as delegated by the Council or as necessary to effectively manage City affairs and achieve Council objectives.

REQUIREMENTS

1. Education: College graduate, preferably in public or business administration, or equivalent experience. Additional training in municipal government functions desirable at the graduate level.
2. Experience: An individual who enjoys and excels with others in getting things done. Should be thoroughly familiar with the role, responsibility, and functions of local government and possess several years of progressive public administration experience in a city in responsible municipal management positions.

PROFESSIONAL AND PERSONAL TRAITS

Honest with a reputation above reproach; must have a high degree of personal integrity.

Problem solving and results oriented; must possess a reputation for getting things done by setting goals and accomplishing objectives.

Possess exceptional communication and interpersonal skills. Experienced in retaining composure during stressful situations.

Subscribed to a team building approach to solving problems.

Positive innovative leadership, flexible, and willing to promote individual professional achievements.

Highly motivated and interested in excelling with the help of others.

Firm but fair, compassionate yet committed to improving the quality of life for every individual of the City and the level of services afforded to every individual of the City.

Ability to work effectively with the City Council.

Possess the ability to speak before civic and government groups.

Possess the ability to clarify and assist the Council in interpreting technical data for Council decisions.

## FINANCE MANAGER/ADMINISTRATIVE ASSISTANT

**KIND OF WORK:** Technical/paraprofessional work in accounting, fiscal and auditing functions, including: maintaining accounting records and preparing financial status reports; preparing billings and accounting for all receipts and expenditures; investing city funds within established parameters.

**DIFFICULTY AND RESPONSIBILITY:** Under limited supervision/procedural control, provides technical accounting and fiscal services and advise requiring interpretation of general accounting rules, policies, and regulations; responsible for recording, monitoring and exercising day-to-day control of receipts, expenditures and investments; provides technical advice and work guidance to office staff in the areas of accounting, bookkeeping and office automation; serves as acting City Administrator in City Administrator's absence; performs related work as required.

### RESPONSIBILITIES:

- Maintains general ledger and subsidiary accounts, prepares reports, and exercises day-to-day operating control over receipts, expenditures, and investments of funds; posts entries, reconciles and balances accounts; prepares vouchers and checks for approval and payment; records and assigns receipts to appropriate funds and accounts; invests funds within prescribed parameters and obtains necessary collateral; identifies and recommends investment options; prepares required financial statements and reports; prepares information for City Council and City Auditors as needed; assists in preparation of annual city budget.
- Maintains City's insurance policies including general liability, auto, and worker's compensation coverages and keeps records of all activities, including claims, for such policies.
- Maintains payroll and personnel records; prepares payroll and payroll checks and performs requisite bookkeeping; prepares payroll and personnel reports, including FICA, PERA, withholding tax and similar reports; administers employee benefit programs, including informing employees of available benefits and monitoring the usage of such benefits.
- Serves as purchasing agent for the city; acquires, reviews and analyzes product information; prepares requests for proposals; reviews all purchasing requests.
- Prepares quarterly utility billings; posts billings and receipts to computer accounts; balances all computer utility accounts; provides for the assessment of delinquent utility balances.
- Assists City Administrator in preparing information for City Council agendas; performing other administrative duties as required; serves as acting Administrator in City Administrator's absence.
- Serves as office automation coordinator; tests, researches applications of microcomputers in the city offices; administers maintenance and upgrades in microcomputer hardware and software; trains and assists other office staff in the use of microcomputers.

- Prepares a variety of recurring and special reports required or requested by county, state and federal governmental agencies.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

##### **Knowledge of:**

- Accounting principals, business and government accounting terminology, procedures to maintain manual and computerized ledgers and accounts, and prepare financial and status reports.
- Local, state and federal laws and regulations pertaining to responsibilities.
- Office procedures, methods, and equipment sufficient to input, access, and retrieve information and assemble reports and other documents.
- Mathematics sufficient in computing totals, averages, percentages and other numerical data and to check/reconcile data.

##### **Skills:**

- Light typing
- Proficiency with 10-key calculator
- General organizational skills

##### **Ability to:**

- Analyze financial records and reports, locate errors and recommend solutions to procedural and/or other problems.
- Read, explain and interpret a variety of materials and follow detailed instructions.
- Use a variety of office equipment, including calculators, typewriters, microcomputers (including the ability to install and use packaged software), copy machines, and others and perform light maintenance on such machines.
- Handle situations involving the public with tact and diplomacy.

CITY CLERK

**KIND OF WORK:** Responsible, diverse and detailed administrative and secretarial work for City Council, City Administrator and City Office, Fire/Rescue Department and City Commissions. Involves: coordinating City Office clerical/secretarial activities: coordinating or providing City service to the public; responding to requests for information/service and handling complaints from the public.

**DIFFICULTY AND RESPONSIBILITY:** Under limited supervision and procedural control, performs administrative and coordinating activities for City administration requiring policy, code and program interpretation and supervision of clerical employees. Administrative and public contact responsibilities involve independent judgment and serious consequence of error due to detailed nature of work and clients served.

**RESPONSIBILITIES:**

- Serves as secretary to City Council: assembles agenda materials, prepares and distributes/posts Council agendas; attends Council meetings and takes minutes, prepares, types and indexes minutes; maintains Council records; publishes and posts/distributes all legal notices; distributes Council related information and documents to other parties as needed; performs other administrative duties for Council as apparent or requested.
- Coordinates general secretarial and office services for all City functions including Administration, and City Commissions; supervises clerical staff; composes correspondence; takes and transcribes notes; types, assembles, copies and distributes materials; arranges meeting schedules, agendas and facilities; establishes and maintains office filing and recordkeeping systems; maintains calendar of events; performs other secretarial/administrative duties as needed.
- Enforces City licensing and permit requirements: informs service providers of licensing, insurance and bonding requirements; acts as liaison to city inspectors; issues routine permits and prepares other permit requests for inspector approval; processes and prepares license applications for City Council consent agenda; maintains licensing records and performs required follow-up on pending and approved applications.
- Coordinates and handles administrative details of City services including seasonal services, recreational programs, City Newsletter, conciliation court matters and tree planting and removal.
- Receives and responds to complaints and requests from the public for information and service; code enforcement.
- Processes voter registrations and maintains records; recruits and supervises election judges, conducts training sessions, and assists City Administrator with elections.
- Responsible for operation of City Office equipment including base radio and civil defense siren.

## KNOWLEDGE, SKILLS AND ABILITIES:

### Knowledge of:

- Ordinances, codes, policies and program operations sufficient to provide interpretations, make decisions in accordance with general policy, and establish administrative procedures.
- Principles and practices of office management and supervision sufficient to plan, organize, assign and review the work of others.
- Modern office procedures, practices and equipment sufficient to develop and improve work procedures and forms.
- Business English, spelling and grammar sufficient to compose, proofread and process correspondence, minutes and other written materials without review.

### Skills in:

- Typing and transcription, word processing

### Ability to:

- Interpret program requirements, policies, regulations and other guidelines.
- Interact with superiors, employees and the public to gain their cooperation and to establish effective working relationships.
- Communicate effectively orally and in writing to exchange information and to resolve complaints.
- Understand and carry out oral and written directions which involve policy and procedural interpretations.
- Establish priorities and organize work assignments.
- Establish, code and maintain a comprehensive filing and recordkeeping system.

**PUBLIC WORKS WORKER/FIREFIGHTER**

**KIND OF WORK:** Responsible for work in general maintenance of city parks, sewers, buildings and equipment; involves operating automotive and other equipment; is a member of the volunteer fire department and responds to emergency fire and rescue calls.

**DIFFICULTY AND RESPONSIBILITY:** Under direct supervision, performs semi-skilled and skilled tasks to maintain park, streets, sewer, buildings, vehicles and equipment. Is expected to take initiative to identify and perform necessary maintenance and repairs without instruction. Responds to emergency fire and rescue calls as a member of the volunteer fire department. Work involves public contact that requires good public relations skills.

**RESPONSIBILITIES:**

- Maintains city parks and recreation facilities: cleans, tends and maintains park grounds and plantings; maintains, paints and repairs park buildings and recreation facilities; blows/removes snow from driveways, parking areas and structures; performs other park maintenance as needed.
- Performs routine maintenance on city streets: makes minor repairs to street surfaces; erects, repairs and removes street signs, fences, and markers; monitors street snow plowing and removes snow from fire hydrants, public driveways, and parking areas; inspects, plants and maintains trees; removes downed branches and other debris from streets; ensures street lamps are working properly; monitor and reports non-compliance with parking, refuse disposal and related city codes; performs other street maintenance as needed or assigned.
- Cleans, flushes and maintains sanitary and storm sewers; responds to calls about sewer problems; checks and clean catch basins and ponding area; maintains manholes in proper condition.
- Operates and performs routine maintenance on automotive equipment including cars, trucks, tractors and their attachments; operates, maintains and does routine repairs on shop and other maintenance equipment.
- Responds to emergency fire and rescue calls during normal working hours as a member of the volunteer fire department; attends weekly training drills; responds to after-hours emergency fire calls on the second call-out or on an on-call basis when necessary as determined by the Fire Chief; maintains training necessary to carry out duties as a volunteer firefighter.
- Participates with supervisor in monitoring compliance with permit, licensing and inspection requirements; checks to make sure all contractors operating in city have proper license or permit.
- Performs miscellaneous services for City Hall and for City residents.



## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Knowledge of:**

- Sanitary and storm sewer systems sufficient to perform routine maintenance and cleaning.
- City licensing, permit and inspection requirements and ordinances regarding parking, refuse disposal and related matters.
- Safety requirement/procedures and proper use of equipment.
- Techniques necessary for, and relating to, being an emergency responder, including firefighting, first aid, and handling of hazardous materials.

### **SKILLS:**

- Painting, carpentry and plumbing skills sufficient to perform general building maintenance and repair.
- Mechanical skills sufficient for operating and effecting minor repairs to city vehicles and other equipment.
- Basic firefighting and Advanced First Aid skills.

### **ABILITY TO:**

- Perform a wide variety of tasks in general maintenance of streets, parks, sewers, buildings and equipment.
- Operate and perform routine maintenance and repairs on automotive and other motorized equipment.
- Performs the duties required as a member of the volunteer fire department.
- Communicate and interact with tact and diplomacy with the public on requests for and complaints about city maintenance services.

### **OTHER JOB REQUIREMENTS AND BENEFITS:**

- Work Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday with a 1 hour lunch period (7 1/2 hour days), plus Fire Department training drills once per week.
- Pensions: eligible for coverage under the PERA Police/Fire pension fund.

**KIND OF WORK:** Technical and professional work in fire fighting, national emergency Medical Technician, arson investigation, Minnesota Uniform Fire Code enforcement, National Fire Code Enforcement, Life Safety Code enforcement, fire incident reporting documentation, minor Fire Department maintenance, fire prevention inspections (commercial, apartment and daycare centers), review and update hazardous materials, disaster plan, hydrant water supply, Cable TV public information, Civil Defense Director.

**DIFFICULTY AND RESPONSIBILITY:** Under limited supervision provide technical application of fire/rescue service to citizens of Falcon Heights, responsible for fire prevention/fire inspections/code enforcement for new and existing buildings, provide guidance and information to Falcon Heights Fire Department regarding right to know relating to hazardous materials. Provide update on all Fire Marshal projects to City Staff at weekly staff meetings.

**RESPONSIBILITIES:**

- Maintains all fire inspections, fire incident records, issues burning permits for recreational fires, issue sprinkler permits after Fire Chief/Fire Department Plan Review Committee approves plans. Review all new development or major renovation of existing buildings with Fire Chief/Fire Department Plan Review Committee.
- Inspect new and existing underground storage facilities for proper protection and hazardous material reporting complying to SARA regulations. Report any structural problems to building inspector when performing fire inspections.
- \* - Provide public safety information utilizing all available resources including Cable TV character generator, Public Access programming, City Newsletter, suburban newspapers, and public information seminars.
- Serve as a member of the Falcon Heights Fire Department and Rescue squad.
- Review and update annually City Disaster Plan, hazardous material handling data sheets, SARA regulations, and will report findings to the Falcon Heights Fire Department/Falcon Heights Community.
- Performs minor maintenance on all Fire Department vehicles.
- \* - Works directly with, and responsible to City Administrator/~~Fire Chief~~ regarding all Fire Marshal activities, *and Fire Chief as member of Fire Department and Rescue Squad.*
- Reviews and maintains all fire Department records as Fire Chief requires.
- Provides general office assistance at Falcon Heights City Office, answering phones, responding to requests for information and service.
- Attend all fire drills for training purposes and public safety communications to Fire Department.
- Attend after hour fire/ambulance calls when available. *as governed by City policies.*
- Establish time lines with developers, i.e., may permit pouring footings on Friday if letter of intent is in hand on Thursday.

\* - Enforce all code requirements without negotiations except as provided in the current Minnesota Uniform Fire Code.

\* - Serve as Civil Defense Director for City of Falcon Heights.

\* - ~~The Fire Marshal will~~ photograph and retain the chain of evidence regarding all fire investigations.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

##### \* Knowledge of:

- Hazardous materials, advanced fire fighting, Emergency Medical Technician, Heart Aid Defibrillator, fire pump operation, arson investigation, advanced photography, fire scene investigation, fire incident reporting to State Fire Marshal's Office, code enforcement for Minnesota State Fire Code, National Fire Protection Code, Life Safety Code, Civil Defense Incident Command, ambulance/ Fire equipment maintenance, two way radio operation, self contained breathing apparatus, sprinkler installation, SARA programs, hazardous material documentation, underground tank inspections, disaster plan implementation.

##### \* Skills in:

- Drive and operate all Fire Department vehicles, basic knowledge Cable TV character generator, basic computer knowledge, knowledge of and operation of cardiac defibrillator, cardiac telemetry, basic life support equipment, operate all Fire Department small engines and equipment, CPR and all advanced life saving maneuvers, interpersonal communication knowledge of self contained breathing apparatus, read, interpret and review building plan blue prints, perform minor maintenance on all vehicles, knowledge of water supplies within St. Paul water system regarding fire hydrant operation and sprinkler water supplies.

##### \* Ability to:

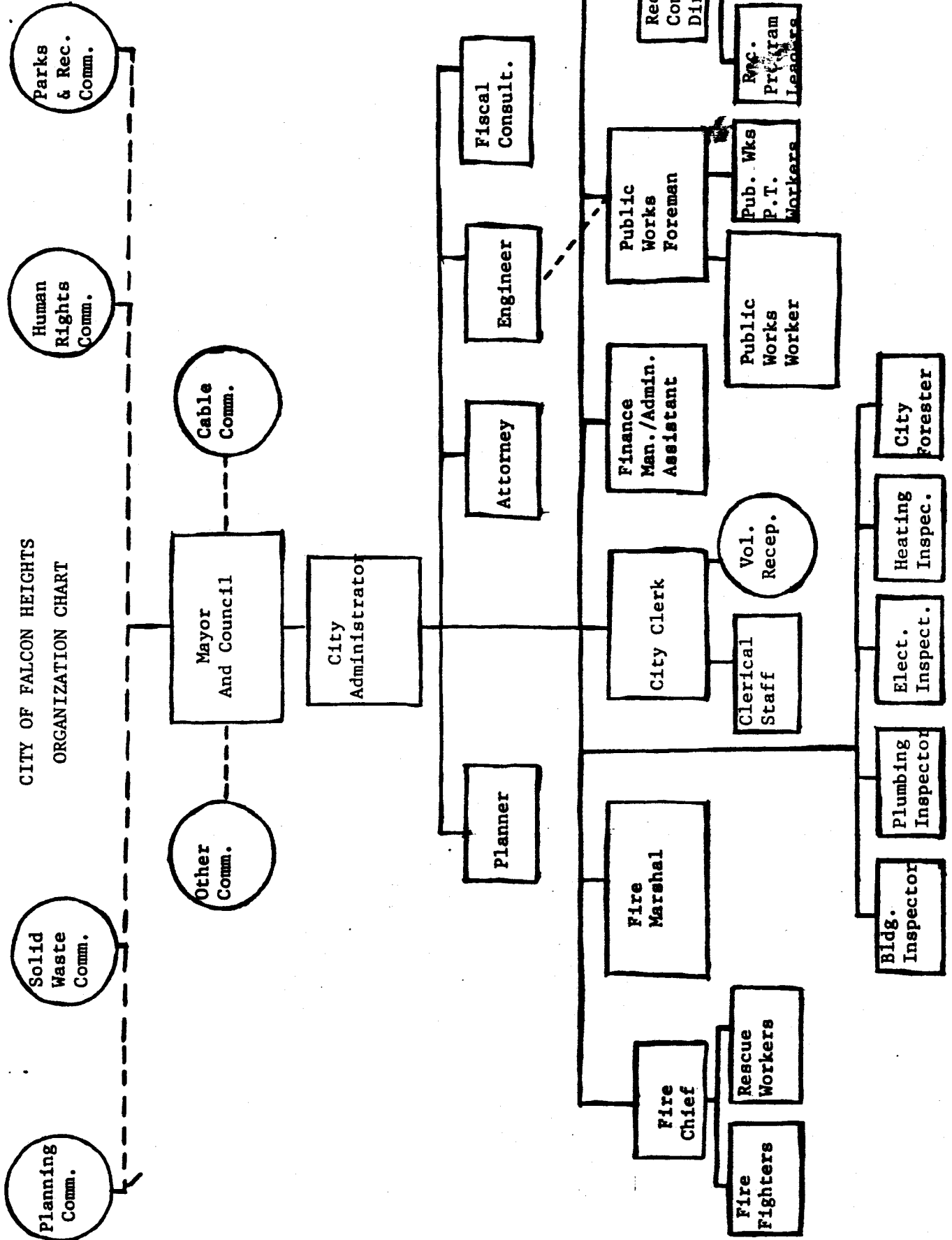
- Perform routine fire inspections and suggest housekeeping improvements, life safety improvements, retrofit existing buildings to meet current Minnesota Fire Code. Must be able to adapt to personalities of developers, building owners, victims of fires and emergency medical situations. Also, must be able to communicate to all city officials, attend city council meetings, and participate in Mayor's cable report as requested. Must be able to organize and instruct local businesses, civic clubs, schools, and residents regarding fire prevention, fire suppression, CPR, civil defense as requested by interested individuals. Handle any residents on telephone or at city reception desk with tact or diplomacy, and problem solving ability.

Benefits

Nothing in City policy should be construed to prevent Fire Marshal from entitlement

should be construed to prevent Fire Marshal

CITY OF FALCON HEIGHTS  
ORGANIZATION CHART



CITY OF FALCON HEIGHTS  
 ORGANIZATION CHART

