

# *City of Falcon Heights*

## A G E N D A

Regular Meeting of the City Council  
November 22, 1995

- I. CALL TO ORDER: 7 p.m.
- II. BALDWIN \_\_\_\_\_ GEHRZ \_\_\_\_\_ GIBSON TALBOT \_\_\_\_\_ HUSTAD \_\_\_\_\_  
JACOBS \_\_\_\_\_ HOYT \_\_\_\_\_ ASLESON \_\_\_\_\_  
ATTORNEY \_\_\_\_\_ ENGINEER \_\_\_\_\_
- III. COMMUNITY FORUM
- IV. APPROVAL OF MINUTES: November 8, 1995
- V. PUBLIC HEARING: None
- VI. CONSENT AGENDA:
  - C-1. Disbursements
    - a. General disbursements through November 16, 1995,  
\$84,806.91
    - b. Payroll from 11/1/95 to 11/15/95, \$13,716.72
  - C-2. Licenses
  - C-3. Promotion of Parks and Public Works Superintendant to  
Step Three
  - C-4. Authorization to contract with Casserly Molzahn and  
Associates as tax increment financing advisors
- VII. POLICY AGENDA:
  - P-1. Proposed changes to the city's personnel policy  
ACTION: \_\_\_\_\_
  - P-2. Information on the 1990 process for appointment to a  
vacant council seat  
ACTION: \_\_\_\_\_
- VIII. INFORMATION AND ANNOUNCEMENTS:
  - I-1. Minutes of the Park and Recreation Commission dated  
October 19, 1995.
- IX. ADJOURNMENT

**CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF NOVEMBER 8, 1995**

**DRAFT**

Mayor Baldwin convened the meeting at 7:03 p.m.

**PRESENT**

Baldwin, Gehrz, Gibson Talbot, Hustad, and Jacobs. Also present were Hoyt, Asleson, and Maurer.

**COMMUNITY FORUM**

There was no one wishing to take advantage of the community forum.

**MINUTES OF OCTOBER 25, 1995**

Minutes were approved by unanimous consent.

**CONSENT AGENDA APPROVED**

Motion was made by Councilmember Jacobs to approve the consent agenda. Motion passed unanimously.

1. Disbursements
2. Licenses
3. Scheduling of public hearing on delinquent utility payments
4. Payment for Falcon Heights School playground improvements
5. Cancellation of December 6 and December 27 meetings and scheduling of December 20, 1995 meeting
6. Request for use of Community Park shelter as a site for the Lions' Club holiday tree sale

**POLICY AGENDA**

**CONSIDERATION OF RESOLUTION 95-29 CERTIFYING THE CITY RETURNS OF  
NOVEMBER 7, 1995**

The city council, acting as the canvassing board for the city, is responsible for certifying election returns prior to their being sent to the Ramsey County Auditor. At the November 7, 1995 election, Sue Gehrz received the most votes for the office of Mayor and Sam Jacobs and Jan Gibson Talbot received the most votes for the two city council seats.

Motion was made by Councilmember Hustad to approve Resolution 95-29, certifying the city election returns. Motion passed unanimously.

**EXPLANATION AND APPROVAL OF THE LARPENTEUR AVENUE RIGHT-OF-WAY  
PLAN**

Engineer Maurer explained that the county's reconstruction of Larpenteur Avenue will involve the city council approving the acquisition of several easements. He introduced Dan Soler of Ramsey County, who could explain the details more thoroughly.

Soler noted that the municipalities involved in the reconstruction must approve the easements because this project involves federal funds. Most of the easements are temporary in nature and would ordinarily just be obtained on an informal basis. Soler showed the council the proposed easements, explaining that most are being acquired in order to allow crews to perform nearby construction or to facilitate drainage. Permanent easements are being requested for traffic signals at Cleveland/Larpenteur and at Gortner/Larpenteur and also for parking on the south side of Larpenteur between Arona and Pascal. No permanent easements are being requested from residential properties except the parking easement for the apartment properties on the south side of Larpenteur. Soler further explained that they are erring on the conservative side in their request by asking for more easement than the county may eventually need.

Councilmember Gehrz asked about plans for a tunnel under Larpenteur to connect the north and south sides of the golf course. Soler replied that the plans are not concrete at this point; it may depend upon whether funding is available. Lighting the tunnel is an issue that will eventually need to be addressed. Mayor Baldwin commented that there is a real hazard to golfers crossing Larpenteur but that the city will likely have little impact over whether it is built. The University of Minnesota will have to find the funds to pay for its construction and the county will need to determine if a tunnel under their road is an appropriate use.

Motion was made by Councilmember Jacobs to approve the Larpenteur Avenue right-of-way plan. Motion passed unanimously.

#### **CONSIDERATION OF RESOLUTION 95-30, ELECTING TO PARTICIPATE IN THE METROPOLITAN LIVABLE COMMUNITIES ACT**

Administrator Hoyt reported that the Metropolitan Council is encouraging cities to participate in the Metropolitan Livable Communities Act. The program is designed to provide financial incentives to communities throughout the metro area to accommodate affordable housing. The Met Council establishes benchmark goals for several indicators that are used to measure a community's affordability. With its current housing stock, Falcon Heights nearly meets or exceeds all of these benchmarks and therefore will not be required to expand its affordability measures. There are no financial implications one way or the other for the city to participate in this voluntary program.

Following a discussion of the benchmark data, a motion was made by Councilmember Gibson Talbot to approve Resolution 95-30. Motion passed unanimously.

#### **REVIEW OF DRAFT TAX INCREMENT FINANCING PLAN**

Administrator Hoyt explained that staff has been working to review and revise the city's tax increment financing plan, which was last amended in 1988. The council received a copy of the staff's most recent draft of the proposed amendments; however, the city attorney must still review the amendments for conformity to current TIF laws. The staff also reviewed the principles and procedures for private requests for city financial

assistance with the council. Hoyt recommended postponing the scheduling of a public hearing until the attorney has completed his review of the proposed amendments.

#### **APPROVAL OF COMMUNITY PLAYROOM STAFF APPOINTMENTS**

The council received a copy of the individuals who desire seasonal appointment as playroom attendants for the 1995-96 season. Councilmember Hustad excused himself from this vote, as a member of his family was proposed for appointment.

Motion was made by Councilmember Gehrz to approve the hiring of Diane Meyer, Julie Obermiller, Nan Knutsen, Kathy Schaefer, Greg Schaefer, and Wendy Teisberg as seasonal playroom attendants. Motion passed unanimously.

#### **CITY INFORMATION AND ANNOUNCEMENTS**

Councilmember Gehrz announced activities related to Minnesota Chemical Health Week and asked about the city's policy about animals in city parks. She was informed that the Park and Recreation Commission is currently examining that topic.

Mayor Baldwin congratulated the winning mayoral and council candidates and thanked them for running.

Councilmember Gibson Talbot thanked her campaign supporters for their work on her campaign.

Administrator Hoyt noted the end of streetsweeping, the coming of the hockey boards and rink flooding, and the progress on the school playground construction.

The council also had a brief discussion regarding the process that was used to select a new councilmember in 1990, in anticipation of a January 1996 vacancy in Councilmember Gehrz's seat. This topic will be more fully discussed in 1997 once the office is officially vacant.

#### **ADJOURNMENT**

The meeting was adjourned at 8:14 p.m.

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Tom Baldwin, Mayor

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Carla Asleson  
Recording Secretary



Meeting Date: 11/22/95

Agenda Item: C - 1

***CITY OF FALCON HEIGHTS  
REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through November 16, 1995, \$84,806.91
- b. Payroll, November 1, 1995 to November 15, 1995, \$13,716.72

ACTION REQUESTED: Approval

a

APPROVAL OF BILLS  
PERIOD ENDING: 11/22/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	MAINTENANCE 10/26-11/25	BUILDING	73.39
	ASLESON, CARLA	MILEAGE	ELECTION	18.50
	ASLESON, CARLA	MILEAGE	ADMINIST	9.00
	ASLESON, CARLA	COFFEE CREAMER	ADMINIST	1.59
	*** TOTAL FOR ASLESON, CARLA			29.09
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	45.89
	ALPHA VIDEO & AUDIO, INC.	CABLE EQUIPMENT	COMMUNIC	49.64
	BROWNING-FERRIS IND.	11/95 REFUSE SERVICE	BUILDING	141.24
	BRC - ASSIST CENTER	ELECTION BALLOTS	ELECTION	460.92
	BOUND TREE CORPORATION	GLOVES, GAUZE, MASKS	RESCUE S	43.15
	BOUND TREE CORPORATION	NON-REBREATHING MASKS	RESCUE S	70.00
	*** TOTAL FOR BOUND TREE CORPORATI			113.15
	CASH	977 COUNCIL DINNER	LEGISLAT	26.79
	CASH	CERTIFIED LETTER	ADMINIST	2.20
	CASH	JUDGE'S DINNER	ELECTION	25.59
	CASH	BALLOONS	COMMUNIC	7.99
	CASH	CIVIL DEFENSE SIREN KEYS	EMERGENC	4.79
	CASH	PLAYROOM CASH BANK	PARK PRO	10.00
	CASH	POSTAGE	SOLID WA	2.44
	*** TOTAL FOR CASH			79.80
	CARE AIR CONDITIONING & REPAIR	COMM. PK. FURNACE	PARK MAI	111.20
31408	CREATIVE THEATER	OPEN HOUSE-INDOOR PLAY	PARK PRO	50.00
	CY'S UNIFORMS	COVERALL & PATCHES	FIRE FIG	23.95
31412	E-Z RECYCLING, INC.	10/95 RECYCLING	SOLID WA	2,389.50
31411	EMERGENCY TRAINING	TRAINING VIDEO	FIRE FIG	165.00
	HARVEST STATES COOP.	10/95 FUEL	STREETS	34.60
	HARMON GLASS COMPANY	CURTISS FIELD GLASS	PARK MAI	53.25
	GRAINGER, W. W., INC.	GLOVES, BACK SUPPORT	BUILDING	55.97
	GRAINGER, W. W., INC.	SHOP MAINT. SUPPLIES	BUILDING	59.48
	*** TOTAL FOR GRAINGER, W. W., INC			115.45
	HOISINGTON KOEGLER GROUP	10/95 PLANNING & DESIGN	LARPENTE	367.50
	HOISINGTON KOEGLER GROUP	10/95 PLANNING	TIF #2	359.04
	*** TOTAL FOR HOISINGTON KOEGLER G			726.54
	ICMA RETIREMENT TRUST-457	11/95 CONTRIBUTIONS	ADMINIST	50.00
	ICMA RETIREMENT TRUST-457	11/95 CONTRIBUTIONS	ELECTION	15.00
	ICMA RETIREMENT TRUST-457	11/95 CONTRIBUTIONS	PLANNING	15.00

APPROVAL OF BILLS  
PERIOD ENDING: 11/22/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ICMA RETIREMENT TRUST-457	11/95 CONTRIBUTIONS	SOLID WA	20.00
	ICMA RETIREMENT TRUST-457	11/95 CONTRIBUTIONS	FINANCE	82.50
	ICMA RETIREMENT TRUST-457	11/95 CONTRIBUTIONS	SANITARY	60.00
	ICMA RETIREMENT TRUST-457	11/95 CONTRIBUTIONS	RESCUE S	7.50
	*** TOTAL FOR ICMA RETIREMENT TRUS			250.00
	INSTY-PRINTS PLUS	PARK & REC FLYERS	PARK PRO	51.77
	JANKE, KATHLEEN	11/95 CLEANING	FIRE FIG	100.00
	KNOX LUMBER COMMERCIAL CR	NAILS-HOCKEY BOARDS	PARK MAI	9.39
	KNOX LUMBER COMMERCIAL CR	HOCKEY BOARD/EQUIP PARTS	PARK MAI	18.98
	*** TOTAL FOR KNOX LUMBER COMMERC			28.37
	DAVID W. KRIESEL, INC.	11/95 BUILDING INSPECT	PLANNING	500.00
31409	LEAGUE OF MN CITIES	95 POLICY ADOPT MEETING	LEGISLAT	25.00
	METRO FIRE	HELMET CRESCENTS	FIRE FIG	4.26
	METROPOLITAN COUNCIL	12/95 SEWER SERVICE	SANITARY	36,310.00
	METROPOLITAN STATE UNIV.	METRO FIRE ATTACK SCHOOL	FIRE FIG	195.00
	MIDWAY FORD COMPANY	BRAKE WORK #756	RESCUE S	160.00
	MIDWEST BUSINESS PRODUCTS	ACCOUNTANT NAMEPLATE	ADMINIST	12.32
	MIDWEST BUSINESS PRODUCTS	COPY PAPER	ADMINIST	236.26
	*** TOTAL FOR MIDWEST BUSINESS PRO			248.58
	MIDWEST DELIVERY SERVICE	DELIVERIES	ADMINIST	21.25
	MINNESOTA CONWAY	RECHARGE FIRE EXTINGUISH	FIRE FIG	21.60
31415	MN DEPARTMENT OF REVENUE	STATE WITHHELD 11/15/95	ADMINIST	747.01
	NSP	10/95 ELECTRIC	BUILDING	645.42
	NSP	10/95 GAS	BUILDING	108.13
	NSP	10/95 ELECTRIC	PARK MAI	22.27
	NSP	10/95 ELECTRIC	SANITARY	15.80
	NSP	10/95 GAS & ELECTRIC	PARK MAI	357.36
	NSP	10/95 ELECTRIC	SANITARY	116.63
	NSP	10/95 ELECTRIC	SANITARY	10.39
	NSP	10/95 GAS & ELECTRIC	PARK MAI	66.25
	*** TOTAL FOR NSP			1,342.25
	NELSON CHEESE FACTORY	MEETING SANDWICHES	LEGISLAT	45.13
31414	NORTH STAR STATE BANK	FED WITHHELD 11/15/95	ADMINIST	3,985.44
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	26.50
	OXYGEN SERVICE COMPANY	10/95 OXYGEN CYLINDERS	RESCUE S	18.00
	OXYGEN SERVICE COMPANY	10/95 OXYGEN CYLINDERS	BUILDING	4.50



APPROVAL OF BILLS  
PERIOD ENDING: 11/22/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		*** TOTAL FOR OXYGEN SERVICE COMPA		49.00
	PERA	PERA WITHHELD 11/15/95	ADMINIST	1,336.65
	PERA LIFE	BAUMANN 11/95 PREMIUM	FIRE FIG	12.00
	PERA LIFE	IVERSON 11/95 PREMIUM	FIRE PRE	12.00
	PERA LIFE	PHILLIPS 11/95 PREMIUM	ADMINIST	12.00
		*** TOTAL FOR PERA LIFE		36.00
	RAMSEY COUNTY	ELECTIONS POSTAGE	ELECTION	362.60
	RAMSEY COUNTY	11/95 INSURANCE PREMIUMS	ADMINIST	3,505.08
		*** TOTAL FOR RAMSEY COUNTY		3,867.68
	ROAD RESCUE, INC.	AMBULANCE COT CONVERT	RESCUE 5	156.00
	ST. PAUL PIONEER PRESS	LEGAL NOTICE	LEGISLAT	75.57
	31413 SENSIBLE LAND USE COALIT.	1995 WRAP UP MEETING	ADMINIST	25.00
	T.R.F. SUPPLY	ICE MELTER; WORK GLOVES	BUILDING	77.21
	T.R.F. SUPPLY	FLOOR DRY	FIRE FIG	22.36
		*** TOTAL FOR T.R.F. SUPPLY		99.57
	TAFF, SUSAN HOYT	11/95 MILEAGE	ADMINIST	165.00
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	52.70
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	13.50
		*** TOTAL FOR TOLL GAS & WELDING S		66.20
	U.S. POSTMASTER	POSTAGE PERMIT	SANITARY	250.00
	USWEST COMMUNICATIONS	11/95 PHONE	BUILDING	363.83
	USWEST COMMUNICATIONS	11/95 PHONE	FIRE FIG	57.45
	USWEST COMMUNICATIONS	11/95 COMM. PK. PHONE	PARK & R	57.84
		*** TOTAL FOR USWEST COMMUNICATION		479.12
	31410 ROSEVILLE BAKERY	BAKED GOODS-ELECTION	ELECTION	11.28
	ASSOC. OF METROPOLITAN	AMM POLICY ADOPT MEETING	ADMINIST	25.00
	BERNARDY, CONNIE LANNERS	11/30/95 MCAD SERVICES	MCAD	1,470.86
	ST. ANTHONY VILLAGE	11/95 POLICE SERVICES	POLICE	26,416.67
	BRODERICK, BERNARD	DELIVERY MILEAGE	ADMINIST	7.44
	HUGHES & COSTELLO	11/95 PROSECUTION	PROSECUT	1,571.60
		*** TOTAL FOR BANK 01		84,806.91
		*** GRAND TOTAL ***		84,806.91
		*** GRAND TOTAL ***		84,806.91

6.

PERIOD END DATE 11/15/95  
SYSTEM DATE 11/14/95

\*\*FILE NOT UPDATED\*\*

PAGE 1

CHECK REGISTER

1	CHECK	CHECK	EMPLOYEE NAME	CHECK	CHECK
2	TYPE	DATE	NUMBER	NUMBER	AMOUNT
3					
4	COM	11 14 95	30 NICHOLAS BAUMANN	23811	111.28
5	COM	11 14 95	31 ROSS BERNDT	23812	52.74
6	COM	11 14 95	32 RAYMOND BROWN	23813	185.86
7	COM	11 14 95	33 JOHN HOLMGREN SR.	23814	151.11
8	COM	11 14 95	34 CLEMENT KURHAJETZ	23815	207.22
9	COM	11 14 95	35 LEO LINDIG	23816	119.38
10	COM	11 14 95	40 KEVIN ANDERSON	23817	193.50
11	COM	11 14 95	41 DAVID P. BIANCHI	23818	60.61
12	COM	11 14 95	42 MICHAEL D. CLARKIN	23819	193.20
13	COM	11 14 95	45 JAMES D. FULLER	23820	206.64
14	COM	11 14 95	47 NATHANIEL HEROLD	23821	89.82
15	COM	11 14 95	48 JOHN H. HOLMGREN	23822	125.84
16	COM	11 14 95	49 DOUGLAS LEMAY	23823	31.52
17	COM	11 14 95	50 JOSEPH L. MARTINEZ	23824	113.94
18	COM	11 14 95	51 CINDY K. MCDERMOND	23825	64.64
19	COM	11 14 95	56 GREGORY S. PETERSON	23826	91.39
20	COM	11 14 95	59 GREGORY M. FULLER	23827	217.42
21	COM	11 14 95	60 TERRY D. IVERSON	23828	99.17
22	COM	11 14 95	61 DENNIS G. LEMAY	23829	100.41
23	COM	11 14 95	62 BRYON A. SCHULTZ	23830	140.34
24	COM	11 14 95	63 RACHELLE L. MARVIN	23831	88.12
25	COM	11 14 95	66 ALFRED HERNANDEZ	23832	109.90
26	COM	11 14 95	67 BRENT W. KOSKELA	23833	308.42
27	COM	11 14 95	69 JASON J. HYATT	23834	145.46
28	COM	11 14 95	70 JUSTIN T. NOVAK	23835	133.34
29	COM	11 14 95	71 THOMAS R. REITAN	23836	226.78
30	COM	11 14 95	72 JOHN R. WOLFSBERGER	23837	206.06
31	COM	11 14 95	1002 SUSAN HOYT TAFF	23839	1443.58
32	COM	11 14 95	1003 TERRY IVERSON	23840	937.16
33	COM	11 14 95	1005 CAROL KRIEGLER	23841	718.74
34	COM	11 14 95	1006 JAY MORGAN	23842	856.89
35	COM	11 14 95	1007 PATRICIA PHILLIPS	23843	765.51
36	COM	11 14 95	1008 DELORIS SWENSON	23844	753.75
37	COM	11 14 95	1010 CARLA ASLESON	23845	916.58
38	COM	11 14 95	1011 LAWRENCE A. KLINGENBERG	23846	979.45
39	COM	11 14 95	1012 JOSEPH M. RIGDON	23847	835.90
40	COM	11 14 95	1026 JASON CIERNIA	23848	32.32
41	COM	11 14 95	1031 LINDA TREEFUL	23849	339.04
42	COM	11 14 95	1033 DAVE TRETSVEN	23850	516.37
43	COM	11 14 95	1042 DOROTHY P. GRITNER	23851	82.50
44	COM	11 14 95	1043 GLADYS A. BROWN	23852	80.00
45	COM	11 14 95	1045 FLORENCE A. RICHARDS	23853	82.50
46	COM	11 14 95	1061 ELIZABETH R. SUNDHEIM	23854	82.50
47	COM	11 14 95	1071 SALLY JERNBERG	23855	82.50
48	COM	11 14 95	1089 KATHLEEN A. CIERNIA	23856	46.25
49	COM	11 14 95	1093 PEARLE F. GILBERTSON	23857	79.87
50	COM	11 14 95	1095 MARGARET M. BARRETT	23858	30.00
51	COM	11 14 95	1096 JANE ADAMS DEHLIN	23859	40.00
52	COM	11 14 95	1097 TAI SHIGAKI	23860	78.70
53	COM	11 14 95	1098 SUSAN K. SMITH	23861	81.25
54	COM	11 14 95	1109 DELAINE E. MEYER	23862	81.25
55					
56					
57					
			****TOTALS****		13716.72

RECYCLED FIBER

Meeting Date: 11/22/95

Agenda Item: C-2

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

MECHANICAL CONTRACTORS

Suburban Air #3252

New Mech Companies, Inc. #3253

CHRISTMAS TREE SALES

Forestry Club #3254

\* Denotes new business

CONSENT      CONSENT      CONSENT      CONSENT      CONSENT      CONSENT

Meeting Date: 11/22/95

Agenda Item:      C - 3

***CITY OF FALCON HEIGHTS***

***REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION:      Promotion of Parks and Public Works Superintendant to Step Three

SUBMITTED BY:      Susan Hoyt, City Administrator

**EXPLANATION/SUMMARY:**

The eighteen month anniversary for the parks and public works superintendant is December 12, 1995. This step promotion is accompanied by a 5 % pay increase from \$16.17/hour to \$16.98/hour.

Pete has satisfactorily performed his responsibilities as parks and public works superintendant.

**ACTION REQUESTED:**

Approve promotion of Pete Klingenberg to step 3 as public works and parks superintendant.

CONSENT      CONSENT      CONSENT      CONSENT      CONSENT      CONSENT



Meeting Date: 11/22/95  
Agenda Item: C - 4

**CITY OF FALCON HEIGHTS  
REQUEST FOR COUNCIL CONSIDERATION**

ITEM DESCRIPTION: Authorization to contract with Casserly Molzahn and Associates as tax increment financing advisors

SUBMITTED BY: Susan Hoyt, City Administrator

**EXPLANATION/SUMMARY:**

Over the past several months staff has been reviewing and revising the city's tax increment financing plan with a more thorough description and cost of future tax increment projects, particularly the Larpenteur Avenue reconstruction project. As this tax increment work progressed it became clear that some additional "hands-on" expertise in this area would be necessary to prepare an accurate plan that incorporates all the legal and financial planning requirements and opportunities available to the city at this time.

In this regard staff met with Jim Casserly and Mary Molzahn, who have a financial and legal background which concentrates in the area of tax increment financing, to discuss the status of the city's tax increment districts, future opportunities for tax increment and goals for the community. The firm specializes in researching cities revenue streams and in recommending how to make local tax increment plans workable and flexible to meet critical city needs over time. The firm also prepares the necessary documents for the public hearing and council resolutions. When a specific project or proposal for tax increment revenue comes forward, the firm will do an analysis of the proposal and work with the staff and council to figure out whether projects meet the city's public interest and, if so, how to structure the city's contribution so the projects work with a minimal level of public assistance.

The firm of Casserly and Molzahn has worked with the City of New Brighton since 1981 and has also done work in Minneapolis, Crystal, White Bear and several other cities.

Staff is recommending that the firm be hired to review and update the city's tax increment plan for \$110 per hour for the principals (less for associates) at a cost not to exceed \$2,500 to complete the tax increment analysis and plan amendments. Using this firm on this topic will eliminate the necessity of using Springsted on this project at this time which the council had authorized up to \$2,000 for, if necessary. To date, staff used about \$200 of this amount. It will also eliminate using the attorney, Rich Martin, for legal questions at this point. If hired, Casserly and Molzahn plan to report to the council on December 20, 1995.

On a separate issue, Casserly and Molzahn's skills may be helpful in assisting the city with updating the comprehensive plan by looking at some revenue streams from possible developments/improvements on the southeast corner.

**ATTACHMENTS:**

1 - Information on the firm and services provided

**ACTION REQUESTED:**

Authorize the city administrator to employ Casserly Molzahn and Associates for tax increment financing advice and to amend the city's tax increment financing plan.

## Casserly Molzahn & Associates, Inc.

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Suite 1100 Southpoint Office Center • 1650 West 82nd Street • Minneapolis, Minnesota 55431-1447  
Office (612) 885-1298 • Fax (612) 885-1299

### INTRODUCTION

Casserly Molzahn & Associates, Inc. ("C&M") provides development consulting services to local, county and state levels of government as well as to private businesses. With the continued elimination or diminution of both federal and state grants and aids, public entities must be creative, flexible and aggressive in seeking out alternative programs to help plan and shape future development within their boundaries. Private businesses must be equally creative, flexible and realistic in the design and marketing of their development proposals.

C&M's main focus in this process is to provide issuers and/or developers with innovative financing alternatives designed to accomplish both public and private objectives. Continual financial analysis, along with legal and political insights, are provided from the initial planning stage through design and implementation of a comprehensive financing program.

The following pages will introduce you to the principals of C&M and provide a brief explanation of their activities and the services they provide. Also included is a list of governmental references.

## RESUME

### JAMES R. CASSERLY

Mr. Casserly, one of the principals of C&M, has been active in all phases of financial consulting including development consulting and subsidy analysis for the past thirteen years. From 1980 to 1984 Mr. Casserly was a partner with a national law firm where he helped establish and develop the firm's Public Finance Department. From 1984 to 1987 he worked as an investment banker for a large regional investment banking firm. In these positions Mr. Casserly has participated in the following:

- Design and structure of the first Minnesota Tax Increment Revenue Refunding Bond (Shakopee K-Mart Project)
- Design and structure of the first Minnesota Tax Increment General Obligation Revenue Bond which refunded general obligation debt (Fridley)
- Design and structure of the first Minnesota Variable Rate General Obligation Improvement Bond (New Brighton)
- Design and structure of the first Minnesota Tax Increment Capital Appreciation Revenue Note (Fridley)
- Assistance in the design and structure of a statewide common bond fund program for both taxable and tax-exempt bonds (Ohio)
- Acted as underwriter for numerous housing and industrial development revenue bond issues
- Lectured frequently on creative public finance options
- Prepared a paper and spoke to the Association of Metropolitan Sewage Agencies on the use of a state revolving loan program as provided by the 1987 Water Quality Act Amendments



## RESUME

### MARY E. MOLZAHN

Ms. Molzahn, a principal in C&M, brings a varied background in public finance. Her most recent experience includes municipal underwriting and financial consulting with a large regional investment banking firm from 1984 to 1987. While in this position she participated in the following activities:

- Design and structure of the first Minnesota Tax Increment Revenue Refunding Bond (Shakopee K-Mart Project)
- Design and structure of the first Minnesota Tax Increment General Obligation Revenue Bond refunding general obligation debt (Fridley)
- Design and structure of the first Minnesota Variable Rate General Obligation Improvement Bond (New Brighton)
- Design and creation of various financing programs
- Design and creation of monitoring systems for financial programs
- Co-editor of a public finance newsletter
- Speaker at seminars on the use of tax increment financing

From 1980 to 1984 Ms. Molzahn was associated with the Public Finance Department of a national law firm. In this position she prepared financial analyses, tax increment financing plans and related documents as well as bond documents relating to housing and industrial development revenue bond issues. She also served as staff to the Minnesota Institute of Public Finance.

Ms. Molzahn graduated from Augsburg College with studies in Business Administration/Finance and English. She is currently enrolled in a Master of Arts Program at the University of St. Thomas. While employed as an investment banker she held two security licenses including the General Securities Representative License and the State of Minnesota "Blue Sky" license.



# Casserly Molzahn & Associates, Inc.

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Suite 1100 Southpoint Office Center • 1650 West 82nd Street • Minneapolis, Minnesota 55431-1447  
Office (612) 885-1298 • Fax (612) 885-1299

## SERVICES PROVIDED

Services provided include but are not limited to the following:

- Design of development/redevelopment programs and establishment of project areas
- Classification of tax parcels for tax increment financing districts
- Assistance in determining tax increment policies
- Preparation of tax increment financing plans and establishment of tax increment financing districts
- Analysis and assistance in determining the extent of municipal subsidy or investment
- Preparation of preliminary and final cash flow analyses for potential development/redevelopment
- Review of proposed development/redevelopment programs and tax increment financing plans, amendments thereto and other related documents
- Preparation of impact statements for affected taxing jurisdictions
- Maintenance of on-going cash flow analyses for tax increment financing districts including tax increment receipts, lease payments, land sales and other available revenue as well as development related expenditures
- Research and identification of potential revenues, grants, fees, loan assessments, etc., that could offset property tax demands
- Recommendations as to the need for short or intermediate term financing prior to or in conjunction with long term financing and any desirable call/redemption privileges

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- Assistance with or preparation of development contracts, interest rate reduction programs, limited revenue notes and related agreements
- Research of alternative methods of tax increment financing such as limited revenue notes ("pay as you go") and other non-traditional forms of debt issuance
- Preparation of finance plans for debt management
- Internal rate of return analyses
- Debt capacity analyses
- Presentations to local, county, regional and state units of government
- Assistance in securing SBA financing
- Assistance in securing loans and grants from the State of Minnesota to promote economic development
- Preparation of programs for development of industrial parks



Meeting Date: 11/22/95  
Agenda Item: P - 1

**CITY OF FALCON HEIGHTS  
REQUEST FOR COUNCIL CONSIDERATION**

ITEM DESCRIPTION: Proposed changes to the city's personnel policy

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Michelle Miller, Employment Attorney  
Leonard, Street and Deinard  
Carla Asleson, Adm. Ass't/Planner

EXPLANATION/SUMMARY:

The city's personnel policy needs updating in a number of areas primarily to clarify policies and to add leave policies to meet the Family and Medical Leave Act as well as other state laws regarding leave.

The proposed changes have been discussed with the staff. They have also been provided a written summary of the proposed changes with the reasons behind them.

The attached staff memo summarizes the key changes proposed in the policy along with related information. Attorney Michelle Miller reviewed the entire policy. All of her recommendations are included in the draft policy.


- 1 - Memo from city administrator summarizing the key proposed changes.
- 2 - Draft personnel policy with revisions

ACTION REQUESTED:

Review and discuss the proposed changes.  
Revise as desired.

Move to adopt proposed changes or, if necessary, defer to staff for additional revisions.

City of Falcon  
Memorandum

DATE: 16 November 1995  
TO: Mayor and Councilmembers  
FROM: Susan Hoyt, City Administrator   
RE: Proposed changes in the personnel policy

The personnel policy is a summary of city policies governing personnel. It is not a contract between the city and its employees. It is time to update the personnel manual, to bring it into conformance with federal and state laws governing leave and to clarify some policies. The following summary captures the key points that are being changed. Employment attorney, Michelle Miller, reviewed the entire document and provided her comments. Her recommendations are incorporated into the document.

#### SECTION 4 Appointments

page 2 a. This section permits the administrator to appoint temporary, seasonal and as-needed employees rather than requiring that appointments be done by the city council.

This is being proposed for expediency since frequently timetables requires that temporary employees be selected and ready to work before the council meeting they are appointed at. This is particularly true for short-term park/recreation people or public works help such as ice rink flooders.

#### SECTION 6 Employee Benefits

pages 4,5 a. **Part-time benefits.** Clarifies the benefits are pro-rated for part-time regular employees based on their designated time in the position. In other words, a 75% time employee gets 75% of sick leave, holiday and vacation benefits.

b. **Additional holiday.** Adds an additional winter holiday, December 24 in lieu of removal of exceptional performance (merit) pay .

The constraints surrounding awarding merit pay are increasing and make it difficult to easily award. Another winter holiday during a typically quiet time in the city is recommended starting

in 1995. (The merit pay budgeted for 1995 is \$4,700 which is greater than the cost of staff time for taking one additional holiday. The attorney agreed with the concept of removing merit pay due to the constraints.)

pages 5,6 c. **Vacation leave.** No change in the current vacation schedule which begins with 10 days until after the fifth year when it goes to 15 days and after 10 years an additional day is added per year up to 20 days maximum.

pages 6,7,8 d. **Sick leave.** Accrual remains the same at 8 hours per month. The text elaborates on use of sick leave by requiring that employee and employee's child illness are eligible as well as a number of other categories. Eliminates the accumulation of a maximum number of sick leave hours except for purposes of pay-out at termination which is 50% of total maximum of 960 hours (120 days) at the employee's hourly rate. It also continues to include the 48 hour end of the year sick leave "sell back" for employees that have accrued 240 hours (30 days) of sick leave. For example, if an employee has 288 hours of accrued sick leave, he or she can "sell back" 48 hours minus the number of sick leave hours taken that year for sick leave for his/her hourly rate.  
Example:

1. 288 hours accrued sick leave
2. 240 permits sell back up to 48 hours
3. Employee has taken 8 hours of sick leave in the calendar year
4. (48 hours maximum) - (8 hours taken) = 40 hours to sell back
5. 40 hours X \$15/hour = \$720  
(subject to FICA, state and federal tax deduction)

Only full-time employees are eligible for this benefit because part-time regular employees can adjust their schedules better to accommodate illnesses without taking as much sick leave. (e.g. work full time for three weeks rather than 75% time.).

page 8, 9 e. **Leaves of absence with pay.** Keeps the same policies but adds a number of relationships to the "leave for death of a relative". Please note that the administrator has some flexibility in allowing this leave so that if a unique relationship or distance for attending a memorial service is involved in a particular

employee's situation, the administrator can approve it (e.g. a brother that requires traveling to Hawaii and requires some family time together). Clarifies military and court duty leaves.

pages  
10-15

f. **Leaves of absence without pay.** This section includes some new leave categories required by federal and state law, such as:

pages 10,11,12

**Parental leave** provides for 5 sick days for either a mother or father who has a child arriving and guarantees at least 12 weeks off without pay or some arrangement of 480 hours off to care for a new child. If a doctor states that the mother cannot return to work, sick leave can be used for this period. (The theory is that having a baby isn't an illness.) If a mother is ill or a child is ill, the father can stay home using sick leave to care for the child or mother. (Health insurance costs are covered by the city during the leave without pay if parent returns to city.)

pages 12, 13

**Short term medical leave** provides a guarantee of 12 weeks without pay for treatment of a medical illness of an employee or child or parent etc. (Sick leave may be used prior to this leave of absence. Health insurance is covered by the city during this leave of absence without pay if person returns to city.)

page 13

**Extended medical leave** is available without pay when necessary. (Sick leave would be used. If disability or workers compensation is received, sick leave will make up the difference between the employee's city wages and the amount received from the compensation.)

page 15

**Insurance.** Continues the city's health (medical and dental), long term disability and life insurance contributions. Currently, the city covers 75% of the medical and dental costs for a family. This is established by the council each budget cycle.

page 16

**Tuition reimbursement.** Increases a current benefit, which was at 75% of tuition and books for work related courses or a degree program, to 100% of tuition and books with a maximum of \$1800 per year. This figure is about 5% to 7% of any employee's salary and is equivalent or slightly better than other cities. Since the staff's educational backgrounds and interests vary widely, the intent is to let the employee select the course of study. Obviously, the \$1800 per year will cover far fewer

courses at 75% reimbursement toward a law degree than at 100% reimbursement for a technical college work related degree. This maximum should be periodically reviewed to make sure that it is adequate to allow employees to meet realistic educational goals.

page 16

Retired employees are now permitted by law to buy into the city's health care programs even after age 65. However, if a retired employee does not participate one year, he or she will not be eligible for participation in the following years.

## SECTION 10

### TERMINATION OF EMPLOYMENT

page 20

Severance pay for employees in good standing is proposed for elimination for two reasons. The city attorney recommended the elimination of severance pay. Staff recommends this from a public policy perspective because the current cost to the city (\$8,500) for this pay-out is inconsistent with other policies which currently reward longevity and provide termination pay.

An employee moving to a better job is presumably doing so to improve his or her situation. Retiring employees receive retirement benefits from the city. Longevity of service is rewarded through a wage step increase at 5 years and 10 years as well as additional vacation days at this time. Upon termination, the council can award a severance pay or bonus to an exceptional employee who is retiring or can do so in the event of a laid off employee or under other circumstances.

Furthermore, all employees who terminate in good standing are permitted to cash in 50% of their accrued sick leave up to a maximum of 960 total accrued hours (480 hrs. is 50% of maximum). This is typically the only termination pay that most cities offer, if they offer this. (See attached). (The current cost of this cash-out is \$22,000).

The elimination of this severance package is a benefit loss to current employees and may inadvertently negatively impact an employee who is planning to locate a new job in the very near future with this payout as part of the employee's anticipated benefit calculations. If the council wants to eliminate severance pay from the personnel policy, but provide a window of opportunity for such an employee, the council might, in a

separate action, indicate that any employee in good standing who terminates prior to a specific date such as July 1, 1996 (six months into the new year) be awarded this severance pay. Grandfathering severance pay for current staff employees at a set rate would limit the city's financial obligation but maintain the policy and create a two-tiered benefit for new/old employees. Again, the attorney suggested that this pay be awarded on an individual basis and not be part of the personnel policy.

## E. COMPENSATION

last page      Pay range guidelines. Eliminates the exceptional performance (merit) pay and notes that there are reclassifications, pay equity changes and standard compensation increases. The council establishes the standard compensation increase during the annual budgeting process.

SEVERANCE PAY

Most plans involve some payment of accumulated sick leave to employees who resign or retire. Unused vacation is almost always paid to employees who terminate, and therefore is not reported here as a form of severance pay. Several units of government reported the provision of outplacement services to employees terminated due to layoff or work force reduction.

of severance pay plans for employees.

Severance pay survey

EMPLOYEE GROUP(S) SEVERANCE-PAY PLAN --

STATE / U I F W

- All Pay 40% of unused sk lv plus 25% of sk lv bank. Eligibility: (1) 20 yrs' svc; (2) 10 yrs' svc & elig for retirement annuity; (3) or after age 65; or (4) any employee who faces mandatory retirement, faces permanent layoff, or dies.
- All Do not grant severance pay under any circumstances

METRO COUNCIL / METRO AIR PORT

1. OTA;PW;Pol; F One-half daily rate of pay, as of date of retirement, for each day of accrued sk lv, subject to a minimum of 480 hrs and 1600 hrs; min 60 days unused sk lv  
 Unclassified 1 yr = 2 wks pay, 3 yrs = 4 wks pay, 5 yrs = 6 wks pay, 10 yrs = 8 wks pay  
 Class Non-union Pay accum annual leave not to exceed the equivalent of one years' compensation at date of termination.  
 Op Eng Pay 65%-90% of unused sk lv x basic hrly rate according to yrs of svc  
 Mgmt Employee may be given 2 wks' pay in lieu of notice in case of lay-off or dismissal  
 Union 5 days pay in lieu of notice

COUNTIES METRO

- All Severance pay is based on length of service; health, life, and employee-paid all dental coverage automatically extends from 1-2 mos if payroll deductions taken prior to termination date.
- All Pay 50% of accum sk lv up to 100 day or \$9,000, whichever less, or those employees with 60 days' accum sk lv after 10 yrs' svc
- F Pay 50% of up to 200 days' sk lv at current pay rate. Paid out over 5 yrs, upon retirement only
- Pol Pay 50% of up to 280 days' sk lv at current pay rate. Paid out over 5 yrs, upon retirement only
- OTA;PW; Other Pay 50% of sick lv at current pay rate; no max. Paid out over 5 yrs, upon retirement only
- Prof;Supv (Sick leave buy back - not severance) Pay is based on one days' pay for two days of accumulated sick leave up to a maximum of \$10,000. Must have at least 80 days of sick leave accumulated.

F & Pol Same as above but must have at least 1850 hours of sick leave accumulated. The maximum pay is \$30,000 paid over 3 years. In



EMPLOYEE SEVERANCE-PAY PLAN --

YOUNG - METRO

All	Pay 50% unused sick leave, 400 hrs max
OTA;PW;	Pay 50% accum sk lv to max of \$4250 after 10 yrs' svc
Pol	Pay up to 400 hrs' unused sk lv
Dept Hds	Pay 50% accum sk lv to max of \$5600 after 20 yrs' svc; \$5100 if less than 20 yrs svc
OTA,PW	Pay 50% accum sk lv to max 50 days
Pol	Pay 50% accum sk lv to max 45 days
Pol	After 10 yrs' svc 50% of unused sk lv above 220 hrs to max pay \$4135
PW-OWEF	After 10 yrs' svc 50% of unused sk lv above 288 hrs to max pay \$4800
PW-HWY	After 10 yrs' svc 50% of unused sk lv above 384 hrs to max pay \$4800
Emp Assoc	After 10 yrs' svc 50% of unused sk lv above 200 hrs to max pay \$3000 (retirement)
All	After 12 yrs' svc 50% of unused sk lv to max pay \$3657 (termination)
Non-Union	Pay up to 192 hrs accum vac and 240 hrs accum sk lv
Union	Pay 50% accum sk lv to max of \$4800 after 5 yrs' svc
	Pay 50% accum sk lv to max of \$4600 after 5 yrs' svc

SUBURBS ABC 25, 000

All	Pay 100% of accum personal leave
All	Pay 33-1/3% of accum sk lv up to max 1/3 of 960 hrs
All	Pay 50% accum sk lv up to max of 120 days
All	Pay from max of 30 days for 10 yrs' svc and meeting all criteria to 60 days after 15 yrs and meeting all criteria. Retirees must be at least 50 years of age. No payment to those employees who are terminated.
All	Pay 50% of accum sk lv after 5 yrs' svc
All	Pay (1) 4 wks' sal after 10 yrs' svc plus an add'l wk for ea yr of svc beyond 10, to a max of 3 mos' regular sal; or (2) 33-1/3% of accum sk lv at current sal -- whichever greater - only if eligible for retirement under PERA
OTA;PW;Pol	Pay 6 wks severance pay after 20 yrs' svc
F	Pay 6 wks severance pay after 15 yrs' svc
Pol N.E.	Pay 6 wks severance pay after 20 yrs' svc
All	Pay 8 wks severance pay after 10 yrs' svc
All	Pay 33-1/3% of accum sk lv to max of 48 days after 5 yrs of continuous svc
All	Pay 22% of accum sk lv after 5 yrs' svc to max of 52% accum sk lv after 15 yrs' svc
All	Pay 33-1/3% of accum sk lv after 5 yrs' svc, 40% of accum sk lv after 10 yrs' svc, 50% of accum sk lv after 15 yrs' svc
All	Pay 33-1/3% of accum sk lv to max of 480 hrs after 10 yrs' svc

EMPLOYEE  
GROUP(S)

SEVERANCE-PAY PLAN --

3

ed) SUBSURBS OVER 25,000 PAID

Pol	Pay 33-1/3% accum sk lv to max of 400 hrs, after 10 yrs' svc
F	Pay 33-1/3% accum sk lv to max of 720 hrs
OTA	Pay unused accrued personal leave hrs
PW	Pay 6 wks' sal after 10 yrs' vac
Pol Supv	Pay unused accrued pers lv hrs, vac & hol
OTA;Pol;PW	Pay 6 wks' sal after 10 yrs' svc
OTA;PW	Pay 50% of accum sk lv to max of 50 days, if hired before 5/19/78
Pol	Pay 50% of accum sk lv to max of 150 days after 10 yrs' svc
Mgmt	Pay 50% of accum sk lv to max of 50 days
All	Pay 35% unused sk lv after 5 yrs' svc; 45% after 10 yrs' svc; 55% after 15 yrs' svc. Police do not have a max.
All	Pay 33-1/3% accum sk lv
All	Do not grant severance pay under any circumstances
All	Pay accum sk lv to max of 75 days after 10 yrs' svc
All	Annual lv balances
All	Retiring employees with 10+ yrs of svc are eligible to receive their accrued sk lv paid out at 1/3 of the value

SUBSURBS UNDER 25,000 OVER 10,000

All	Pay 1/2 accum sk lv up to 400 hrs after 10 yrs' svc
Pol	50% of sk lv after 10 yrs
All	Pay 40% of accum sk lv to max of 960 hrs
All	Pay 30% of balance of sick leave to max of 288 hrs after 10 yrs' svc
All	Pay 25% of unused sk lv (240 hrs) after 10 yrs' svc; increases by 1% per year
All except PW;Pol	No policy in place; severance pay normally defined as unused leave balance
PW;Pol	Pay 33-1/3% accum sk lv to max of 30 days
All	1 yr = accrued vacation; 3 yrs = accrued vacation; 5 yrs = accrued vacation + 1/3 accrued sk lv
All	10 yrs = accrued vacation + 1/3 accrued sk lv and 1 day pay for every year worked
All	Pay \$110/yr of svc up to \$3300 max (at retirement only); also provides health ins to age 65
All	Pay 1/3 sk lv up to 320 hrs and given bal of vac accrued upon retirement
OTA;PW;Pol	Pay 33-1/3% accum sk lv; for div hd, less than 10 yrs' svc - 25% accum. sk lv, more than 10 yrs, 33 1/3% of accum sk lv
Supv	Pay 1 wk for 1 yr service; 3 wks for 3 yrs service; 5 wks for 5 yrs service; 10 wks for 10 yrs service
Police	Pay 33-1/3% of unused sick leave to max of 40 days

EMPLOYEE SEVERANCE-PAY PLAN --

SUBJECTS UNDER 25,000 OVER 10,000 PER

④

All	Pay 20% of sk lv accrued after 3 yrs, 40% 6-10 yrs' svc, 50% after 10 yrs' svc; max of 10 wks
All	Do not grant severance pay.
All	Pay daily wage rate * 1-1/2 days/yr of service OR a percentage of sk lv, based on the following schedule:
	20% of accrued sk lv for 5-15 yrs svc, 25% for 15-20 yrs svc, 33-1/3% for 20+ yrs svc
OTA;PW	Pay 12 wks' pay (max) after 10 yrs' svc or 1/2 bal sk lv, whichever is less
Pol	Pay 16 wks' pay (max) after 10 yrs' svc or 1/2 bal sk lv, whichever is less
F	Pay 14 wks' pay (max) after 10 yrs' svc or 1/2 bal sk lv, whichever is less
All	Pay 16.25 wks of sal after 10 yrs' svc; 19.25 wks of sal after 15 yrs svc; 22.75 wks of sal after 20 yrs' svc; 26 wks' pay after 25 yrs' svc
All	Pay 33-1/3% accum sk lv & vac
Pol;PW;OT	Pay 33-1/3% of accum sk lv
A	Do not grant severance pay
All	Pay 50% of accum sk lv upon termination after 5 yrs' svc
PW;Pol	Pay 6 wks pay for 5 yrs service
All	Employees hired before 1/1/86 receive up to 240 hrs or 1/3 of sick leave paid upon termination. Those hired after 1/1/86 receive no severance
All	Pay all unused vacation and 33-1/3% accrued sk lv after 5 yrs' svc (50% sk lv after 20 yrs' svc)
OTA;PW	Pay 33-1/3% accum sk lv
Pol	Pay 45% of all accum sk lv to max of 960 hrs + 100% of accrued vacation (employees hired after 1981 must have 5 yrs' svc to be eligible)
OTA	Pay 16 2/3% accum sk lv after 10 yrs'; 33 1/3% accum sk lv after 15 yrs' svc; 50% accum sk lv after 20 yrs' svc
PW	Pay 50% accum sk lv after 20 yrs' svc
Pol	Pay 50% accum sk lv after 5 yrs' cont'd emp
All	Pay 50% accum sk lv for employees with 10 yrs' accrued vacation
OTA	Pay percentage of accum sk lv
OTA (Non-contract)	Pay unused personal lv up to max of 320 hrs
Pol	Pay 50% unused sk lv after 10 yrs
Admin	Pay 25% unused sk lv after 10 yrs svc; 33.3% after 15 yrs svc; 50% after 20 yrs svc

EMPLOYEE SEVERANCE-PAY PLAN --  
GROUP(S)

*SUBURBS UNDER 10,800 Paye.*

All	Pay from 33% of accum sk lv to max of 12 days after 3 yrs' svc to 55% of accum sk lv to max of 165 days after 25 yrs' svc; 10 yrs plus = payback at 50% of accum lv
All	1 wks' pay after 1 yr svc; 2 wks' pay after 3-5 yrs' svc; 3 wks' pay after 10 yrs' svc
All	Pay 50% of sk days accrued to a max of 45 days
All	Pay 33-1/3% accum sk lv after 3 yrs' svc
OTA;PW	Pay 25% of accum sk lv after 5 yrs' svc; 50% after 10 yrs
Pol	Pay 50% of accum sk lv to max of 45 days after 5 yrs' svc
All	Pay 50% sk lv accrued over 100 days
OTA;Pol	Pay 40% of accum sk lv to a max of 30 days after 15 yrs svc; max of 40 days after 20 yrs svc
All	11-15 yrs = 4 wks; over 15 yrs = 6 wks
OTA;PW	Depends on provisions in individual employment contracts
Pol	Pay 50% accum sk lv after 10 yrs' svc
All	Pay 33-1/3% accum sk lv to max of 20 days
OTA	Do not grant severance pay
OTA	"Rule of 90" retirement
Pol;PW	Pay 100% of accum vac & hol after 5 yrs' svc (5 yrs = 30 days pay, 10 yrs = 45 days pay)
All	Pay after 10 yrs 50% of accum sk lv up to 75 days
All	Pay qualified employees 1/3 of accrued sk lv
PW	Pay two wks sal after 3 yrs' svc
All	Pay 50% of accum sk lv to a max of 480 hrs
City Admin	Pay 3 mos pay for 1 yr' svc; 4 mos pay for 3 yrs' svc; 5 mos pay for 5 yrs' svc; 6 mos pay for 10 yrs' svc
OTA;PW;Pol	Pay 50% of accum sk lv
All	Pay unused vacation accrual only
All	Pay severance on a discretionary basis
All	Discretionary
OTA;PW;F	Pay 50% of accum sk lv to max of 480 hrs
All	Pay accum vac and 50% of accum sk lv for those with over 10 yrs' svc
All	Based on length of svc, 15 days max
All	<b>Pay 1/3 day per mo of svc to max of 30 days or 2 wks' pay, whichever is greater.</b>
All	Do not grant severance pay under any circumstances
All	Unused vacation time is paid; 1/3 of unused sick time is paid

# A. GENERAL RULES AND REGULATIONS

2.

## 1. PURPOSE

The purposes of this chapter are to establish a uniform and equitable system of personnel administration for the employees of the City of Falcon Heights, to define the rights and responsibilities of the city and each of its employees, and to give fair and equal opportunity to all qualified persons to enter into and remain in city employment on the basis of merit and fitness.

These policies are subject to change by the city council from time to time. The policies do not represent a contract between the city and its employees.

## 2. POSITIONS COVERED

This chapter will apply to all employees in all positions, except the following:

- a. Elected officials
- b. Members of all Boards and Commissions
- c. Consultants and personnel paid on a fee basis
- d. Volunteer personnel and personnel appointed to serve without pay
- e. Firefighters/rescue personnel
- f. Any other person specifically exempted by the city council.

No provision of this chapter is intended to violate, supersede or conflict with any applicable federal law or regulation, state statute or local ordinance. In the event of conflict or violation of any such regulation, the offending provision of this chapter will be void, but all remaining provisions will remain in effect.

## 3. DEFINITIONS

The following words and phrases will have the following meanings and will apply throughout this chapter. All other words and phrases used in this chapter will be the same as in generally accepted common usage.

- a. Regular Full-Time Employee. An employee retained on a permanent basis who works at least forty hours per week on a regular schedule throughout the year.

- b. Regular Part-Time Employee. An employee retained on a permanent basis who works under forty hours per week on a regular schedule throughout the year.
- c. Temporary or Seasonal or As Needed Employee. An employee retained to fill a position, full or part-time, which is of a temporary or seasonal or as-needed nature on a non-permanent basis.
- d. Independent Contractors/Consultants. Persons or firms contracted by the city who determine their own hours of operation and/or use of their own resources in the performance of their duties and are not directly employed by the city.
- e. Overtime. Time worked by non-exempt employees in excess of forty hours per week.
- f. Good Standing. Not under suspension or given notice of discharge by the city council.
- g. Termination. A complete separation of an employee from employment as a result of discharge, resignation, retirement or death.
- h. Exempt Employee. The following employees will be considered exempt as administrative, executive, or professional employees: the city administrator, the city clerk, the city fire marshal, and the city accountant. All other employees shall be considered non-exempt.

#### 4. APPOINTMENTS

- a. Selection Criteria. Appointments for all regular municipal positions shall be made by the city council. Appointments for temporary or seasonal or as-needed employees shall be made by the city administrator. Every appointment shall be made by the appointing authority on the basis of merit and fitness for the position. When required by law or by the city council, merit and fitness shall be ascertained by written, oral, physical or other examinations designed to evaluate the ability of the candidate to discharge the position.
- b. Emergency Evacuation of Persons Requiring Assistance.  
  
The city will designate no less than four city employees who will assist physically challenged individuals in the event of an emergency evacuation of city hall that occurs during normal business hours.
- c. Probationary Period. All regular appointments to city service will be subject to serving a probationary period. This probationary

period will be regarded as an integral part of the initial selection and examination process and will be utilized for closely observing the employee's work, for securing the most effective adjustment of the employee to their position and for rejecting any employee whose performance does not meet the required work performance standards.

The probationary period for all city employees will be six months from the date of employment or promotion. Probationary employees may be discharged from their position at any time during the probationary period by the city council. Promotional probationary employees, if found to be unsuited for the position to which promoted, may be reinstated to the employee's original position and rate of pay from which the employee was promoted.

At least twenty days prior to the expiration of the probationary period, the employee's supervisor will conduct a probationary interview and make a written report to the city council as to whether the services of the employee have been satisfactory and whether the employee should be retained in the appointed position. Subsequent to the end of the probationary period, the city administrator will designate the employee for regular appointment, reduce the employee to the original position, or discharge the employee. The decision of the city administrator is final and will be provided to the employee in writing.

## 5. WORK HOURS

The normal hours of work for all employees will be established by the city council with specific work schedules approved by the city administrator. Department heads and supervisory employees are required to put in any time necessary to perform their duties.\*

## 6. EMPLOYEE BENEFITS

- a. General. Only regular employees are eligible for benefits. These benefits may be changed, amended, clarified, altered or rescinded at any time by the city council.

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

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



benefits that are calculated as a proportion of the full-time benefits based on the relationship between the number of hours designated for the part-time position and a full-time position's hours.

- 2) Benefit Determination. The number of hours worked per week and corresponding benefits will be determined at the time of hiring and will be reviewed quarterly by the city administrator.
- 3) Employees Not Eligible. Temporary and seasonal employees and independent contractors/consultants are not eligible for benefits provided by the city.
- 4) Employees on Leave. Employees on leave are eligible for benefits as defined in the sections included in this document on "Leaves With and Without Pay".

b. Holidays. The following days are observed as paid holidays:

New Year's Day, January 1  
Martin Luther King Day, the third Monday in January  
President's Day, the third Monday in February  
Memorial Day, the last Monday in May  
Independence Day, July 4  
Veteran's Day, November 11  
Thanksgiving Day, the fourth Thursday in November  
The day following Thanksgiving Day  
Winter Holidays, December 24 and December 25  
Floating Holiday, to be used at employee's discretion  
(must be used before the end of each year)

Whenever one of the above holidays falls on a Saturday, the preceding Friday will be observed as a holiday. Whenever one of the above holidays falls on a Sunday the following day Monday will be observed as a holiday. If December 25 falls on a Saturday, the December 24 and 25 holidays will be observed on Thursday, December 23 and Friday, December 24. If the December 24 holiday falls on a Sunday, the December 24 and 25 holidays will be observed on Monday, December 25 and Tuesday, December 26.

c. Vacation Leave. ~~Vacation may be used as earned.~~

- 1) Accrual. Employees may accumulate up to a maximum of twice their annual vacation leave. Employees must use at least one week of vacation leave per calendar year unless another vacation plan is approved by the city administrator before the end of the calendar year.

The following is the schedule for accumulation of vacation leave based upon the number of years of city service.

~~0-5 years of service~~ ————— ~~10 days per year~~

~~After 5 years to 10 years of service~~ ————— ~~15 days per year~~

~~After 10 years of service~~ ————— ~~One additional day per year not to exceed 20 days per year~~

From the beginning of employment through the fourth year of continuous employment, 10 days of vacation per year.

After the employee's fifth anniversary through the ninth year of continuous employment, 15 days of vacation per year.

After the employee's tenth anniversary of continuous employment, 16 days of vacation per year.

After the employee's eleventh anniversary of continuous employment, 17 days of vacation per year.

After the employee's twelfth anniversary of continuous employment, 18 days of vacation per year.

After the employee's thirteenth anniversary of continuous employment, 19 days of vacation per year.

After the employee's fourteenth anniversary of continuous employment, 20 days of vacation per year. 20 days of vacation is the maximum leave per year.

- 2) Use of Vacation Leave. Vacation may be used only as it is earned. Vacation leave must be requested at least 24 hours in advance unless a shorter notice is approved by the employee's supervisor. Vacation requests are subject to the approval of an employee's supervisor and may be denied in the event of a city emergency or if the taking of the vacation would result in insufficient staffing to carry out city business.
- 3) Legal Holidays During Vacation Leave. Whenever a legal holiday falls on a working day during an employee's vacation leave, that holiday will not be counted as a vacation day.
- 4) Separation from the City or Retirement. Upon leaving city employment, a cash payment computed at the employee's

current rate of pay shall be made for accrued vacation leave. At no other time can an employee exchange vacation leave for cash.

- d. Sick Leave. Sick leave will be accumulated for all regular fulltime employees at the rate of one day per calendar month and may be accumulated to a maximum of 120 days. In December of any year, an employee with at least 30 days of sick leave credited can sell back up to six days of sick leave minus the number of sick days used in that year. Upon termination, payment is at 50 percent of accrued balance except in the case of termination for just cause in which case there will be no payment.

- 1) Accrual. Regular full-time employees shall earn 8 hours of sick leave for each month of employment. Regular part-time employees shall earn a proportion of that sick leave calculated as a proportion of the full-time sick leave based on the relationship between the number of hours designated for the part-time position and a full-time position's hours.

Sick leave may be accumulated to a maximum of 960 hours.

- 2) Use of Sick Leave.

- a) Reasons for use. Sick leave may be used only in the event of personal illness, legal quarantine, disability or serious emergencies such as death or critical illness in the immediate family of an employee, only as it is earned and only for the following reasons: an employee's own illness or that of an employee's child, physical examination, dental care, injury, maternity care for an expectant mother, outpatient or inpatient treatment for mental illness, alcoholism or drug abuse. Employees may also request use of sick leave for a serious illness, injury, or other health care need of members in their immediate family who reside with them or for whom they have primary health care responsibility, which may be granted at the discretion of the city administrator and for deaths of relatives as defined under "Leaves of Absence with Pay".

- b) Notification of employer. Employees shall notify their immediate supervisor about the reason for the employee's sick leave absence within 1 hour after their scheduled starting time, unless a different time period has been established by the supervisor. Employees must keep their supervisor informed of their condition if absent for more than one day. When possible, sick leave shall be requested in

advance. The supervisor or city administrator may require a doctor's statement specifying the nature and duration of the illness before the employee is paid for sick leave.

c) Illness during vacation. Employees who are ill on scheduled vacation or holidays shall be paid as vacation or holiday time and shall not be entitled to use sick leave except at the discretion of the city administrator for illnesses verified by a doctor's statement.

3) Payment in Exchange for Accrued Sick Leave.

a) By December 15 of any year, a regular full-time employee with at least ~~30 days~~ 240 hours of sick leave credited as of November 30 of that year, can exchange up to 48 hours of accrued sick leave minus the number of hours of sick leave used in that year for payment at the employee's hourly rate as of November 30 for that year (subject to federal and state tax and FICA deductions). The employee's sick leave accrual will be debited by the number of hours exchanged for payment.

b) ~~Upon termination, payment is at 50 percent of accrued balance.~~ Upon separation from the city or retirement of an employee who is in good standing, a cash payment computed at the of 50% of the employee's total accrued sick leave up to a maximum of 960 total accrued sick leave hours at the employee's hourly compensation rate will be made.

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

1) Funeral Leave due to the Death of a Relative. Sick leave may be used by an employee because of a death in the employee's family. Leave will be granted according to the following schedule:

Spouse, children, children-in-law, step-children, parents, parents-in-law, step-parents: up to five working days



Brothers, sisters, grandparents, brothers-in-law, sisters-in-law, grandchildren, up to three working days

Aunts, uncles, cousins, nieces, nephews: one working day

Funeral Leave due to the death of a relative must be taken on consecutive working days, one of which must be the day of the death, the day after the death or the day of a memorial service.

Deviations from this policy will be at the discretion of may be approved by the city administrator.

- 2) Military Leave for Training Purposes. Regular employees who are members of any reserve component of the military force of the United States or National Guard, shall be granted leave of absence not exceeding 15 working days in a calendar year when ordered for training, in accordance with Minnesota Stat. Sec. 192.26.
- 3) Court Duty. Regular employees subpoenaed as witnesses or called for jury duty shall be granted leave of absence for the time necessary to complete those duties. All fees received as a juror, except mileage fees for the use of the employee's private vehicle, food or lodging shall be paid to the city.
- 4) Conditions Governing all Leaves with Pay. Employees using paid leave time shall be considered working for the purpose of receiving benefits and toward time in employment with the city.

f. Leaves of Absence Without Pay for Regular Employees.

- 1) Requests for Leaves Without Pay.

Requests for leaves without pay shall be submitted in writing to the city administrator at least 30 days prior to the commencement date of the requested leave. Under unique circumstances, the city administrator may make an exception to the 30 day requirement.

- 2) Types of Leaves Without Pay

- a) Personal Leave. Upon request, a leave of absence without pay may be granted by the city administrator for a period not to exceed 90 days. No benefits will accrue or be paid out during a period of a leave of absence without pay. An employee may elect to continue group health and/or life insurance coverage during a leave of absence, the entire cost of which shall be borne by the employee.

Upon request, a personal leave of absence without pay may be granted by the city administrator for a period not to exceed 90 days. This leave may be requested and used if the reason for the leave is not otherwise in city policy. An additional extension of a personal leave may be granted by the city administrator not to exceed a total of 180 days. An employee shall be eligible for unpaid personal leave only after exhausting all accumulated vacation, floating holiday and compensatory time.

b) Military Leave for Extended Service. Regular employees shall be entitled to military leaves of absence without pay not to exceed 4 years for service in the armed forces of the United States in accordance with Minn. Stat. Sec. 192.261

c) Parental Leave. ~~An employee who works 20 or more hours per week and has been employed more than one year is entitled to take an unpaid leave of absence in connection with the birth of the child. The leave may not exceed 12 months and must begin not more than six weeks after the birth or adoption of the child. The employee is entitled to return to work at the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. City paid health insurance coverage will remain in effect during the month the child is born and until the end of the following month. The employee will have the option to continue coverage at his or her own expense for the remainder of the leave. Requests for parental leave must be made in writing to the employee's supervisor at least two months prior to the requested leave's starting date.~~

(1) All regular full-time and part-time employees who have successfully completed the probationary period may be absent from work up to 12 work weeks in any 12-month period for the birth or adoption of their child (children if multiple births) or placement of a child in their home for foster care.

(2) The leave shall be unpaid, except as follows: parents may use up to 5 days of sick leave for the birth or arrival of their child (children if a multiple birth/adoption). An employee who gave birth may use accrued sick leave for the period of time certified by a doctor that she is unable to return to work. The city council may require the employee to use accrued



vacation and floating holiday leave during the remainder of the leave period.

(3) The leave must commence no later than 12 months after the birth or adoption or placement of a child (children, if multiple births).

(4) In lieu of 12 weeks leave, the employee may request that time off be available intermittently or in the form of a reduced workweek schedule not to exceed 480 hours in a 12 month period. This may be granted with the written approval of the city administrator.

d) Short-Term Medical Leave.

(1) Regular employees who have successfully completed the probationary period may be absent from work up to 12 work weeks in any 12 month period for the serious health condition of the employee's spouse, child, parent or parent-in-law, or the serious health condition of the employee that makes the employee unable to perform the employee's job functions. For purposes of this leave the 12 month period will begin with the first day of the leave.

(2) The leave will be unpaid except that the employee may use accrued sick leave and may also use previously accrued vacation and floating holiday leave. The city council may require the employee to use sick leave, vacation, and floating holiday leave prior to using unpaid leave.

(3) In lieu of the 12 week leave, and if medically necessary, the employee may take time off on an intermittent basis or in the form of a reduced workweek not to exceed a total of 480 hours per 12 month period. The employee must make a reasonable effort to schedule treatment so as not to unduly disrupt city operations. The city administrator may require the employee to temporarily transfer to another equivalent position that better accommodates recurring periods of leave by the employee.

(4) The city administrator may require the employee to provide medical certification of a serious health condition, which includes: the date on which the condition commenced, the probable duration of the condition, and a statement of the medical reasons or other necessity for the leave from the employee's or family member's doctor. The city administrator may require the employee to obtain a second opinion from a doctor of the city's choice at the city's expense. If the second opinion differs from the first opinion, the city administrator may require the employee to obtain a third opinion from a doctor jointly selected by the city and the employee at the city's expense. The city may require subsequent recertification on a reasonable basis.

e) Extended Medical Leave.

(1) An employee may take an unpaid medical leave for a period longer than 12 work weeks in any 12 month period as the result of the employee's serious health condition only upon approval of the city council and only for the duration and under such conditions as the city council may impose. The employee must submit the reason for this leave in writing, giving the reasons for the request and providing a statement from the employee's doctor indicating a likelihood that the employee can return to work within a reasonable time.

(2) The leave will be unpaid, except that the employee may use any accrued sick leave to pay the difference between the employee's regular pay and payments received from other sources such as disability insurance or worker's compensation insurance, but the employee may not receive payments from the city which are duplicative of payments from other sources.

f) School Conference and Activities Leave.

(1) An employee may take leave up to a total of 16 hours during any school year to attend school conferences or classroom activities

related to the employee's child, if the conferences or classroom activities cannot be scheduled during nonwork hours. When the leave cannot be scheduled during nonwork hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the city.

- (2) This leave will be an unpaid leave. However, the employee may substitute any accrued paid vacation or compensatory time for any part of this leave.

### 3) Conditions Governing all Leaves Without Pay.

#### a) Return

- (1) Upon return from an unpaid leave, the employee shall be entitled to all sick leave and vacation leave and other benefits which accrued prior to the leave and which were not used during the employee's leave.
- (2) Failure to return to work upon expiration of the leave may be cause for discipline. If the absence continues for five working days or more without permission, the city council may deem the employee to have voluntarily resigned.
- (3) Upon return from an unpaid leave, an employee shall be reinstated to the employee's previous position or, if possible and available, to an equivalent position. This reinstatement clause shall not apply to the city administrator, provided that the city council determines that the city would suffer substantial and grievous economic injury to its operations and notifies the administrator of its intent to deny reinstatement before the leave commences.

#### b) Benefits.

- (1) Except as stated below under paragraph (2) and (3), no benefits or time in service shall accrue during unpaid leaves.

(2) Employees granted unpaid parental or short term medical leave shall pay the employee portion of life insurance premiums due during the leave period. The city shall continue to pay the employee benefit toward health (medical and dental) insurance. If the employee does not return to work after expiration of the leave, the employee must reimburse the city for the cost of the health insurance unless the reason for not returning is beyond the employee's control.

(3) For other leaves without pay the city shall pay its standard insurance contribution through the end of the month in which the date of the leave commences. The employee shall pay the employee portion for the first monthly health and life insurance premiums which become due during the leave and shall pay the full health and life insurance premiums which become due during the remaining period of the leave.

g. Insurance Benefits

Health (medical and dental). Insurance benefits will be available to regular employees and their immediate families. The city will contribute toward these health premiums in an amount determined by the city council. Long term disability and life insurance in an amount determined by the city council will be at no cost to the regular employee. Regular part time employees benefits shall be prorated based upon the number of hours designated for the position compared to full-time benefits.

h. Tuition Reimbursement.

To encourage individual career development and improved work performance, all regular ~~full-time~~ employees shall be eligible for reimbursement for ~~75% of tuition and book expenses incurred in~~ tuition, required books as listed on the course syllabus and institutional fees associated with post-high school level courses or programs which are work-related or part of a formal degree or certification program at institutions which are certified by the State Education Association. The city will reimburse 100% of the expenses associated with course work which is work related and 75% of the expenses associated with the course work which is not work related but is required for the completion of a degree. The maximum reimbursement is \$1800 per calendar year for regular full-time employees, with that amount pro-rated for regular



part-time employees based upon the number of hours designated for the position compared to full time hours. The city administrator shall have the authority to determine which reimbursement level, if any, is appropriate for receipt of this benefit. To avoid misunderstanding about future reimbursement, prior supervisory approval for the course is required to be eligible for the benefit. The course must be successfully completed with a grade of B (or equivalent) or better to be reimbursed.

i. Retired Employees.

Retired city employees may continue to participate in the city's medical and dental and life insurance programs at the prevailing appropriate group rate at the retiree's expense. If at any time the retired employee drops the city's medical or dental insurance coverage, that employee becomes ineligible for future coverage through the city.

## 7. COMPENSATION

a. Rates of Pay. All pay rates will be set by the city council.

b. Overtime Pay. All non-exempt employees shall be eligible for

overtime pay. Overtime will be paid at a rate of one and a half times the regular hourly rate of pay for any hours worked over 40 hours in a given work week. Overtime work must have prior approval by an employee's immediate supervisor.

c. Compensatory Time Off. Eligible exempt and all non-exempt regular employees may take time off at a rate of 1 1/2 hours times the number of hours worked to compensate for hours worked in excess of 40 hours per week with supervisor's approval. Comp time must be used within 30 days of accrual unless permission is received from supervisor to postpone its use. Without prior approval to postpone the use of accrued comp time, all accrued comp time remaining after 30 days shall automatically be converted to overtime pay.

d. Pay Days. Payday for all employees will be semi-monthly. Employees will receive a paycheck on the 15th and the last day of each month. In the event that either day falls on a weekend or holiday, paychecks will be distributed on the day preceding the weekend or holiday.

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## 8. PERFORMANCE EVALUATION

There will be a written performance review completed annually for each regular employee. Performance evaluation forms will be completed by the employee's immediate supervisor. A personal interview between the employee and the immediate supervisor will be conducted. The evaluation will include a review of the employee's principal responsibilities, an appraisal of the employee's job performance, a discussion of problem areas and a plan of action to set objectives for performance and to assist in alleviating any performance problems. All evaluations will be submitted to the city administrator for review and made a part of the employee's personnel records.

## 9. DISCIPLINARY ACTIONS.

Employees shall promote a positive image of the city as they carry out their job responsibilities. Employees will be subject to disciplinary action for failing to fulfill their duties and responsibilities as employees of the city. The city will administer disciplinary action uniformly and without discrimination. Disciplinary action may include action up to and including termination. Discipline will be based on the nature and severity of the infraction and upon the conditions surrounding the incident.

- a. Disciplinary Steps. The employee's immediate supervisor will inform the employee promptly and specifically of the cause for disciplinary action. Disciplinary action against any employee will be progressive and follow the steps described below.
  - 1) **Oral Reprimand.** The supervisor will inform the employee that "this is an oral reprimand" and will state the reason for the reprimand.
  - 2) **Written Reprimand.** The supervisor will submit a written reprimand to the employee and place a copy of the reprimand in the employee's personnel file.
  - 3) **Suspension.** In those cases where one or more written reprimands have not proven to be effective, or in those cases where the seriousness of the events or conditions warrant it, the supervisor may suspend an employee without pay for a period not to exceed thirty days in any one calendar year.



- 4) **Demotion or Discharge.** When other forms of disciplinary action have proven ineffective, or where the seriousness of the offense or condition warrants it, the city council may demote or dismiss the employee.

These subsections are intended only to provide examples of types of discipline and are not meant to be exclusive, nor are they intended to require the city to exhaust these steps in any particular instance.

- b. Temporary Relief from Duty. A supervisor may temporarily relieve an employee from duty if the employee is unfit to perform his or her duties. Sick leave will be utilized when an employee is sick.
- c. Grievance Procedure. It is the policy of the city to deal promptly with grievances that are brought forward. The following will be the Grievance Procedure of the city.

**Step 1** - A grievance will be filed in writing within ten working days of the occurrence of the grieved issue with the employee's supervisor.

**Step 2** - The grieving employee's supervisor will immediately consider and examine the causes of the grievance and attempt to resolve it within five working days of receipt of the grievance.

**Step 3** - If an employee is not satisfied with the decision at the supervisory level, the decision can be appealed within five working days to the city administrator.

**Step 4** - Upon receipt of the grievance appeal, the city administrator will review the grievance and respond within five working days.

**Step 5** - If the employee is not satisfied with the decision at the city administrator's level, a petition for the city council to hear the grievance must be filed within ten working days with the city administrator who will then place the grievance on the next available city council agenda. The city council will have final authority on all grievances.

Any time limits may be extended by written mutual agreement between the employee and the city administrator.

## 10. TERMINATION OF EMPLOYMENT

- a. Resignation. Any employee leaving municipal service must give at least fourteen days written notice of resignation. Upon leaving service an employee will be compensated for all accrued vacation time.

Failure to comply with this procedure may be considered cause for denying such employee future employment by the city and the pay-back of 50% of sick leave benefit. Unauthorized absences from work for a period of three working days may be considered as a resignation without notice.

- b. Involuntary Termination. Regular employees may be involuntarily terminated for any reason not prescribed by law at the will of the city council. The city council will give the employee fourteen days written notice of termination or the financial equivalent thereof.
- c. Lay-Offs. The city council may lay off any employee whenever such action is necessary because of shortage of work or funds, the abolition of a position or because of changes in organization, provided, however, that fourteen days written notice be given. No regular employee will be laid off while there are temporary, provisional or probationary employees serving in the same class of positions for which the regular employee is qualified, eligible and available. Length of service in the same position class will determine the order of making lay-offs when all job relevant qualification and job performance factors are equivalent.

Any regular or promotional probationary employee upon receiving a layoff notice may elect to be reduced to a lower position within the same department provided the employee has greater seniority than the employee being replaced or the lower position is vacant and the employee has previously held the position within the last three years and job relevant qualification and job performance factors are equivalent.

The request to be reduced must be submitted in writing within seven calendar days of receipt of the notification of layoff.

## 11. MISCELLANEOUS REGULATIONS

- a. Car Expenses. Employees authorized to use their personal cars on municipal business will be reimbursed for car expenses at a per mile rate set by the city council. Claims for mileage expense will include the date of travel, the purpose or destination, and number of miles traveled.
- b. Uniforms. When employees are required to wear uniforms in the performance of city duties, such uniforms will be provided by the city.
- c. Political Activity. The political activities listed below are specifically prohibited by city employees. Employees engaging in any of these activities are subject to disciplinary action.
  - 1) Campaigning for a candidate or issue during prescribed working hours or while on city business.
  - 2) Attempting to influence a campaign by specifically alluding to the employee's position with the city.
  - 3) Participating in a campaign where such participation constitutes a conflict of interest between the employee and the carrying out of duties prescribed in the employee's job description.

No employee of the city will hold any other office or employment under the city, county, state or federal government, or any division thereof, except such office or employment which does not interfere with the impartial discharge of duties or result in the wielding of legislative or executive authority over conditions of employment or over service supervisors.

## 12. EMPLOYEE PARTICIPATION IN FIRE DEPARTMENT

Fulltime employees of the City of Falcon Heights are encouraged to participate in the Falcon Heights Fire/Rescue Department.

- a. During Regular Work Hours. Employees will be allowed to respond to fire/ambulance calls as determined by the city administrator based

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upon the relative needs of the Fire/Rescue Department and the needs of their regular work assignments. There will be no compensation\* in addition to regular employment compensation for providing Fire/Rescue Department services during regular work hours, nor will employees be docked regular pay for Fire/Rescue Department service.

- b. Outside of Regular Work Hours. City employees will be treated the same as any other member of the Fire/Rescue Department, including training, compensation and retirement benefits.

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## E. COMPENSATION

### 1. Pay Range Guidelines

The pay range system for regular fulltime and parttime employees is based on the principle that compensation should accelerate more rapidly during the first 18 months of employment to reflect a learning curve of effectiveness and that the overall system should be adjusted annually to keep up with inflation and the competitive employment market.

- a. Starting Salary. The starting rate, described below as step one, is the entry rate for new employees who meet the minimum qualifications and experience for the position filled. It is recognized that some new employees will have higher than minimum qualifications. If approved by the city council, they may be hired at a rate not to exceed step 3.
- b. Employee Progression. A regular employee will be eligible for progression between steps provided that the employee satisfactorily met the job requirements of the position as documented and recommended by the employee's supervisor and the city administrator. The progression is:

<u>Pay Plan</u>	<u>Progression</u>	<u>Date Awarded</u>	<u>Performance Criteria</u>
	Step 1	Entry level	Entry level
	Step 2	6 months after hire	Meets requirements
	Step 3	18 months after	Meets requirements
	Step 4	5 years after hire	Meets requirements
	Step 5	10 years after hire	Exceeds requirements

Employees will be eligible for review at the first of each year. At the review date, the employee may be increased or held at existing pay levels depending upon his/her performance since the previous review. The review will include an assessment of performance as defined in the current Position Description as well as on accomplishment of annual goals.

Exceptional Performance.

~~Supervisors will recommend compensation for exceptional performance during the review period. City council will approve merit pay based on relative importance of accomplishments and available funds.~~

c. Pay Adjustments. The above pay progression for regular employees is subject to periodic adjustment in order to comply with state requirements regarding pay equity and pay comparables. All pay adjustments will be subject to approval by the city council.

2. Position Reclassification. A regular fulltime and part-time employee's pay progression may be altered if the employee's job responsibilities change to the extent that they warrant a position reclassification as determined by the city council. The starting salary of a reclassified employee will be at step 1 of the pay plan progression unless otherwise determined by the city council.

3. Standard Compensation Adjustments. Standard compensation adjustments may be made for regular employees on January 1 of each year. The rate of the adjustment will be determined by the city council.



Meeting Date: 11/22/95  
Agenda Item: P - 2

**CITY OF FALCON HEIGHTS**

**REQUEST FOR COUNCIL CONSIDERATION**

ITEM DESCRIPTION: Information on the 1990 process for appointment to a vacant council seat

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

The city anticipates an opening on the city council in January, 1996 after Mayor Elect Sue Gehrz takes the oath as mayor. The process used for the appointment of Councilmember Jacobs to a council vacancy in 1990 is attached for your information.

ATTACHMENTS:

- 1 - Memo outlining application process, 16 January 1990
- 2 - Memo outlining workshop, 27 February 1990
- 3 - Information provided to finalists, 2 March 1990
- 4 - Application from candidate Sam Jacobs, 16 February 1990

ACTION REQUESTED:

Information and discussion item.



CITY OF  
**FALCON HEIGHTS**

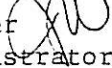
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2077 W. LARPELLEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

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January 16, 1990

TO: Interested Falcon Heights Residents

FROM: Jan Wiessner   
City Administrator

RE: Application Process for City Council Position

On Wednesday, January 10, 1990, the Falcon Heights City Council accepted the resignation of council member Pat Bush, announced that a vacancy exists on the council for a term which will expire Dec. 31, 1991, and established the process by which a new council member will be appointed.

Appointment Process

Interested residents are asked to submit a completed Council Application Form and brief resume' to Falcon Heights City Hall, 2077 W. Larpenteur, Falcon Heights, 55113, by 4:30 P.M. Friday, February 16th.

The Mayor and three elected council members will review all applications received. An undetermined number of candidates will be selected for council interviews the last week in February. It is expected that the council will make the appointment at the council meeting on Wednesday, March 14. Should the council vote result in a tie, the Mayor has the authority to make the appointment.

Eligibility

Qualifications for elective office are set forth in the Minnesota Constitution. City Council members must be qualified city voters, at least 21 years of age on the date of their taking office, U.S. citizens, and residents of the state for at least 20 days.

For further information, call 644-5050.

CC: City Council

JW:pp



CITY OF  
**FALCON HEIGHTS**

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file:  
Council NB  
Council ~~meeting~~ <sup>men</sup>  
Appt - 1990  
(3 hole punch)

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

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February 27, 1990

TO: Mayor Baldwin and Councilmembers  
FROM: Jan Wiessner *JW*  
RE: Council Workshop - Feb. 28, 1990

All 21 applicants for the vacant City Council position have been contacted and all but two have been scheduled for 5 minute presentations before and after the City Council meeting on Feb. 28th. Applicants Olsen (P) and Morris (O) have withdrawn from consideration.

The applicants have been informed that the workshop will be taped for replay on Cable TV. They have also been informed that it is a public meeting; however, we are requesting that they not observe earlier interviews so earlier applicants are not disadvantaged by their placement on the schedule.

I will assign two staff members to help with the process by greeting the candidates in the foyer and sending them in, and timing the presentations and holding up time cards.

If you have any other suggestions, please let me know.

JW:pp  
enclosure



FALCON HEIGHTS CITY COUNCIL  
CANDIDATE PRESENTATION SCHEDULE  
FEBRUARY 28, 1990

COUNCIL WORKSHOP

- 6:00 Meet and Get Settled
- 6:05 ~~John Duncan (D)~~ dropped out 2/28
- 6:10 Dr. Harry Foreman (E)
- 6:15 Carol Ryan Huso (J)
- 6:20 ~~Gary Langer (M)~~ Dropped out 2/28/89
- 6:25 Don Mead (N)
- 6:30 Marie Furton (F)
- 6:35 Don Goedken (G)
- 6:40-7:00 Break Before Council Meeting
- 7:00-7:40 City Council Meeting
- 7:45 Dave Black (B)
- 7:50 James Purdy (Q)
- 7:55 George Stephenson (T)
- 8:00 William Soukup (S)
- 8:05 John Hustad (K)
- 8:10 John Holmgren (I)
- 8:15 Sam Jacobs (L)
- 8:20-8:40 Break
- 8:40 Jan Gibson Talbot (U)
- 8:45 Steven Schugel (R)



CITY OF  
**FALCON HEIGHTS**

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

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March 2, 1990

TO: Finalists for City Council Position  
FROM: Jan Wiessner  
RE: City Information

Congratulations on being selected as a finalist for the Falcon Heights City Council. To help you become a little more familiar with the current status of the City, I'm enclosing the following:

- A. Recent City Council meeting minutes
- B. Two months meeting minutes for Planning, Solid Waste, Human Rights and Park & Recreation Commissions
- C. 1990 City Budget Summary
- D. Living in Falcon Heights booklets
- E. Roseville-Falcon Heights promotional booklets published by the Chamber of Commerce

Also enclosed is an interview schedule. The format will be a fifteen minute (non-televised) interview of each candidate. Each council member will be asking questions and you will also have the opportunity to ask questions of the council.

If you'd like further information, don't hesitate to call.

JW:pp  
enclosures



FALCON HEIGHTS CITY COUNCIL

WORKSHOP

APPLICANT INTERVIEW SCHEDULE

Wednesday, March 7, 1990

7:30 Council meet to discuss questions, process  
7:45 John Hustad  
8:00 Break  
8:10 Marie Furton  
8:25 Break  
8:35 Leonard Boche

Monday, March 12, 1990

7:00 Dave Black  
7:15 Break  
7:25 Sam Jacobs  
7:40 Break  
7:50 Carol Huso  
8:05 Break  
8:15 Jan Gibson Talbot



DATE REC'D: 2-16-90  
(For Falcon Heights Staff  
Use Only)

(L) 4

FALCON HEIGHTS COMMISSION/COUNCIL APPLICATION

NAME: Sam L. Jacobs

ADDRESS: 1489 W. Hoyt Av., Falcon Heights, MN 55108 PHONE: 646-8717

HOW LONG AT ABOVE ADDRESS? 13 YEARS. ARE YOU AGE 21 OR OLDER? YES  NO

IN WHAT CAPACITY DO YOU WISH TO SERVE? Two year unexpired term as council member.

REASON(S) YOU WISH TO SERVE: See attached - 1.

PRIOR PUBLIC (OR RELATED) SERVICE: See attached - 2.

OTHER RELEVANT BACKGROUND (OR COMMENTS): See attached - 3.

PLEASE ATTACH RESUME' AND/OR ADDITIONAL SHEETS IF NECESSARY.

ADDENDUM TO COUNCIL APPLICATION

1. I have been a resident of Falcon Heights for 13 years and appreciate the sense of community that exists here. I now look forward to the opportunity of giving back a portion of the service I have received. I believe the future of our community hinges on the decisions made by our city government. As a resident I have a voice but it doesn't carry nearly the weight of one vote cast by a council member. I want to be a part of the decision making body which will chart the future of our city and the services rendered to our citizens. This is a unique opportunity to hold a political office without incurring the expense and time to run a good campaign.

2. I have been a charter member of the Falcon Heights/Lauderdale Lions Club, an organization which is committed to community service. I have served as chairman of the Christmas Tree Sales Committee for the past four years; the major fundraiser for the Lions.

I have served as chairman of the Special Programs, Youth, Adult, and Christian Education committees at church and at present am Vice Moderator.

I am a member of the P.T.A.

As manager of Project Mobility, I was appointed as the Metropolitan Transit Commission's official representative to the Metropolitan Transit Committee for the Disabled (advisory group to the Commission).

I was appointed as an alternate delegate at the precinct caucuses for District 623A. I have been active in campaign literature drops on behalf of friends running for public office.

3. I believe the strengths I bring to this position are strong leadership ability, motivational and organizational skills, and the ability to bring about consensus on any given topic of debate.

SAM L. JACOBS

1489 W. Hoyt Ave.  
Falcon Heights, MN 55108  
Home (612) 646-8717  
Work (612) 642-2658

EMPLOYMENT OBJECTIVE

A challenging management position with a progressive company which utilizes my skills and offers opportunities for advancement.

EDUCATION

- \* Continuing Education Courses sponsored by the MTC. (1987-1988).
- \* Employers Association (1985-1986) Principles of Supervision I & II.
- \* Indiana University Graduate School of Business (1984): Studies in Operations Management for Transit.
- \* University of Minnesota Extension Course (1975): Fundamentals of Management.
- \* University of Minnesota (1969-1970, two quarters) School of Forestry.
- \* Worthington State Junior College (1967-1969) Associate of Arts Degree.

EXPERIENCE

Metropolitan Transit Commission (MTC)  
400 N. Snelling Ave.  
St. Paul, MN 55104

Assistant Transportation Manager

June 1979 - Present

- \* Indirectly supervise 365 bus operators and seven dispatchers.
- \* Counsel, coach and maintain documentation on 130 employees.
- \* Monitor expenditures to insure budget adherence.
- \* Coordinate garage activities with other agency work units to insure that high quality and efficient bus service is provided.
- \* Insure that bus operators and dispatchers comply with agency policies and procedures. Administer discipline for non-compliance in a consistent, understanding, fair and compassionate manner.
- \* Develop and implement policies and procedures relating to the work force.
- \* Responsible for the discipline for all 365 bus operators in the area of safety.
- \* Defend the company position of "misconduct" at unemployment hearings for terminated employees.
- \* Actively involved in the grievance process with the Union in discipline matters.
- \* Have defended the company at arbitrations over disputed discipline matters.

Manager - Project Mobility

November 1976 - June 1979

- \* Designed, implemented and managed a demand-responsive transportation program for the handicapped population of the Twin Cities.
- \* Project Mobility had an annual budget of \$751,000 and a full time staff of 21.
- \* Prepared and presented monthly reports to the MTC Commission.
- \* Was a member of the Metropolitan Transit Committee for the Disabled (advisory group to the commission).

Director - Model City Dial-A-Ride

February 1975 - October 1976

- \* Designed, implemented and managed a Dial-A-Ride service for the Model City area of Minneapolis.
- \* Prepared and presented monthly reports to the MTC Commission.

Research Assistant

September 1971 - February 1975

- \* Responsible for field research and route expansion.
- \* Prepared detailed petitions with route information, cost, estimated ridership, etc. which were presented to the MTC Commission for approval.
- \* During labor negotiations, gathered supportive statistical data for arbitration between the MTC and Amalgamated Transit Union Local #1005.
- \* Developed the entire Park-Ride program for the I-35W demonstration program.
- \* Met with shopping center managers, church advisory boards, municipal officials and others to secure the needed sights.
- \* Responded to numerous requests for service expansion.

MTC Bus Operator

March 1970 - September 1971

EXTRA-CURRICULAR ACTIVITIES

Central Baptist Church

January 1976 - Present

Served as chairman of the Adult, Christian Education, Special Programs and Youth committees. I also taught Sunday School, served on the Board of Trustees and am presently serving as Vice-Moderator.

Falcon Heights/Lauderdale Lions Club (Charter Member)

May 1986 - Present

Responsible for our major fund raiser of selling Christmas trees for the past three years. Presently serving as First Vice President.

REFERENCES

Will be provided upon request.

Meeting Date: 11/22/95

Agenda Item: I - 1

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Minutes

SUBMITTED BY: Parks and Recreation Commission

EXPLANATION/SUMMARY:

Minutes of the Parks and Recreation Commission dated October 19, 1995 are attached.



# Minutes

## Parks and Recreation Commission

October 19th, 1995

### Present

Jackie Benson  
Greg Scheafer  
Steve Schugel  
Carol Wiesberg  
Nancy Wickhem - Chair and Secretary  
Carol Kriegler - Parks and Recreation Director  
John Hustad - Council Liaison

### Absent

Morrie Nicholson

### Guest

Nan Knutson

### **Community Playroom Program**

The community playroom is scheduled to open for its second season on October 30th. Last spring a survey was sent to all Families that had visited the playroom, requesting feedback regarding many areas of the program and asking for suggestions on how the playroom might be improved. Nan Knutson and Carol Kriegler provided additional background information, the commission reviewed the survey again, and discussed changes to the program for this season. The following changes have been made:

- New playroom dates : Monday and Friday AM, Tuesday evening.
- New playroom hours: 9:30 - 12:00 am, 6:00 - 8:00 pm.
- Fee reduction : \$2:00 per child or \$3.00 per family.
- Passes will be available again this year, price will reflect the reduced rate.
- There will remain a four child per adult maximum.

The city supported the playroom with \$1200.00 to start. These funds are almost gone. It is anticipated that the playroom will be self supporting this year, with any profits being invested back into the playroom. Other topics

discussed included the possibility of investing in one new “Big Toy” each year to keep things feeling new, opening up to more staff to increase staff flexibility, and changes to staff wages. There will be an open house on November 4th from 10:00 am to 1:00 pm.

### **Park Ordinance Enforcement**

The commission discussed current park ordinances and possible enforcement options. The St. Anthony Police department vigorously enforces the no alcohol ordinance but wants more input on how the city would like to handle more minor violations such as pets or golfing. The commission discussion focused on dogs since that seems to be the most chronic violation. City employees are not required to approach a violator. Some park neighbors and city workers that have given verbal reminders to violators have been harassed. The commission was not reviewing the actual ordinances, but rather discussing various methods on enforcement. The commission suggested inviting Police Chief Engstrom to a future meeting to get more information about using verbal and or written warnings etc. The possibility signage was also discussed.

### **Park Satellites**

The question was raised about early removal of park Satellites, particularly in Community Park. The Satellites cost \$70.00 per month, are in place for the summer, and have been an attraction to vandals. The commission will look into the feasibility of providing longer coverage for next season.

### **Falcon Heights School Site Improvements**

Carol Krieger updated the commission on the Falcon Heights School Site Improvements.

- Construction caused more turf damage than expected. At the next city council meeting Carol will request approval for complete sod replacement.
- Equipment is taking longer than expected, However it will be installed on the day it arrives.
- School district owns and is responsible for the risk associated with the park. The city will perform maintenance at the site, and will do yearly inspections and will correct problems.