

City of Falcon Heights Regular Meeting of the City Council  
City Hall  
2077 W. Larpenteur Avenue  
February 14, 1996

**A G E N D A**

2/14/96  
Tabs 1-12

CALL TO ORDER: 7 P.M.

ROLL CALL: GEHRZ \_\_\_ GIBSON TALBOT \_\_\_ HUSTAD \_\_\_  
JACOBS \_\_\_ HOYT \_\_\_ ASLESON \_\_\_ ATTORNEY \_\_\_

COMMUNITY FORUM

APPROVAL OF MINUTES: January 24, 1996 (tab 1)

CONSENT AGENDA:

1. Disbursements (tab 2)
  - a. General disbursements through 2/9/96, \$28,535.22
  - b. Payroll, 1/15/96 to 1/31/96, \$12,072.91
2. Licenses (tab 3)
3. Purchase of vertical blinds for city hall (tab 4)
4. Approval to enter into a Financial Services Contract (tab 5)
5. Approval of rescue services contract with Ramsey Emergency Medical Services Program Medical Direction Agreement (tab 6)
6. Resignation from Park and Recreation Commission (tab 7)
7. Authorization to adjust mileage reimbursement rate (tab 8)

POLICY AGENDA:

1. Scheduling the appointment process for the city council vacancy (tab 9) ACTION: \_\_\_\_\_
2. Purchase of building identification for city hall (tab 10) ACTION: \_\_\_\_\_
3. Review and discussion of the city's annual events (tab 11) ACTION: \_\_\_\_\_
4. Presentation and discussion about the DARE program (tab 12) ACTION: \_\_\_\_\_

INFORMATION AND ANNOUNCEMENTS:

ADJOURN

City of Falcon Heights Regular Meeting of the City Council  
City Hall  
2077 W. Larpenteur Avenue  
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JACOBS \_\_\_ HOYT \_\_\_ ASLESON \_\_\_ ATTORNEY \_\_\_ ENGINEER \_\_\_

COMMUNITY FORUM

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POLICY AGENDA:

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ACTION: \_\_\_\_\_
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ACTION: \_\_\_\_\_
3. Review and discussion of the city's annual events  
ACTION: \_\_\_\_\_
4. Presentation and discussion about the DARE program  
ACTION: \_\_\_\_\_

INFORMATION AND ANNOUNCEMENTS:

ADJOURN

CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF JANUARY 24, 1996

**DRAFT**

Mayor Gehrz convened the meeting at 7:00 p.m.

**PRESENT**

Gehrz, Hustad, and Jacobs. Also present were Hoyt and Asleson.

**ABSENT**

Gibson Talbot.

**COMMUNITY FORUM**

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

**MINUTES OF JANUARY 10, 1996**

Minutes were approved by unanimous consent.

**PUBLIC HEARING**

**A PUBLIC HEARING AND RESOLUTION ON AN AMENDMENT TO THE CITY'S TAX  
INCREMENT FINANCING PLAN**

Jim Casserly of Casserly Molzahn and Associates gave an overview of the proposed amendments to the tax increment plan. The changes are being recommended in order to revise the budget to more accurately describe planned expenditures, to expand the project area to include more of the city and to increase the city's authorization for future bonded indebtedness. The changes do not commit the city to spend money, issue debt, or approve any particular project.

Mayor Gehrz opened the public hearing at 7:05 p.m. There being no one wishing to be heard, the hearing was immediately closed.

At this point, it was realized that the public hearing had actually been scheduled for 7:30 rather than 7:00. The council decided to re-open the hearing at 7:30 to take further comment.

**CONSENT AGENDA APPROVED**

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

1. Disbursements
2. Licenses
3. Appointment of committee and commission liaisons
4. Request for authorization to purchase computer equipment
5. Request for approval for a contract with Synoptics for work with the fire department

## **POLICY AGENDA**

### **DISCUSSION ON THE COMPOSITION OF THE HUMAN RIGHTS COMMISSION**

Administrator Hoyt reported that, per council direction, staff had been continuing to work on revising the administrative manual with respect to the Human Rights Commission. The council discussed the material within the current administrative manual and made suggestions on the statement of purpose and membership issues. Another draft will be brought back for discussion at the next meeting.

### **UPDATE ON THE PROPOSED RECONSTRUCTION OF LARPENTEUR AVENUE AND STREETScape PLAN**

Administrator Hoyt gave a brief update on the proposed Larpenteur Avenue project. Reconstruction is scheduled for 1997 for the area west of Cleveland and for 1998-99 for the area east of Cleveland.

## **PUBLIC HEARING**

### **PUBLIC HEARING AND RESOLUTION ON AN AMENDMENT TO THE CITY'S TAX INCREMENT FINANCING PLAN**

Mayor Gehrz opened the public hearing at 7:30 p.m. She also asked that Jim Casserly give a brief review of the proposed tax increment amendments for the newly-arrived audience and for the cable television public. Mr. Casserly reviewed his comments from earlier in the evening.

Dick Wenkel, 1825 Fairview Avenue, asked about the status of other TIF projects. Administrator Hoyt responded that the Good Value Homes, Stratford Office Park, and Hewlett-Packard TIF districts had all expired and are now on the regular property tax rolls.

Mr. Wenkel then asked for some examples of basic improvements to be done with tax increment funds. Hoyt answered that Larpenteur Avenue public improvements are planned in the next several years.

There being no one else present, the public hearing was closed at 7:39 p.m.

Motion was made by Councilmember Jacobs to approve Resolution 96-03. Motion passed unanimously.

## **POLICY AGENDA**

### **UPDATE FROM THE POLICE CHIEF**

Chief Engstrom updated the council on 1995 police activity. Among the topics discussed with the council were the amount of time spent patrolling Larpenteur Avenue, the impact of State Fair events on policing, and 1995 crime statistics.

Councilmember Hustad left at 8:17 p.m.

#### **REVIEW OF KEY ELEMENTS RELATED TO THE DRAFT UNIVERSITY OF MINNESOTA MASTER PLAN**

Administrator Hoyt described the University of Minnesota's Master Plan to the council. Most of the "St. Paul Campus" (actually located in Falcon Heights) is proposed to be kept the within the same general configuration, including the preservation of the agricultural fields.

Mayor Gehrz asked about the expansion of housing at Commonwealth Terrace and about the removal of the greenhouses next to the Coffman Condominiums. Hoyt said that there are no specifics on these plans.

Hoyt also mentioned that, unless there are objections, she would be asking that the plan for notifying affected cities of proposed University land use plans be included within the final Master Plan. This plan should identify specifically when and how the city would be notified of University plans. The council directed Hoyt to request this from the University.

#### **INFORMATION AND ANNOUNCEMENTS**

Mayor Gehrz congratulated the recent DARE graduates at Falcon Heights Elementary. She also reminded the audience about the upcoming process to appoint a new councilmember.

Administrator Hoyt asked the public for patience with icy roads and sidewalks, as salt and sand are not helpful in such severe cold. She also reviewed the 1995 building permit activity with the council.

#### **ADJOURNMENT**

The meeting adjourned at 8:31 p.m.

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Susan L. Gehrz, Mayor

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Carla Asleson  
Recording Secretary

Meeting Date: 2/14/96  
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 2/9/96, \$28,535.22
- b. Payroll, 1/15/96 to 1/31/96, \$12,072.91

ACTION REQUESTED: Approval

a.

APPROVAL OF BILLS  
PERIOD ENDING: 02/14/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
4	AT&T	MAINTENANCE 1/26-2/5/96	BUILDING	73.44
7	AT&T WIRELESS SERVICES	PUBLIC WORKS PAGER 2/96	BUILDING	13.30
9	AGA-MPLS/ST. PAUL CHAPTER	1996 MEMBERSHIP	FINANCE	60.00
11	AGA	1996 NATL MEMBERSHIP	FINANCE	20.00
13	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	41.46
15	ARMSTRONG MEDICAL	AIRWY MANNQN-TRAINING	RESCUE S	705.35
16	ARMSTRONG MEDICAL	AIRWAY MGMT HEAD	FIRE FIG	299.39
17		*** TOTAL FOR ARMSTRONG MEDICAL		1,004.74
19	ARROWHEAD EMS ASSOCIATION	EMS CONFERENCE	RESCUE S	370.00
21	BROWNING-FERRIS IND.	2/96 REFUSE SERVICE	BUILDING	141.24
23	BRC - ASSIST CENTER	ELECTION SUPPLIES	ELECTION	50.34
25	BLOMBERG PHARMACY	FILM/DEVELOPING	FIRE FIG	16.53
26	BLOMBERG PHARMACY	BATTERIES	FIRE PRE	3.18
27		*** TOTAL FOR BLOMBERG PHARMACY		19.71
29	CHAMPION AUTO STORES	BULBS, CHAMDIS, FLUID	FIRE FIG	35.11
31	COLONIAL INSURANCE	BAUMANN 1/96 PREMIUM	FIRE FIG	29.65
32	COLONIAL INSURANCE	IVERSON 1/96 PREMIUM	FIRE PRE	36.45
33		*** TOTAL FOR COLONIAL INSURANCE		66.10
35	CUSHMAN MOTOR CO., INC.	BOBCAT BELT	STREETS	51.34
37	DANKO EMERGENCY EQUIPMENT	HYDRAULIC FLUID	FIRE FIG	40.99
38	DANKO EMERGENCY EQUIPMENT	AIR CYLINDER REPAIR/VLVS	FIRE FIG	87.75
39		*** TOTAL FOR DANKO EMERGENCY EQUI		136.74
41	E-Z RECYCLING, INC.	1/96 RECYCLING	SOLID WA	2,389.50
43	FLANAGAN SALES, INC.	FHTS SCHOOL WASTE RECEIPT	PARKS CI	947.39
45	GLENWOOD INGLEWOOD	10 GAL. WATER	BUILDING	11.50
47	GFOA	96 BUDGET AWARD APPLICTN	FINANCE	150.00
48	HEWLETT-PACKARD	REFUND OVERPMT FALSE ALM		60.00
51	GRAINGER, W. W., INC.	TEFLON TAPE; DRILL BIT	BUILDING	40.92
52	GRAINGER, W. W., INC.	LAMPS	BUILDING	57.51
53	GRAINGER, W. W., INC.	HOSE, HYDRAULIC OIL-JDEER	STREETS	12.26
54	GRAINGER, W. W., INC.	ELOW-JOHN DEERE 2040	STREETS	2.90
55		*** TOTAL FOR GRAINGER, W. W., INC		113.67
56	31687 HOLIDAY INN - DULUTH	ARROWHEAD EMS CONFERENCE	RESCUE S	232.89

APPROVAL OF BILLS  
PERIOD ENDING: 02/14/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ICMA RETIREMENT TRUST-457	2/96 CONTRIBUTIONS	ADMINIST	100.00
	ICMA RETIREMENT TRUST-457	2/96 CONTRIBUTIONS	FINANCE	150.00
	ICMA RETIREMENT TRUST-457	2/96 CONTRIBUTIONS	PARK MAI	200.00
	*** TOTAL FOR ICMA RETIREMENT TRUS			450.00
	INSTY-PRINTS PLUS	COPIES	ADMINIST	24.20
	INSTY-PRINTS PLUS	MAYOR BUSINESS CARDS	ADMINIST	45.69
	INSTY-PRINTS PLUS	1/96 NEWSLETTER	COMMUNIC	246.88
	INSTY-PRINTS PLUS	1/96 NEWSLETTER	SOLID WA	95.91
	*** TOTAL FOR INSTY-PRINTS PLUS			412.76
	HENNEPIN TECH. COLLEGE	FIREFIGHTER II COURSE	FIRE FIG	100.20
	HENNEPIN TECH. COLLEGE	FIRST RESPONDER COURSE	RESCUE S	180.30
	*** TOTAL FOR HENNEPIN TECH. COLLE			280.50
	IVERSON, TERRY	1/96 MILEAGE	ADMINIST	3.90
	IVERSON, TERRY	1/96 MILEAGE	FIRE PRE	70.80
	IVERSON, TERRY	NORTH SUB GAVEL MEETING	FIRE PRE	8.08
	*** TOTAL FOR IVERSON, TERRY			82.78
	KING'S TRUE VALUE	HOSE CONNECTORS	FIRE FIG	9.87
	L Z TRUCK EQUIPMENT CO.	TRACTOR 2040 LOADER	STREETS	133.13
	M. A. B. ENTERPRISES, INC	STRETCHER CHAIR	RESCUE S	645.15
	M-75 BUILDING MAINTENANCE	1/96 CLEANING	BUILDING	154.42
	MIDTOWN CLEANERS	LINEN CLEANING	RESCUE S	19.26
	31688 MN DEPARTMENT OF REVENUE	STATE WITHHELD 1/31/96	ADMINIST	708.65
	MN POLLUTION CONTROL	EMISSIONS TEST	STREETS	8.00
	MINNESOTA PREVENTION	YOUTH ALCOHOL INFO	MCAD	95.96
	MUNICI-PALS	1996 MEMBERSHIP	ADMINIST	10.00
	MOORE MEDICAL CORP	TOURNIQUET LATEX	RESCUE S	4.70
	MOORE MEDICAL CORP	RESCUE SUPPLIES	RESCUE S	106.91
	*** TOTAL FOR MOORE MEDICAL CORP			111.61
	NSP	1/96 ELECTRIC	EMERGENC	6.28
	NSP	1/96 ELECTRIC	PARK MAI	21.67
	NSP	12/95 GAS & ELECTRIC	PARK MAI	733.14
	NSP	1/96 ELECTRIC	PARK MAI	22.12
	NSP	1/96 ELECTRIC	BUILDING	712.46
	NSP	1/96 GAS	BUILDING	897.56
	NSP	1/96 ELECTRIC	SANITARY	16.33
	*** TOTAL FOR NSP			2,409.56
	NSP	1/96 STREET LIGHTING	STR. LIG	2,017.12



APPROVAL OF BILLS  
PERIOD ENDING: 02/14/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NELSON CHEESE FACTORY	MEETING SANDWICHES	LEGISLAT	38.52
	NELSON CHEESE FACTORY	TIP	LEGISLAT	2.00
	*** TOTAL FOR NELSON CHEESE FACTOR			40.52
31689	NORTH STAR STATE BANK	FED WITHHELD 1/31/96	ADMINIST	3,984.94
	N. SUBURBAN GAVEL ASSOC.	1996 MEMBERSHIP-IVERSON	FIRE PRE	15.00
	OFFICE MAX CREDIT PLAN	MISC. OFFICE SUPPLIES	ADMINIST	47.13
	OFFICE MAX CREDIT PLAN	COVERS, INDEX	ADMINIST	57.23
	*** TOTAL FOR OFFICE MAX CREDIT PL			104.36
	OFFICE DEPOT	LASER COPY PAPER	ADMINIST	293.72
	OXYGEN SERVICE COMPANY	1/96 OXYGEN CYLINDERS	RESCUE S	13.50
	OXYGEN SERVICE COMPANY	1/96 OXYGEN CYLINDERS	BUILDING	9.00
	*** TOTAL FOR OXYGEN SERVICE COMPA			22.50
	PERA	PERA WITHHELD 1/31/96	ADMINIST	1,263.35
	PHYSIO-CONTROL CORP.	DEFIB. ELECTRODES	RESCUE S	245.75
	CITY OF SAINT PAUL	USE OF FIRE TRAIN TOWER	FIRE FIG	225.00
	RAMSEY CLINIC	IMMUNIZATIONS	FIRE FIG	124.00
	RAMSEY COUNTY	TIF ADMIN COSTS	TIF #2	122.70
	RAMSEY COUNTY	TIF ADMIN COSTS	TIF #1	663.10
	*** TOTAL FOR RAMSEY COUNTY			785.80
	ROAD RESCUE, INC.	2 BULBS	RESCUE S	16.02
	ROSEVILLE AREA SCHOOLS	ELEMENTARY GYM RENTAL	PARK PRO	57.00
	ROSEVILLE AREA SCHOOLS	ELEMENTARY GYM RENTAL	PARK PRO	70.00
	*** TOTAL FOR ROSEVILLE AREA SCHOO			127.00
	SAUK RAPIDS FIRE DEPT.	MN STATE FIRE CONFERENCE	FIRE FIG	475.00
	SUBURBAN HARDWARE	MISC. PARTS	FIRE FIG	37.20
	SUBURBAN HARDWARE	ICE MELT; BOLTS	PARK MAI	22.91
	SUBURBAN HARDWARE	ICE MELT	BUILDING	17.35
	SUBURBAN HARDWARE	MISC. PARTS	STREETS	36.70
	*** TOTAL FOR SUBURBAN HARDWARE			114.16
	SUPER AMERICA	FUEL 12/29-1/20/96	RESCUE S	54.52
	SUPER AMERICA	FUEL 12/29-1/20/96	FIRE FIG	41.94
	SUPER AMERICA	FUEL 12/29-1/20/96	STREETS	70.71
	SUPER AMERICA	FUEL 12/29-1/20/96	PARK MAI	52.50
	*** TOTAL FOR SUPER AMERICA			219.67
	T.R.F. SUPPLY COMPANY	WORK GLOVES; SNOW MELTER	BUILDING	59.42
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	37.50

APPROVAL OF BILLS  
PERIOD ENDING: 02/14/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	48.28
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	13.50
	*** TOTAL FOR TOLL GAS & WELDING S			59.36
31690	UNDERWOOD, LANCE R.	FIREFIGHTER SOFTWARE	FIRE FIG	100.00
	USWEST CELLULAR	12/95 CELLULAR PHONE	RESCUE S	20.76
	USWEST COMMUNICATIONS	1/96 PHONE	PARK & R	56.50
	USWEST COMMUNICATIONS	2/96 PHONE	BUILDING	362.17
	USWEST COMMUNICATIONS	2/96 PHONE	FIRE FIG	59.37
	*** TOTAL FOR USWEST COMMUNICATION			478.04
	SUBURBAN CHAMBER COMMERCE	WORK & FAMILY INSERT	MCAD	95.00
	ST. PAUL WATER UTILITY	1/96 WATER	BUILDING	15.50
	ST. PAUL WATER UTILITY	1/96 WATER	PARK MAI	128.42
	*** TOTAL FOR ST. PAUL WATER UTILI			143.92
	BERNARDY, CONNIE LANNERS	2/15/96 MCAD SERVICES	MCAD	1,543.17
	COLTER-MUNYER, SUSIE	1/96 AFTER SCHOOL	MCAD	576.40
	COLTER-MUNYER, SUSIE	1/96 OPEN GYM	MCAD	32.00
	*** TOTAL FOR COLTER-MUNYER, SUSIE			608.40
	RIGDON, JOE	1/96 BANK MILEAGE	FINANCE	16.50
	GRANDSTRAND, EARL	CD-ROM INSTALLATION	ADMINIST	50.00
	NEXTEL COMMUNICATIONS, INC	PAGER REPAIR	FIRE FIG	40.00
	MATRIX MEDICAL INC.	RESCUE SUPPLIES	RESCUE S	111.07
	ROSEVILLE AREA SCHOOLS	PRINTING OF FLYERS	MCAD	40.00
	COMPUTER CITY	HP PENTIUM 100, 8MB, 850MB	GENERAL	2,002.18
	COMPUTER CITY	2 LASERJET 5L PRINTERS	GENERAL	1,022.23
	COMPUTER CITY	BLASTER CD-ROM 4X	GENERAL	170.39
	COMPUTER CITY	MICROSOFT WORD 6.0	GENERAL	319.49
	COMPUTER CITY	COMPUTER SUPPLIES	ADMINIST	28.85
	*** TOTAL FOR COMPUTER CITY			3,543.14
	RECYCLING ASSOC. OF MN	1996 MEMBERSHIP	SOLID WA	25.00
	BIRD & CRONIN INC.	RESCUE SUPPLIES	RESCUE S	39.41
	*** TOTAL FOR BANK 01			28,535.22
	*** GRAND TOTAL ***			28,535.22
	*** GRAND TOTAL ***			28,535.22

6.

PERIOD END DATE 01/31/96  
SYSTEM DATE 01/31/96

\*\*FILE NOT UPDATED\*\*

PAGE 1

C H E C K   R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	1 31 96	6 SUSAN GEHRZ	24037	284.56
COM	1 31 96	8 SAM JACOBS	24038	277.05
COM	1 31 96	10 JAN GIBSON TALBOT	24039	200.00
COM	1 31 96	11 JOHN HUSTAD	24040	247.05
COM	1 31 96	30 NICHOLAS BAUMANN	24041	122.78
COM	1 31 96	34 CLEMENT KURHAJETZ	24042	274.55
COM	1 31 96	40 KEVIN ANDERSON	24043	46.17
COM	1 31 96	42 MICHAEL D. CLARKIN	24044	27.70
COM	1 31 96	50 JOSEPH L. MARTINEZ	24045	64.64
COM	1 31 96	56 GREGORY S. PETERSON	24046	44.06
COM	1 31 96	59 GREGORY M. FULLER	24047	45.41
COM	1 31 96	61 DENNIS G. LEMAY	24048	104.67
COM	1 31 96	62 BRYON A. SCHULTZ	24049	26.17
COM	1 31 96	1002 SUSAN HOYT TAFF	24050	1450.91
COM	1 31 96	1003 TERRY IVERSON	24051	980.10
COM	1 31 96	1005 CAROL KRIEGLER	24052	666.93
COM	1 31 96	1006 JAY MORGAN	24053	929.19
COM	1 31 96	1007 PATRICIA PHILLIPS	24054	802.26
COM	1 31 96	1008 DELORIS SWENSON	24055	775.97
COM	1 31 96	1010 CARLA ASLESON	24056	944.09
COM	1 31 96	1011 LAWRENCE A. KLINGENBERG	24057	982.72
COM	1 31 96	1012 JOSEPH M. RIGDON	24058	861.51
COM	1 31 96	1026 JASON CIERNIA	24059	45.25
COM	1 31 96	1033 DAVE TRETSVEN	24060	380.45
COM	1 31 96	1078 MICHAEL R. SHIER	24061	290.63
COM	1 31 96	1083 JAMES W. SNOWDEN	24062	115.93
COM	1 31 96	1088 DONALD R. MEISSNER	24063	116.16
COM	1 31 96	1102 AUSTIN M. PETERSON	24064	293.08
COM	1 31 96	1115 MICHAEL D. LASSER	24065	182.70
COM	1 31 96	1116 CHRISTOPHER C. PETROSKAS	24066	96.61
COM	1 31 96	1117 DAVID A. SMITH-CUNNIEN	24067	226.96
COM	1 31 96	1118 SHAWN M. STRONG	24068	166.65
****TOTALS****				12072.91

Meeting Date: 2/14/96  
Agenda Item: C-2

CITY OF FALCON HEIGHTS  
REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

**BUSINESS**

\* A Wide World of Travel #3368  
Champion Auto #3370  
Do It Yourself Upholstery #3365  
First Chiropractic #3367  
Karate Junction #3366  
Pro Pet Spay/Neuter Hospital #3364  
Thatcher Chiropractic #3369  
Falcon Heights Medical Supply #3371

**REFUSE/RECYCLE**

Evergreen Environmental #3363  
EZ Recycling #3362  
Twin City Sanitation #3356

\*Denotes new business

ACTION REQUESTED: Approval

CONSENT

Meeting date: 2/14/96

Item: 3

ITEM: Purchase of Vertical Blinds for City Hall

SUBMITTED BY: Carol Kriegler, Director of Parks, Grounds, Recreation and  
Facilities

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / DESCRIPTION:

Proposals have been obtained for the purchase and installation of new vertical blinds throughout city hall. The current drapes are old and not effective in blocking sunlight in the conference room and south side of the administrative offices. Each of the proposals offers a vertical blind of comparable quality and material with color and texture options that are compatible with the recently painted walls. Staff recommends the selection of a blind that is relatively neutral in color, blending well with the current color scheme while offering future versatility.

The 1996 Capital Budget includes \$2,000 for city hall window treatments. Following are the quotations received for the purchase and installation of vertical blinds throughout city hall, a total of 10 windows:

The Little Blind Spot	\$2,203.00
Vertical King, Inc.	\$2,003.66
Discount Windows & Wares	\$1669.92

ACTION REQUESTED:

Authorization to contract with Discount Windows & Wares for the purchase and installation of vertical blinds for city hall at a cost of \$1669.92

CONSENT

Meeting date: 2/14/96

Item: 4

ITEM: Approval to enter into a Financial Services Contract with Springsted Public Finance Advisors

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Eric Galatz, Attorney

EXPLANATION:

A year ago the city contracted with Springsted Public Finance Advisors to work with the city on analyzing a tax increment request. The firm also provides financial advising services, typically, in the area of advising the city on bond issues and issuing bonds. The contract includes a set fee for debt obligation or bond issues (e.g. \$11,500 for a \$1,000,000 to \$1,500,000 debt issues). It also includes a fee for a financial advisor's time advising the city on other issues. These fees range from professional staff support at \$90 per hour to a project manager at \$125 per hour. The price is determined annually by both parties. It has a sixty day notification of termination by either party.

Springsted is the financial representative for many cities and comes well recommended due to the depth and breadth of the firm's experience and ability in dealing with public finance issues. Although the city is not anticipating any bond sales in 1996, the city will be requiring financial advice on a possible bond issue in 1997 for the planned work on Larpenteur Avenue.

At Attorney Ellen Sampson's request, Eric Galatz reviewed the contract and found it to be complete and had no objections to it.

ATTACHMENTS

A - Proposed contract with Springsted Public Finance Advisors

ACTION REQUESTED:

Approve entering into a contract with Springsted Public Finance Advisors for financial advising services.

CONSENT

Meeting date: 2/14/96

Item: C - 5

ITEM: Approval of rescue services contract with Ramsey Emergency Medical Services Program Medical Direction Agreement

SUBMITTED BY: Susan Hoyt, City Administrator  
Clem Kurhajetz, Fire Chief

REVIEWED BY: Eric Galatz, Attorney

EXPLANATION/DESCRIPTION:

The city contracts with Ramsey Emergency Medical Services for medical direction for its rescue service. This involves providing some training services and 24 hour medical direction on calls and questions. The fee for the service is based upon the number of transports the rescue service performs. To cover increasing costs and to bring the fee structure into better line with actual costs of providing the medical direction service, the fee schedule will increase over the coming five years (e.g. \$4.00/transport in 1996; \$9.00/transport in 2000). In 2001 and after the fee will increase based upon the consumer price index - medical. There is a fee reduction of \$.25/transport if the city signs on for five years. If the city terminates the contract prior to the five year date, the city will be asked to reimburse the Ramsey Medical Direction for the difference between the reduced fee and the full fee.

The city's rescue service transported 198 trips in 1995. Therefore, the fee would be \$792 for this contract in 1995. At the reduced rate (-\$.25) or \$3.75/transport, the city's fee will be \$742.50 in 1996. In 1995 the fee was \$250, which Ramsey determined did not cover the cost of providing this service.

The city uses this service and has no alternatives to using it at this time. The attorney had no objections to the agreement.

Staff recommends signing a five year contract with the 30 day mutual termination clause in order to get the reduced fee each year. If the city terminates the contract before 5 years it will be asked to make up the difference as though it didn't enter into the longer term agreement from the start. Therefore, there is no additional cost for the initial five year commitment and there is a possible savings.

ATTACHMENT:

1 - Contract for Ramsey Emergency Medical Services Program Medical Direction Agreement

ACTION REQUESTED:

Approve the Ramsey Emergency Medical Services Program Medical Direction Agreement.

**RAMSEY EMERGENCY MEDICAL SERVICES PROGRAM  
MEDICAL DIRECTION AGREEMENT**

In sharing the common goal of quality prehospital patient care which most effectively integrates medical direction, quality improvement, education and research, it is deemed to the mutual advantage and benefit of the respective parties, their constituency and their purposes, to facilitate a medical direction relationship between the **Falcon Heights Fire Department**, hereinafter Fire Service, and St. Paul-Ramsey Medical Center and Ramsey Clinic, hereinafter Ramsey.

Thus, these organizations agree that a spirit of cooperation shall exist in order to further their respective goals and objectives. This document is an agreement which provides a framework of meaningful support and guidance to the unique and important transactions associated with Fire Departments.

Ramsey and the Fire Services will maintain this partnership by

- Annual visioning and medical oversight planning between Ramsey and the Fire Service personnel.
- Collaboration on system guideline development and research specific to Fire Services.
- Continuous quality improvement initiatives tailored for Fire Services.
- Quarterly meetings with Fire Chiefs.
- A dedicated medical director and coordinator for Fire Services.

**WHEREAS**, the Fire Service desires to provide emergency medical services and desires to have the assistance of Ramsey in providing the components of the Ramsey EMS Program to the Fire Service.

**NOW THEREFORE**, it is agreed that Ramsey will designate a physician to act in the capacity of prehospital Medical Director who will provide or designate an EMS Program representative to provide the following service(s) to the Fire Service.

**REFER TO ATTACHMENT A**

**IT IS FURTHER AGREED**, that the Fire Service shall:

**REFER TO ATTACHMENT B**

Incidents and Fire Service performance deficiencies identified by Ramsey through the services outlined in this agreement will be reported to the Fire Service. The Fire Service maintains responsibility to investigate and correct reported incidents and performance deficiencies. Documentation of the investigation and corrective action by the Fire Service will be required on all inquiries.



The Fire Service shall not use or disclose to any individual, entity, or other third party any confidential or proprietary information of Ramsey whether (1) disclosed orally, (2) disclosed in writing and marked as "Confidential Information" or some similar legend, shall be held in confidence by the Fire Service for perpetuity, or (3) disclosed prior to or during the term of this Agreement. Without limiting the generality of the foregoing, confidential or proprietary information of Ramsey includes, but is not limited to, the terms and conditions of this Agreement, the Ramsey EMS Program, and the medical policies and guidelines developed in conjunction with Ramsey under this Agreement.

The Fire Service warrants and represents that its employees, agents and contractors who participate in the performance of its duties hereunder, are bound by internal policies regarding the confidentiality of Ramsey's information. The Fire Service agrees to formally notify its employees, agents and contractors of the confidential nature of Ramsey's information and will take steps necessary to ensure that its employees, agents, and contractors will treat such information as confidential in accordance with the provisions of this Agreement.

The Fire Service may disclose such Confidential information to its employees, agents, representatives, and subcontractors provided, however, such Confidential Information shall only be disclosed to those who have a need to know to perform services under this Agreement and to make proper use of the same in the Fire Service's, and shall so advise its employees, agents, representatives and subcontractors regarding the restrictions on disclosure and use of the Confidential Information of Ramsey set forth herein.

**IT IS FURTHER AGREED**, that the Fire Service agrees to indemnify and hold Ramsey, its parent, subsidiaries, affiliates, directors, officers and employees harmless for any liability, claims, damages, costs, judgments or expenses resulting directly or indirectly from any act or omission of the Fire Service, its agents, employees, contractors, and trainees. No person shall be considered as a third party beneficiary of this agreement.

Ramsey agrees to indemnify and hold the Fire Service, its officers and employees harmless from any liability, claims, damages, costs, judgments or expenses resulting directly or indirectly from any act or omission of Ramsey, its agents, employees, contractors, or trainers. No person shall be considered as a third party beneficiary of this agreement.

**IT IS FURTHER AGREED**, that the term of this contract shall be from January 1, 1996 to and including December 31, 1996. In consideration of the services furnished by Ramsey, The Fire Service shall pay to Ramsey the fee as referenced in **ATTACHMENT A-2**. In addition, the Fire Service shall pay the published fee for any educational programs where fees have been established. Succeeding payments will be determined and mutually agreed upon annually from the date of execution of this agreement. Either party may terminate the agreement by giving thirty (30) days written notice to the other party.

**IT IS FURTHER AGREED**, that the parties to this agreement are independent contractors and this agreement shall not create an employer-employee relationship.

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

\_\_\_\_\_  
SERVICE DIRECTOR

\_\_\_\_\_  
PRESIDENT  
ST. PAUL-RAMSEY MEDICAL CENTER

\_\_\_\_\_  
SERVICE ADMINISTRATOR

\_\_\_\_\_  
PRESIDENT  
RAMSEY CLINIC

\_\_\_\_\_  
MEDICAL DIRECTOR  
RAMSEY EMS

**BASIC LIFE SUPPORT SERVICE  
MEDICAL DIRECTION ATTACHMENT A**

**Ramsey EMS agrees to accept responsibility for requirements as specified in Minnesota Ambulance Rules 4690.0100, Subp. 21. and provide:**

1. Guidelines prescribed and maintained for medical care to be rendered by the Fire Service. This will include advice on patient triage, care and transportation.
2. On-line medical control delivered via East Metro MRCC with Ramsey's Emergency Medicine physicians in accordance with Minnesota Ambulance Rules 4690.2200, Subp. 5.
3. Retrospective audit and review of medical control, the Fire Service, and system performance during patient contact. This is to include radio and EMS run report audit and review.
4. Assistance in mediating instances of internal and/or external complaints against the Fire Service related to patient care.
5. Continuous feedback and communication through regularly scheduled administrative meetings and Fire Service liaison assignments.
6. Ramsey system orientation to new Fire Service personnel to include MRCC orientation.
7. Assistance in the training and/or retraining of the Fire Service personnel in the use of special ALS/BLS techniques and skills, and in new methods of patient care and equipment that becomes available. Reference Attachment A-1.
8. Advice in regard to the upgrading and purchase of patient care equipment and pharmaceuticals for the Fire Service.
9. Assistance to the Fire Service in the area of Continuing Medical Education (CME) for both ALS and BLS personnel. Reference Attachment A-1.
10. EMS form and run review. Fire Service EMS forms are randomly reviewed by Ramsey representative for completeness, accuracy, and logic. These forms are reviewed in light of the Ramsey EMS system established guidelines.
11. Twenty-four hour a day access to medical direction administration and resources.
12. Medical oversight on a regularly scheduled basis through point of care scene response.
13. Coordination and participation in EMS related research.
14. Participation in ongoing community, local, and regional governmental/legislative meetings and boards.
15. Qualified and board certified Emergency Medicine physicians with current relevant EMS experience; licensed in Minnesota and Wisconsin.

**BASIC LIFE SUPPORT SERVICE  
MEDICAL DIRECTION  
ATTACHMENT A-1**

**BLS Medical Direction Continuing  
Education**

- Six sessions per service per year
- Two hours per session
- Participation at each session required
- Meets medical directors, State and National Registry requirements
- Facilitated by coordinators and instructor staff
- First hour is run report session, followed by one hour of CME/skills
- Dates, times, location, and content reflects Service needs
- IV, AED, and Combitube annual competencies check included

***Basic Courses***

**First Responder**

- Eight provider; 2 per quarter
- Eight refreshers; 2 per quarter
- Additional courses as requested.
- Provider \$175; Refresher \$85.
- College credits available
- Provider and refresher courses can be customized to meet Service needs; specifically, dates, times, location and content

**EMT Basic**

- Eight provider; 2 per quarter
- Sixteen refreshers; 4 per quarter
- Additional courses as requested.
- Provider \$375; Refresher \$150.
- College credits available
- Reviewed Basic and Refresher curricula
- Provider and Refresher courses can be customized to meet Service needs; specifically, dates, times, location and content.

**BASIC LIFE SUPPORT  
MEDICAL DIRECTION  
ATTACHMENT A-2**

**FEE STRUCTURE**

The Service's year-end total transports for the year previous to the contract, determines the volume that will be utilized to calculate the contract year medical direction fee. Fee per transports is as follows:

<b>YEAR</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>
<b>FEE PER TRANSPORT</b>	\$4.00	\$5.00	\$7.00	\$8.00	\$9.00

Sample Calculation:

$$\begin{aligned} & (1995 \text{ total transports}) \times (1996 \text{ Fee per Transport}) = 1996 \text{ Medical Direction Fee} \\ & 1000 \text{ transports} \times \$4.00 = \$4,000. \end{aligned}$$

Ramsey offers an alternative fee structure based on a five-year contract commitment by the Fire Service, whereby all stated fees for the years 1996 through 2000 would be reduced by twenty-five cents (\$.25) per transport respectively. In the event that the Fire Service accepts the alternative proposal and then terminates the agreement during the five-year commitment, the Fire Service shall pay to Ramsey the difference between the original and reduced fee for transport for that portion of the five-year term already used at the time of termination. The Fire Service signifies acceptance of the alternative proposal, and Ramsey signifies acknowledgment thereof, by initialing, with date, the paragraph.

In the year 2001, the medical direction fee is capped with annual increases not to exceed the Consumer Price Index - Medical (CPIM). For reference purposes, the 1995 CPIM is at 4.4%.

**BASIC LIFE SUPPORT SERVICE  
MEDICAL DIRECTION  
ATTACHMENT B**

**Falcon Heights Fire Department agrees to adhere to responsibility for the requirements as specified in Minnesota Ambulance rules 4690.0100, Subp. 21. and 4690.220, Subp. 5 as follows:**

1. Implement the medical guidelines developed in conjunction with Ramsey.
2. Utilize Ramsey for on-line medical control.
3. Report patient care problems, incidents, guideline deviations, and public complaints on patient care to Ramsey.
4. Report all proposals for the purchase of new patient care medical devices to Ramsey for evaluation and advice; Ramsey EMS to be included in the final approval of all purchases except for those purchases mandated by the State.
5. Provide the Medical Director with copies of run reports for evaluation and review.
6. Provide the Medical Director and Ramsey annually with information on the number of personnel and their levels of training (i.e. department roster).
7. Assure active participation by all service personnel at all state mandated certification and recertification training.
8. Assign a service representative to attend all EMS administrative and annual business meetings as established by Ramsey.

CONSENT

Meeting Date: 2/14/96

Item: C - 6

ITEM: Resignation from Park and Recreation Commission

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Carol Kriegler, Park and Recreation Director

EXPLANATION/DESCRIPTION:

Morris Nicholson has asked that the city council accept his resignation from the Park and Recreation Commission.

With Mr. Nicholson's resignation, there will be three vacancies on the Park and Recreation Commission.

ACTION REQUESTED: Accept the resignation of Morris Nicholson.

CONSENT

Meeting Date: 2/14/96

Item: C - 7

ITEM: Authorization to adjust mileage reimbursement rate

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

City employee, councilmembers, and volunteers are occasionally required to use their personal vehicle to conduct city business. Past policy has been to reimburse these individuals at the Internal Revenue Service's maximum allowable mileage reimbursement rate. The I.R.S. has raised this maximum to \$.31/mile for 1996, up from \$.30/mile in 1995.

This reimbursement is intended to cover not only the gasoline used in the personal vehicle, but also a portion of maintenance costs and depreciation associated with using the vehicle for business use.

ACTION REQUESTED: Increase mileage reimbursement rate to \$.31 per mile.



**YOU WILL RECEIVE ALL APPLICANTS' NAMES AND APPLICATION MATERIALS ON MONDAY, FEBRUARY 12, 1996**

POLICY

Meeting date: 2/14/96

Item: 1

ITEM: Scheduling the next step in the appointment process for the city council vacancy

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

As of this writing (Friday, 12 noon) there are applicants for the city council vacancy. These are:

Scott Huffman  
Laura Kuettel  
Frank Meah  
Roger Miller  
Larissa Tadavarthy  
Robert Uhler  
Betty Wilcox

Initially, the council planned to have a five minute presentation made by each applicant on February 21, 1996. You may wish to discuss and re-confirm this process.

ACTION REQUESTED:

Review the process and direct staff to proceed accordingly.

POLICY

Meeting date: 2/14/96

Item: 2

ITEM: Purchase of Building Identification Letters and Logo for City Hall

SUBMITTED BY: Carol Kriegler, Director of Parks, Grounds, Recreation and Facilities

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / DESCRIPTION:

Options have been researched for the installation of new building identification letters and logo for city hall. The current letters inaccurately identify the building as the "Falcon Heights Community Building", which frequently creates confusion for people trying to find city hall. Also, people sometimes expect to find a gym or swimming pool, not city hall, when they come in (Staff often gets these comments). The falcon logo is really a hawk.

Attached is a recommended layout for the installation of new cast aluminum letters, in a natural satin finish, and updated logo. It is proposed that the logo be created with paint and a blue vinyl screen over treated plywood. Life expectancy of the logo is 7 to 10 years. Installation of the letters and logo would be accomplished by the public works staff. Associated costs for the project are as follows:

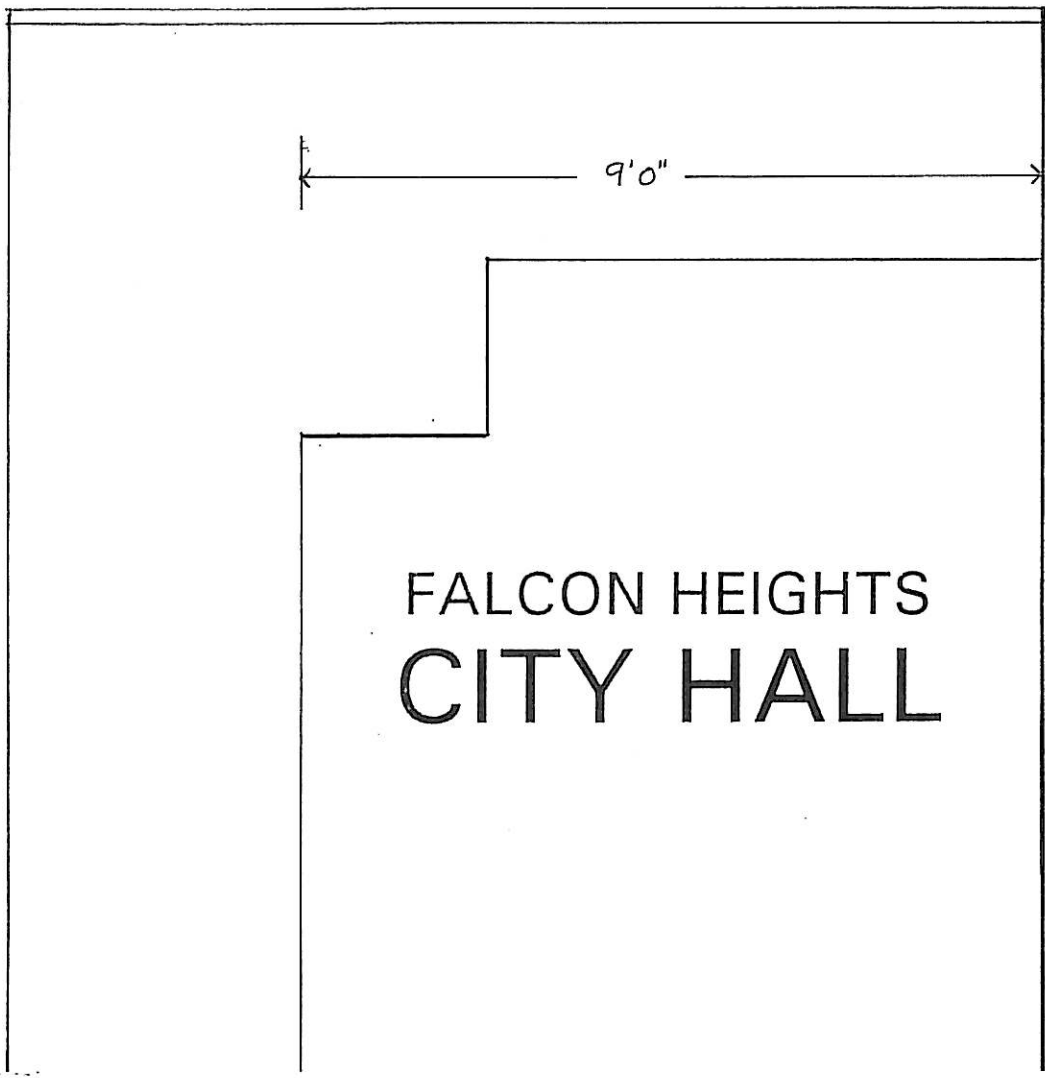
Cast aluminum letters	\$424.90
Mounting template	\$34.75
Misc. mounting supplies	\$34.75
Logo production	\$175.00
Total cost:	\$654.65 + tax

The proposed lettering system is the one typically sold and installed by area sign companies. A quotation received from a local retailer for the purchase and installation of a similar layout was \$1,650.00. The City has the opportunity to purchase the letters at wholesale prices, a considerable savings.

ATTACHMENTS: A. Lettering layout with logo  
B. Lettering layout without logo

A.





FALCON HEIGHTS  
CITY HALL

3'  
10''

POLICY

Meeting date: 2/14/96

Item: 3

ITEM: Review and discussion of the city's annual events

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Each year the city's hosts several events. Some are communitywide events; some are formally scheduled; others are informal and neighborhood based. This is a good time to review what is typically planned and determine if the current direction is what you wish to do or if you'd like to do something different.

- February **DEAD OF WINTER INSPIRATIONAL EVENT**  
- Sponsored by Park and Recreation Commission
- April **VOLUNTEER RECOGNITION EVENT**  
- sponsored by council/a dinner catered at city hall  
estimated cost \$800
- May **ARBOR DAY AT THE SCHOOL**  
- sponsored by city forester
- May **RESCUE OPEN HOUSE**  
-sponsored by the fire department
- May **CITYWIDE GARAGE SALE**  
-sponsored by the Solid Waste Commission
- Summer **Recreation programs**  
Drop-in program at Curtiss Field
- July **COMMUNITY ICE CREAM SOCIAL**  
-sponsored by the Park and Recreation Department
- August **END OF SUMMER AT CURTISS FIELD**  
- neighborhood park gathering
- August **NATIONAL NIGHT OUT**  
- sponsored by Neighborhood Watch  
police/fire actively involved
- Septemer **FIRE DEPARTMENT OPEN HOUSE**  
- sponsored by the fire department
- November **INDOOR PLAYROOM**
- fall, winter **OPEN GYM AT FALCON HEIGHTS SCHOOL**
- winter **DROP-IN SKATING LESSONS**  
- as weather permits

ACTION REQUESTED:

Discuss and direct staff as desired.

POLICY-INFORMATION

Meeting date: 2/14/96

Item: 4

ITEM: Presentation and discussion about the DARE program

SUBMITTED BY: Dick Engstrom, Police Chief

PRESENTERS: Officer Dominic Cotroneo  
Officer Tim Briski

EXPLANATION/DESCRIPTION:

Officer Briski just finished the DARE program at Falcon Heights Elementary School. Officer Cotroneo began his involvement in the DARE program in St. Anthony several years ago and has worked in both the elementary school and the middle school. They are here to describe how the program is organized and to answer any questions that you may have about it.

ACTION REQUESTED:

Discussion as desired.

**YOU WILL RECEIVE ALL APPLICANTS' NAMES AND APPLICATION MATERIALS ON MONDAY, FEBRUARY 12, 1996**

POLICY

Meeting date: 2/14/96

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Betty Wilcox

Initially, the council planned to have a five minute presentation made by each applicant on February 21, 1996. You may wish to discuss and re-confirm this process.

ACTION REQUESTED:

Review the process and direct staff to proceed accordingly.

POLICY

Meeting date: 2/14/96

Item: 2

ITEM: Purchase of Building Identification Letters and Logo for City Hall

SUBMITTED BY: Carol Kriegler, Director of Parks, Grounds, Recreation and Facilities

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / DESCRIPTION:

Options have been researched for the installation of new building identification letters and logo for city hall. The current letters inaccurately identify the building as the "Falcon Heights Community Building", which frequently creates confusion for people trying to find city hall. Also, people sometimes expect to find a gym or swimming pool, not city hall, when they come in (Staff often gets these comments). The falcon logo is really a hawk.

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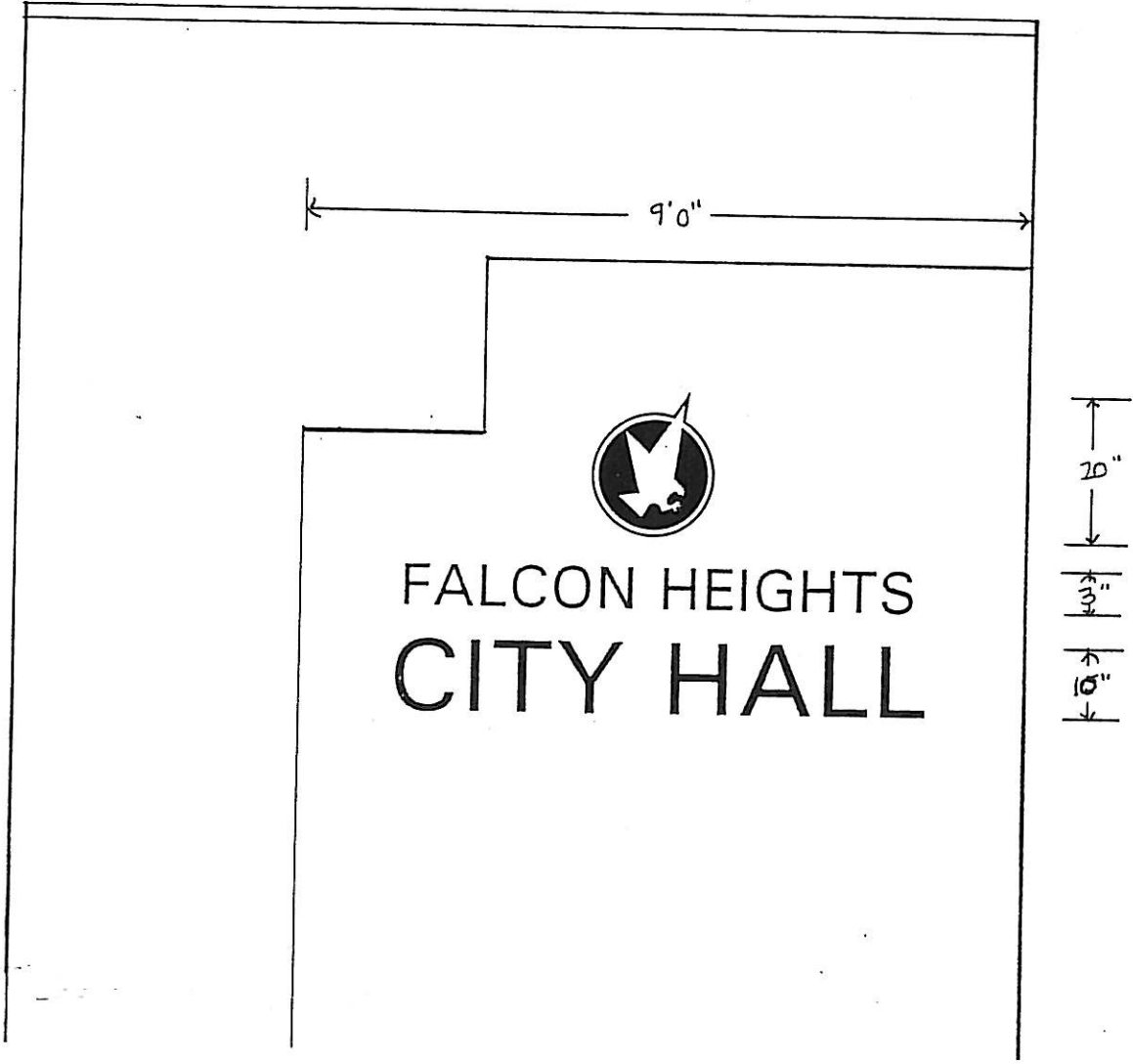
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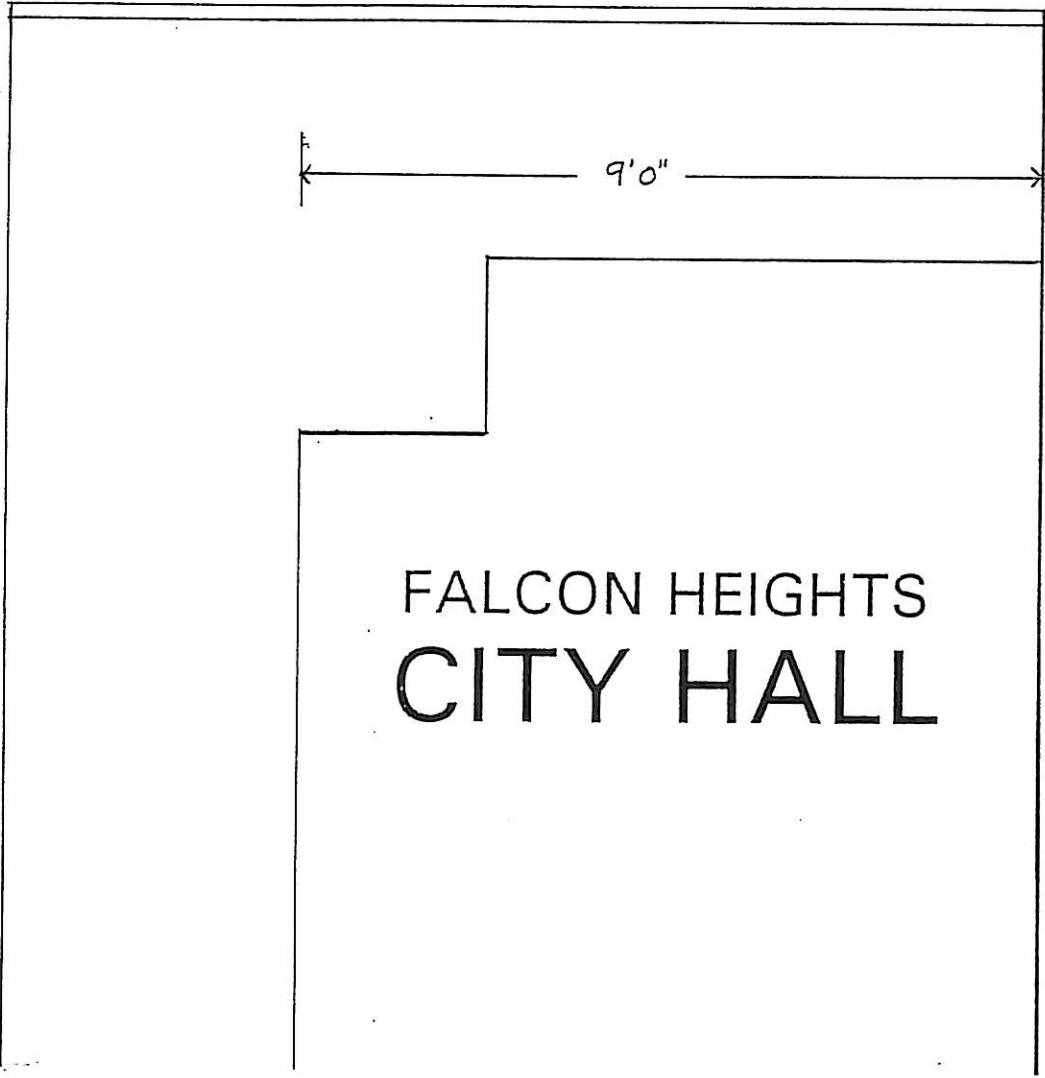


9'0"



FALCON HEIGHTS  
CITY HALL

20"  
3"  
10"



9'0"

FALCON HEIGHTS  
CITY HALL

3'  
10'

POLICY

Meeting date: 2/14/96

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ACTION REQUESTED:

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POLICY-INFORMATION

Meeting date: 2/14/96

Item: 4

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SUBMITTED BY: Dick Engstrom, Police Chief

PRESENTERS: Officer Dominic Cotroneo  
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ACTION REQUESTED:

Discussion as desired.